

## BTEC Registration & Certification Policy

Aims:

1. To register individual learners to the correct programme within agreed timescales
2. To claim valid learner certificates within agreed timescales
3. 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

In order to do this, Carr Hill High School will:

- Register each learner within the awarding body requirements
- Provide a mechanism for programme teams to check the accuracy of learner registrations
- Make each learner aware of their registration status
- Inform the awarding body of withdrawals, transfers or changes to learner details
- 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

## Registration and Certification Procedure

### BTEC Registrations

- Exams officer (KTR) will request entries from programme leader in September
- Entries are made and lists returned to Programme leader who will check the entries and then sign and date the list
- KTR will make any amendments required and submit the entries



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Headteacher Mr A Waller, MA, BA Hons  
Deputy Headteacher Miss A Jordinson, BSc Hons

## BTEC Transfers / Withdrawals

- Programme leaders to notify KTR and AJN of any new starters during the academic year
- KTR to verify BTEC entries with AJN once options selected
- AJN to notify KTR of any withdrawals required due to students moving school or other circumstances

## BTEC Entry Check

- QN (AJN) will check entry lists against class lists.
- Any error will be verified with Programme leaders.
- AJN will pass the lists to KTR to amend any entries as required before October half term.

## BTEC – Certification/ Unit certification

- Programme leaders will collate records for all students in their area
- Tracking sheets will be checked by the class teacher and the programme lead to ensure final assessment decisions are accurate
- Once assessment decisions have been approved, KTR will meet with the programme leader to submit interim (unit) claim grades on Edexcel Online
- External assessment and final certification entries are made by KTR alongside the GCSE entries in February
- When certificates arrive, KTR will check them against students' records
- KTR will report any issues to Pearson for amendment

Last Reviewed: **September 2023**

Next Review date: **September 2024**



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