




BTEC Registration & Certification

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Signed by Chair of LGB	

CONTENTS

1.	INTRODUCTION.....	3
2.	AIM.....	3
3.	ACTIONS	3
	APPENDIX 1 - HISTORY.....	5

1. INTRODUCTION

This policy refers to the running and administration of all BTEC courses taking place in this centre.

2. AIM

To register individual learners to the correct programme within agreed timescales.

To claim valid learner certificates within agreed timescales.

To construct a secure, accurate and accessible audit trail to ensure that individual learner registration and certification claims can be tracked to the certificate which is issued for each learner.

3. ACTIONS

In order to do this, Pilton Community College will:

- At the start of the academic year the Exams Officer will liaise with all HODs and the QN to assess which programmes are running and update the centre's central courses list.
- Course Manager in SIMS will be updated by the EO to show the correct level, course, programme code and attach the relevant classes.
- Class lists will be generated by the EO and sent to programme leaders to check which learners need to be registered (or withdrawn) from each programme.
- On confirmation of the learner details and programme code, registrations will be made either on Edexcel online or via EDI in accordance with the awarding body requirements by the key dates found in the information manual
<https://qualifications.pearson.com/content/dam/pdf/Support/Information-manual/1-Key-Dates.pdf>
- Registration must happen prior to any assessment beginning.
- Once registrations are submitted the confirmation documentation received by the awarding body will be checked by the EO against the submission and any inaccuracies will be followed up with the QN, programme leader and/or the board.
- The subject leader will report new students joining the course to the exams officer. New admissions in KS 4 will be communicated via the administration team to the exams officer if they have chosen BTEC subjects. The EO will check the learner details with the programme leader then register the learner via Edexcel Online
- The subject leader will also inform the exams officer of any student being withdrawn. Withdrawal of a candidate needs to have the following approvals:
 - o Parent/carer
 - o Head of Learning/Examinations
 - o Head of Year
 - o Head of Department
- When the learner has been registered on a programme a letter will be sent to the learner and their parent by the EO informing them of the registration and signposting them to the relevant JCQ 'Information to candidate' notices and in particular the privacy notice.
- Inform the awarding body of withdrawals, transfers or changes to learner details. Once the subject leader has confirmed any changes, it is then the responsibility of the exams officer to make these changes within Edexcel Online. The changes need to be made in a timely fashion to avoid financial penalties. The awarding body's information manual can be referred to for guidance on procedures relating to the transferring of learners between programmes – see section 2 Registration
<https://qualifications.pearson.com/content/dam/pdf/Support/Information-manual/11-UK-BTEC.pdf>
- Periodically throughout the year, the EO will check the registrations are up to date by liaising with the programme leader. This would usually be whilst preparing entries for external assessment.

- Audit certificate claims made to the awarding body. Subject lead (LIV) and assessors will meet in June of the awarding year, prior to claims of awards being made to clarify the candidate grades to be claimed.
- Ensure that certificate claims are timely and based solely on internally verified assessment records. Following completion of all assessment criteria the subject lead will enter full grades onto EDEXCEL online to claim the award (deadline 4th July of the completing year). In certain instances the exams officer can assist in this task.
- When all unit claims have been completed the EO will be informed and will submit the results file via EDI to the awarding body to claim certification for those learners that have completed and claimed the necessary units.
- Audit the certificates received from the awarding body to ensure accuracy and completeness. It is the responsibility of the exams officer to check the accuracy of the certificates by checking these against centre results records. Any discrepancies will be followed up by the EO with the programme leader. The EO will manage the issuing of certificates to the correct student. Certificates are distributed at our collection evening in mid-November or by prior arrangement.
- Keep all records safely and securely for three years post certification.

This policy will be reviewed every 12 months by the Quality Nominee.

It is important to note that partial claims can be made and at this time Pearson are requesting early banking of grades.

APPENDIX 1 - HISTORY

Date	Summary of change	Contact	Version/ Implementation Date	Review Date
March 2021	Policy annual review	Mr S Bell	V 1.0	Sep 2021
Sep 2021	Policy annual review	Mr S Bell	V 2.0	Sep 2022