



**POLICY TITLE: BTEC REGISTRATION AND CERTIFICATION POLICY**

<b>STATUS:</b>	BTEC Vocational Policy V1
<b>REVIEWED BY:</b>	Principal
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<b>AUTHOR:</b>	BTEC Coordinator

## 1. Rationale and Aim

Etonbury Academy is committed to ensuring that standards of registration and certification are consistent, transparent and in line with the awarding body.

The policy covers all Vocational courses currently offered and will cover any further additions from a Vocational context.

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
4. Individual learner registration and certification claims can be tracked to the certificate which is issued for each learner.

In order to do this Etonbury 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
- 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.

## 2. Registering with Pearson

- In the first year of the qualification all confirmed students who wish to complete the course are forwarded to the exams officer.
- The exams officer will detail the full title of the qualification, QAN code and full name of the student to be registered.
- Registration for a new year group (Year 10 and Year 12) should be completed by the deadline, often the end of October.
- The exams officer enrol students and receive confirmation before getting this checked and signed off by the class teacher.

## 3. Late Registration

This is done in the same way as point 2 but can only be done in exceptional circumstances such as the student joining the Academy after the initial deadline.

## 4. Transferring of students

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.

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 Pearson, and that all the relevant assessment records are passed to the receiving centre. The receiving centre should not process the transfer until all previous achievements have been notified.

## **6. Unit Certification of Learners**

Before the academy can claim certification for any learner, the following must be completed

- The learner must have completed all necessary components of the course.
- Any outstanding Internal Verification procedures must have been carried out.
- Any amendments/actions, as identified within the standards verification report, have been carried out, e.g. the report requires the centre to check other assessments, learners to improve work etc.

The process for claiming learner certification is as follows:-

- 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.
- The Lead IV and a nominated person within each programme area is to enter the grades on to the centrally held grade tracker.
- The exams officer together with the Quality nominee are to enter the grades for each candidate and subject area through the online BTEC bulk grade reporting system.
- Whichever process is used to claim certification it cannot be done alone as all entries must be double checked for accuracy.
- All certification claims for must be complete by 5th July in any one academic year

Staff responsible for this process is:

**Gemma Williams, Examinations Officer**  
**Jackie Davison, Data and Exams Manager**