
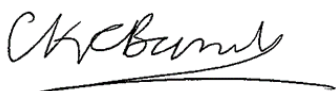
	<b>ST ALBANS GIRLS' SCHOOL</b>
<b>BTEC Registration and Certification Policy</b>	
<b>GB sub-committee: Curriculum, Assessment &amp; Standards Committee</b>	
<b>Co-ordinator: Mrs J Flint</b>	
<b>Last Reviewed: Summer 2023</b>	<b>Next Review: Summer 2024</b>
	
<b>Signed by:</b> <b>Margaret Chapman</b> <i>Head Teacher</i>	<b>Signed by:</b> <b>Claire Barnard</b> <i>Chair of Governors</i>

<b>1. RATIONALE</b>	
<b>1.1</b>	To ensure that all learners are registered for the appropriate BTEC qualification and are certified for the qualification that they have studied for in line with the requirements from Pearson.
<b>2. AIMS</b>	
<b>2.1</b>	<ul style="list-style-type: none"> <li>• To register individual learners to the correct programme within agreed timescales.</li> <li>• To claim valid learner certificates within agreed timescales.</li> <li>• 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.</li> </ul>
<b>3. PROCEDURES</b>	
<b>3.1</b>	<b>Process for Registering and Certifying Learners</b> <ul style="list-style-type: none"> <li>• Register each learner within the awarding body requirements</li> <li>• Register each learner on the appropriate programme code, before any assessment activity is completed</li> <li>• Provide a mechanism for programme teams to check the accuracy of learner registrations</li> <li>• Make each learner aware of their registration status</li> <li>• Inform the awarding body of withdrawals, transfers or changes to learner details</li> <li>• Ensure that certificate claims are timely and based solely on internally verified assessment records</li> <li>• Audit certificate claims made to the awarding body</li> <li>• Audit the certificates received from the awarding body to ensure accuracy and completeness</li> <li>• Keep all records safely and securely for three years post certification.</li> </ul>

3.2	<p><b>Roles and personnel responsible for registering and certifying learners</b></p> <p><b>Quality Nominee</b> The Quality Nominee is Mrs J Flint They are responsible for overseeing all elements of the BTEC registering and certifying process</p> <p><b>Examinations Officer</b> The examinations officer is Mrs M Maddison They are responsible for registering students on the BTEC course, enabling a check of who is registered, withdraw students if they leave the course, enter unit levels to enable certification at the end of the course</p> <p><b>Lead Internal Subject Verifier</b> The Lead Subject Verifier is the Lead Practitioner for the Subject. They are responsible for providing an assessment plan to the QN, names of students to be entered or withdrawn from the qualification, results of the unit after internal verification or external verification has taken place.</p> <p><b>Internal Subject Verifier</b> They are responsible for teaching the BTEC course and marking the internally assessed tasks. They assist with the moderation and verification of internally assessed work.</p>
<b>4. MONITORING</b>	
4.1	<p>This policy is monitored internally once per year by the Quality Nominee. It is provided to Pearson at their request as part of their Quality Assurance processes in the autumn of each school year.</p>