

Archway School

BTEC Recruitment, Registration and Certification Protocol

Aim:

To ensure that all learners are recruited onto courses based on their aspirations, skills and attributes with integrity and professionalism.

To ensure that individual learners are recruited on to the correct programme before 30th September

To ensure that individual learners are registered to the correct programme before 1st November or within one month of new students enrolling on a programme.

To ensure that individual learners are registered on to the correct external assessment within agreed timescales.

To ensure that Programme Leaders check the accuracy of learner registrations and communicate requirements clearly to Archway's Examination Officer.

To work closely with Archway's Examination Officer to claim valid learner certificates within agreed timescales.

To construct a secure, accurate and accessible audit trail to ensure that individual learner registration and certification claims can be traced to the certificate, which is issued for each learner.

Practice:

1. Programme Leaders will provide information relating to courses for publication either in Option Booklets or electronically as part of the quality information advice and guidance system. Such information should outline the requirements of the course, entry requirements, a progression route into further education and list possible careers that a successful applicant might pursue.
2. An induction period will be provided for all new learners which will include; a programme overview; explain the registration and certification process; outline internal and external assessment; outline key dates relating to assessment; outline learners responsibilities and rights (independent learning, appeals procedure, plagiarism, malpractice); outline the importance of applying command words attached to each assessment criteria and the importance of referencing work appropriately by utilising the referencing function on Microsoft word. Programme Leaders will co-ordinate the induction process, all staff involved in course delivery will contribute to the induction programme.
3. The Examination Officer will liaise with Programme Leaders and ensure that a robust system of registration is in place. The system will ensure that all learners are registered within Pearson's requirements. The system will provide a mechanism for programme teams to check the accuracy of learner registrations. The system will ensure that all learners are registered for external assessment within agreed timescales.
4. The Examinations Officer will ensure that all learners are aware of their registration status and that withdrawals, transfers or changes to any learners details are kept up-to-date on school systems and that Pearson has been notified.

5. Programme Leaders are responsible for the safe storage and accurate management of assessment and achievement data. All records need to be stored safely and securely for three years post certification.
6. Programme leaders will liaise with the Examination Officer to ensure that learners are entered for external examinations at appropriate times and that every learner has an opportunity to retake should it be required.
7. Programme Leaders and/or Lead Internal Verifiers will claim student achievement online before The 5th July or before the end of June if SRF's need to be sent to Pearson, this process will be co-ordinated by the Head of Department. Student achievement will be claimed during a department meeting, with a minimum of 2 department members present. All grades need to be verified before they are claimed; a summary of student achievement printed off and signed by those present. A copy of this record must be put in the quality file and another copy forwarded to our Examinations Officer to ensure that records on Sims are updated.
8. The Examinations Officer will liaise with Programme Leaders and shall ensure that timely certificate claims are made and that they are based solely on internally verified records and that these are made to the awarding body. All certificates will be audited by cross referencing with data inputted on Sims this will ensure accuracy and completeness.

Emily Fowler, Quality Nominee, will review this policy annually
Next review date: 23rd July 2018