



Further Education Policies & Procedures

Policy_03: #THEWRD FE Registration & Certification Policy

Policy Overview

The purpose of the Registration & Certification Policy (FE) is to set out #THEWRD's commitment to ensuring that learners are registered on the correct course and that valid learner certificates are claimed within agreed timescales.

The policy aims to ensure that #THEWRD:

- Registers individual learners to the correct programme within agreed timescales;
- Claims valid learner certificates within agreed timescales;
- Constructs a secure, accurate and accessible audit trail to ensure that individual learner registration and certification can be tracked to the certificate which is issued for each learner.

In order to do this, #THEWRD will:

- Only register a learner once a copy of a valid form of ID has been received
- Register each learner within the awarding body requirements;
- Provide a mechanism for course teams to check the accuracy of learner registrations;
- Ensure each learner verifies their name and units prior to registration
- Make each learner aware of their registration status;
- Inform Awarding Body of withdrawals, transfers or changes to learner details;
- Ensure the all grades are checked prior to final moderation event

- Ensure that certificate claims are timely and based solely on internally verified assessment records;
- Audit certificate claims made to the awarding body;
- Audit the certificates received from the awarding body to ensure accuracy and completeness;
- Keep all records safely and securely for three years post certification.

1. Registration

1.1 Registration can take place at either of 2 stages in our enrolment period.

Pre-Registration starts with student being accepted onto the course.

The Registrar gathers the 5 key personal demographics to search the Learning Records Service for the Unique Learner Number, or register the learner and updates their data fields as necessary on the LRS. The student receives login details which unlocks their dashboard and the ability to complete full registration.

Stage 1: Student invited to enrol at their 6th form college partner. If not already in possession of login details they will be provided with these, and an online course introduction.

Stage 2: Student attends enrolment/induction event closest to them and is assisted through the process by a student support advisor.

This ensures that students who enrol late are included in the registration process.

Students will not be permitted to complete registration on any course until the institution is in receipt of a copy of a valid ID. (Passport or Driving License)

1.2 Student data is transferred from the database to a spreadsheet formatted for upload to Awarding Body. This data is then verified to check for accuracy. Once this is signed off by Head of Quality Assurance and Data this is uploaded to the awarding body with

current QAA guidelines; currently 42 days for students and 84 days for units.

1.3 Head of Quality Assurance and Data makes a final check on total registrations based on the Awarding Body invoice

2. Certification

2.1 The student's final transcript must be signed off by the Head of Quality Assurance and Data before moderation can take place. This sign off will ensure that the planned internal verification has been completed, the student has concluded any additional re-sits and learning outcomes recorded on feedback sheets have been correctly transferred to the grade matrices.

2.2 The EO and QN will work together to verify the Unit Grades. To ensure this data is correctly supplied to the awarding body, the QN will read out each Unit Grade whilst the EO enters the data. The EO will then read back the screen display for the QN to verify. Award Board minutes will be submitted to the awarding body once grade upload has been completed.

2.3 When certificates arrive, via post, from Awarding Body, the EO will select a random sample (25%) and check the accuracy of student details and unit grades. Any incorrect data will result in the complete batch being double checked. Awarding Body will be notified immediately of any inaccuracies and the student will be informed of the resultant delay in certification.

3. Notification of Performance

3.1 all work must be submitted, assessed, internally moderated and externally moderated before awards can be confirmed. Any students that have not completed all units, will either receive unit certification, or will have been granted a referral opportunity with an agreed deadline to complete, usually before the end of July.