Technical Registration and Certification Policy

Policy Code:	TE2
Policy Start Date:	September 2024
Policy Review Date:	September 2026

Please read this policy in conjunction with the policies listed below:

- HR6 Data Protection Policy
- HR33 Records Management Policy
- TE4 Technical Assessment Policy
- TE9 Technical Staff Malpractice and Maladministration Policy
- TL18 Special Consideration and Reasonable Adjustment Policy

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1   Policy Statement

1.1   The Priory Federation of Academies Trust (the Trust) is committed to ensuring that standards of registration and certification are consistent, transparent and in line with the requirements of our awarding bodies.

1.2   For the purpose of this policy, 'technical learners' encompasses T-Level students, and pupils in KS4-5 studying 'vocational' subjects, for example, BTEC qualifications.

1.3   References to the Trust or Academy within this policy specifically include all primary, secondary and special academies within the Trust, as well as Priory Apprenticeships.

1.4   This policy does not form part of any member of staff's contract of employment and it may be amended at any time.

2   Roles, Responsibilities and Implementation

2.1   The Education & Standards Committee has overall responsibility for the effective operation of this policy and for ensuring compliance with the relevant statutory framework. This committee delegates day-to-day responsibility for operating the policy and ensuring its maintenance and review to the Director of Professional Learning.

2.2   Leaders and Managers have a specific responsibility to ensure the fair application of this policy and all staff are responsible for supporting colleagues and ensuring its success.

3   Aims

3.1   To ensure all learner registrations and certification claims are accurate, open and transparent.

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

3.3   To claim valid learner certificates within agreed timescales.

4   Registering learners

4.1   All learners will be registered within the awarding body requirements.

4.2   The registration process is as follows:

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1. In September of the first year of the qualification, all confirmed class lists should be forwarded to the appropriate Examinations Officer within each centre detailing the following:
    i. Full title of the qualification to be studied;
    ii. QAN code; and
    iii. Full name of learner(s) to be registered.
2. The Examinations Officer is to register the learners through the appropriate means.
3. Confirmation of registration is to be obtained by the Examinations Officer.
4. Once registration is confirmed, class lists are to be returned to the relevant class teacher(s) detailing the names of the learners and the course the learners are registered for.
5. The class teacher is to sign the list to confirm its accuracy and return to the Examinations Officer for storing.

5 Registration of learners part way through a course

5.1 Should any learner be required to register on a course part way through the course, this must be done as outlined above. Learners can only be registered late on to the course if circumstances prevented the learner from being registered at the start of the course, e.g., late entry in to the setting.

6 Transferring of learners

6.1 Transfer of a learner between programmes at the same centre

A learner registration may be transferred between programmes approved at the centre with current open validity for registrations; the centre must ensure that the learner is able to complete the programme on to which transfer is made, e.g., that arrangements for accreditation of learning on the existing programme can be made. A learner may not be transferred from an individual unit registration to a full programme (qualification). In such cases, the learner must be re-registered for a full programme.

6.2 Transfer of a learner to another centre.

A learner may transfer to another centre; normally if a registration is being transferred, it is to enable the learner to complete the same programme of study. For a certificate to be awarded the learner's record at the final centre will have to show all the required completed units. Prior to transfer it is essential that a comparison of units previously undertaken is made against the requirement of the new programme. The learner must be advised of any additional work that may be needed to meet in full the requirements of the receiving centre. The initial centre must ensure that all completed units are notified to the appropriate awarding body, and that all the relevant assessment records are passed to the receiving centre.

The receiving centre should not process the transfer until all previous achievement has been notified.

7   Certification of learners

7.1   Before the academy (centre) can claim certification for any learner, the following must be completed:

a. the learner must have completed all necessary components of the course;
b. any outstanding Internal Verification and subsequent Lead Internal Verification procedures must have been carried out; and
c. any amendments/actions, as identified within the standards verification report, have been carried out.

7.2   The centre is responsible for claiming learner certification, in line with the requirements of the awarding body. An example of this process is set out below.

1. All grades on the subject based tracker are to be checked by the Lead IV in consultation with the relevant subject teachers to ensure accuracy.
2. The Lead IV and a nominated person within each programme area is to enter the grades on to the centrally held grade tracker with each grade input being coloured red.
3. The Examinations Officer, together with the Quality Nominee, enters the grades for each candidate and subject area into the relevant awarding body's system.

7.3   Certification cannot be done alone (i.e., by one individual) as all entries must be double checked by an appropriate person (Quality Nominee or responsible person) for accuracy.

7.3   All certification claims must be complete in line with the timelines set by the relevant awarding body.

8   Responsibilities

Role	Responsibility
Examinations Officer	Is responsible for timely, accurate and valid registration, transfer, withdrawal and certificate claims for learners.
Quality Nominee	Is responsible for coordinating and monitoring the learner details held with the appropriate awarding body.
Programme/Subject Lead	Is responsible for ensuring learner details held by the appropriate awarding body are accurate and that an audit trail of learner assessment and achievement is

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	accessible.
Centre Senior Leadership Team	Is responsible for overseeing the registration, transfer, withdrawal and certificate claims for learners to ensure that awarding body deadlines are met.

9   Policy Change

9.1   This policy may only be amended or withdrawn by The Priory Federation of Academies Trust.

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The Priory Federation of Academies Trust
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This Policy has been approved by the Education and Standards Committee:

Signed…………………………… Name... Date:

Trustee

Signed…………………………… Name... Date:

Chief Executive Officer

Signed…………………………… Name... Date:

Designated Member of Staff

Please note that a signed copy of this agreement is available via Human Resources.