



# Rye College Policy

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Policy Title:	Vocational Registration & Certification
Leadership Responsibility:	Head of College
Review Body:	Executive Headteacher
Date:	September 2020
Review:	September 2021

## 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 certificate claims can be tracked to the certificate which is issued for each learner.

To do this, Rye College will:

- Register each learner within the awarding body requirements;
- Register each learner on the appropriate programme code before any assessment activity is completed;
- 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;
- Keep all registration records safely and securely for three years post certification;
- 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 registration records safely and securely for three years post certification.

## Registration (formerly 'entries')

Candidates are selected for their examination entries by their subject teacher (Assessor) in agreement with the relevant Faculty Leader and Lead Internal Verifier. The Lead Internal Verifier will then ensure that the relevant information is checked, signed off and forwarded to the exams officer, by the relevant date (as published by the exams officer), by e-mail. The QN must also be cc'd in to this e-mail.

Where students are being registered onto BTEC courses, the exams officer will provide the relevant teaching staff with a check list of students who have enrolled onto the course, along with a checklist for completion, via e-mail. The Faculty Leader and/or Programme Leader (IV/Lead IV), and the QN, will be copied in to this e-mail. The teacher will then cross-reference the checklist with the relevant register, confirming registration on the check list with 'Y' or 'N'. This sheet will then be sent through



to the Faculty Leader and Programme Leader. The Programme Leader will cross-reference the checklist with the relevant register, for Quality Assurance purposes. This will then be sent through to the QN. The QN will then meet with the Exams Officer a week before registration deadline, in order to register the students via Pearson Online. The above process must take place by the 19<sup>th</sup> of October, 2020 (10 working days before the deadline for registration of 1<sup>st</sup> November, as detailed by Pearson in 'Pearson Qualifications Information Manual 2020/21)

It is understood that BTEC registrations received after the appropriate deadline will be subject to a late registration fee.

It is understood that any delay in registration may, in turn, delay certification.

## Transfer

Students (or those parents/carers of) who request a transfer from one course to another will initially complete a 'Transfer Form', which will be signed and dated by both the student, and their respective parent/carer. The 'Transfer Form' will be given to the QN, who will then e-mail the relevant details through to the Head of Centre, the programme leader of the course the student is potentially transferring from, and the programme leader of the course the student is potentially transferring to. A recommendation will then be made to the Head of Centre by the QN, upon feedback from both programme leaders, and analysis of prior learning and data pertaining to both programmes. The transfer decision will then be sent to the student and their parent/carer, in a letter, via post.

## Withdrawal

If a withdrawal is necessary, the relevant teacher/assessor must liaise with the Programme Leader. The Programme Leader must then contact the QN via e-mail, confirming the name, class code, course title and QAN code. A reason for withdrawal must also be given, if appropriate to do so. The QN will, in the first instance, forward the withdrawal request to the Head of Centre for permission to proceed. The QN will then meet with the Exam's Officer in order to formally withdraw the student, with the exam board. The QN will then e-mail the assessor, programme leader and Head of Centre, with confirmation of the withdrawal (copying in the Exam's Officer). The exams officer will advise Pearson of all learners who have withdrawn from programmes via Edexcel Online.

*Candidates, parents or families, cannot insist on a subject entry, change of level or withdrawal without incurring the costs for this entry, change of level or withdrawal.*

The centre does accept entries from external candidates who will be subject to the relevant parts of this policy. However, external candidates will only be allowed entries into those examinations already being run by the college.

## Unit Certification (GWI)

Upon completion of the assessment and grading of each unit, unit grades must be recorded on the 'Assessment Record Sheet' for each learner by the Assessor. Grades must also be collated onto a 'Unit Master Sheet', and sent through to the Lead Internal Verifier by e-mail. Once the Lead Internal Verifier has concluded the verification of assessment and grading, the Lead Internal Verifier must send the 'Unit Master Sheet' through to the QN within three working days of verification. The QN will then e-mail the Exams Officer with the request to meet in order to input the unit grades. This e-mail will include the 'Unit Master Sheet' documentation, from which the input will be based. Upon



meeting, the QN and EO will input the interim (unit) grade via Edexcel Online. The EO will export the 'Unit Grade Report' from Edexcel Online and e-mail through to the Assessor, Lead Internal Verifier and QN. Such a meeting will take place within five working days of the Lead Internal Verifiers e-mail. All documentation listed above must be stored electronically.

## Certification

Certification claims will be made to the awarding body in a timely fashion. A full unit-by-unit breakdown of each learner's grades will be recording on an internal tracking sheet. This sheet will be sent through to the Lead Internal Verifier for verification and quality assurance purposes, before sending on to the QN, via e-mail, by Monday 28<sup>th</sup> of June. The QN will then meet with the Exam's Officer in order to input the final grades for all students on all programmes, via EdexcelOnline, by Wednesday 30<sup>th</sup> of June.

## Reviewing

This policy will be reviewed on an annual basis.

## **BBL NOV2020**

### EQUALITIES

*We recognise that our students bring with them a wide variety of behaviours influenced by life experiences outside college. We aim to respond to each case professionally, objectively and compassionately. We are sensitive when working with children and families with specific needs and experiences and we continuously seek ways to promote successful partnerships. The basis of differentiation will vary dependant on the needs of each case but we will take into account the views of parents and families, colleagues and external agencies together with any Statement of Special Educational Need or Education, Health and Care Plan. We will also ensure compliance with the Trust's Equality Policy taking into account students with protected characteristics and making reasonable adjustments for students with a disability within the meaning of the Equality Act 2010. Both the college and Trust respects the Public Sector Equality Duty (PSED) that requires public bodies to have due regard to the need to eliminate discrimination, advance equality of opportunity and foster good relations between different people when carrying out their activities. By following the Trust's Equality Policy, the college seeks to eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by such legislation.*

### DATA PROTECTION

*Rye College [The Academy] processes personal data in accordance with the data protection principles embodied in the General Data Protection Regulations (GDPR) and the Data Protection Act 2018. The Academy complies with the requirements of the data protection legislation as detailed in the Trust Data Protection Policy.*

*All colleagues are aware of the principles of data protection and will not process personal data unless necessary. The Academy safeguards the personal data it collects through the operation of the Trust's data protection policy and processes and the IT policy. In addition, the Academy has taken steps to ensure that all its contracts that process data have the GDPR compliant provisions.*