



Learner Registration and Certification Policy

Eastern Region Roof Training Group

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Introduction:

At Eastern Region Roof Training Group (R) we aim to support students through various vocational qualifications.

This Policy aims to set out when, how and why we register our students onto their chosen programme of study.

- To ensure that each learner is registered in a timely manner with the correct details ready for the assessment process.
- To ensure that certificates are claimed and distributed to the students in a timely and accurate manner
- To ensure a clear audit trail of registration and claims for any individual or group of learners.

Responsibilities:

Lead IV: Keep up to date with requirements of registrations and discuss special assessment requirements that student have. Inform Pearson of any adjustments or requirements.

Ensure that all certificate claims are made only on the basis of IV records which are maintained and reviewed regularly. (See Internal Verification Policy and Quality Assurance Policy).

Examinations Officer: Ensure the prompt and accurate registration of students by providing a list of student names, qualification(s) to be undertaken, special requirements and QAN to our admin team who will then input the data to Edexcel Online.

The Examinations Officer is to then check the registrations after the fact on Edexcel Online. The registrations will be printed and placed in the Examination Officer's folder.

Change any details as needed on the online system and ensure that these are accurate; phoning the awarding body where necessary to fact check in accordance

Tutors: Ensure each student knows that they are registered with the awarding body and when their programme of assessment will begin / what is expected of them during the process and when they are likely to receive their certificates (Explain a little about the IQA and EQA processes so that the students are aware of checks that are made).

Audit the claimed certificates with the Examinations Officer to ensure full accuracy.

The Centre: To keep all records for 3 years post certification as a tangible audit trail.

To check with students where we are sending certificates, especially if there is a month or more gap between the end of programme and the centre receiving the certificates. This will be done in the most convenient way for the students – by telephone, e-mail or text message.