

# Learner Recruitment, Registration and Certification Centre Procedures



## Purpose and Scope of Procedures

- To ensure procedures are in place to verify the identity of students, and ensure that upon completion of programme procedures are in place to validate that the achievement is issued to the correct student who completed the qualification or product.
- To ensure that all records and evidence which are used to identify students should be retained for quality assurance purposes and in compliance with awarding organisation requirements and relevant data protection legislation.

## Definitions/Terminology

**Registration:** informs the awarding organisation about students at the beginning of a programme of study.

**Key dates & actions:** deadlines for registration and certification.

**Certification claim:** the process of informing the awarding organisation of learner achievement.

## Responsibilities

**Exams Officer:** responsible for timely, accurate and valid registration, transfer, withdrawal and certificate claims for students.

**Director of Operations/Programme Contact:** responsible for ensuring student details held by the awarding organisation are accurate and that an audit trail of student assessment and achievement is accessible.

## Procedures

**Registration:** The Exams Officer will ensure that students are registered on the correct programme at the outset. Students following a standard academic year will be registered before 1st November. Students enrolling into flexible start programmes will be registered within one month of enrolment.

**Withdrawal:** the centre will inform the awarding organisation when a learner leaves before completion of the programme.

**Certification Claims:** Certificate claims will be undertaken promptly after the student completes the programme. Claims procedures will prevent fraudulent or inaccurate claims by ensuring that claims are cross checked against assessment records and that at least two members of staff are present when this

process is completed.

## **Learner Recruitment, Registration and Certification Centre Policy**

### **Aims:**

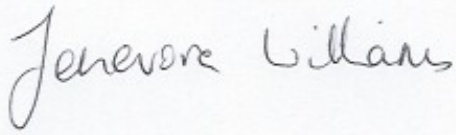
- To register individual students to the correct programme within agreed timescales.
- To claim valid student certificates within agreed timescales.
- To construct a secure, accurate and accessible audit trail to ensure that individual student registration and certification claims can be tracked to the certificate which is issued for each student.
- To ensure records and evidence which are used to identify students are retained for quality assurance purposes and in compliance with relevant data protection legislation.

### **In order to do this, we will:**

- take appropriate, proportionate and reliable steps to confirm each learner's identity before registration takes place. This will include using appropriate visual identification methods.
- use the record of the student's previous achievements to make sure that, where possible, credit transfer, exemptions and equivalences are applied, with the student's consent.
- register each student within awarding organisation requirements
- comply with any limitation on the minimum amount of time that students must be registered with the awarding organisation before certification
- provide a mechanism for programme teams to check the accuracy of student registrations
- inform the awarding organisation of withdrawals or changes to students' details
- ensure that certificate claims are timely and based solely on internally verified assessment records
- submit certification claims only for students who have met the requirements of the programme
- audit certificate claims made to the awarding organisation
- audit the certificates received from the awarding organisation to ensure accuracy and completeness
- keep all records safely and securely for three years post certification.

Date: 28.03.2025

This policy will be reviewed every 24 months by Dr Jenevora Williams



Jenevora Williams