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## REGISTRATION AND CERTIFICATION POLICY

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| <b>LAST REVIEWED</b>  | <b>:</b> | <b>AUGUST 2014</b>    |
| <b>EFFECTIVE DATE</b> | <b>:</b> | <b>FEBURARY 2015</b>  |
| <b>REVIEWED BY</b>    | <b>:</b> | <b>PRINCIPAL / QA</b> |
| <b>NEXT REVIEW</b>    | <b>:</b> | <b>AUGUST 2018</b>    |
| <b>POLICY NUMBER</b>  | <b>:</b> | <b>QA-09</b>          |

## **Registration and Certification Policy**

### **1 Aim**

- 1.1 To register individual learners to the correct programme within agreed timescales
- 1.2 To claim valid learner certificates within agreed timescales
- 1.3 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

### **2 Implementation**

In order to achieve the above, the training provider will:

- 2.1 register each learner within the awarding body requirements
- 2.2 provide a mechanism for programme teams to check the accuracy of learner registrations
- 2.3 make each learner aware of their registration status
- 2.4 inform the awarding body of withdrawals, transfers or changes to learner details
- 2.5 ensure that certificate claims are timely and based solely on internally verified assessment records
- 2.6 audit certificate claims made to the awarding body
- 2.7 audit the certificates received from the awarding body to ensure accuracy and completeness
- 2.8 keep all records safely and securely for three years post certification

This policy will be reviewed every 12 months.