



## BTEC Registration and Certification Policy and Procedures

Policy/Procedure creator: Mrs S Ridley

Policy/Procedure created: 25/09/2020

Centre Name	Claverham Community College
Centre Number	56615
Date procedure first created	04/09/2020
Current procedure reviewed by	Mrs S Ridley
Current procedure approved by	Mr P Swatton
Date of next review	04/09/2021

### Key Staff involved in procedure

Role	Name
Exams Officer	Mrs S Ridley
Senior leader(s)	Mr T Smith - Deputy Principal; Mr D Carney - Deputy Principal; Mr C Wilson - Assistant Principal & Head of Key Stage 4
Head of centre	Mr P Swatton
Quality Assurance/Lead internal Verifier	Mrs L Myall
Other staff	Mrs D Roberts, Mrs J Scott

This procedure is reviewed and updated annually to ensure that procedures used when administering and running examinations at Claverham Community college are managed in accordance with current requirements and regulations.

## What does this policy affect?

This policy affects the delivery of BTEC qualifications.

At present the college delivers the following BTEC subjects:

- BTEC Children's Play, Learning and Development.
- BTEC Sport Award

## Purpose of the policy

The purpose of this policy is to ensure the following is done to an acceptable standard:

- ▶ *To register individual learners to the correct programme within agreed timescales*
- ▶ *To claim valid learning certificates within agreed timescales*
- ▶ *To construct a secure, accurate and accessible audit trail to ensure that the individual learner registration and certification claims can be tracked to the certificate which is issued for each learner.*

## Identifying staff roles and responsibilities

### Head of centre

- ▶ Ensures that the centre's *BTEC registration and Certification policy* is fit for purpose
- ▶ Ensures the correct conduct of BTEC qualification delivery.
- ▶ Ensures that BTEC qualifications are delivered by appropriately appointed staff

### Quality assurance (QA) lead/Lead internal verifier

- ▶ Ensures students are registered on the appropriate qualification
- ▶ Ensures appropriate procedures are in place to internally standardise/verify the marks awarded by subject teachers in line with awarding body criteria prior to certification.
- ▶ Liaises with the BTEC Quality assurance team from the awarding body.

### Subject teacher

- ▶ Ensures that candidates are registered for the BTEC qualification at the commencement of the course.
- ▶ Marks internally assessed work to the criteria provided by the awarding body in line with the agreed timescales
- ▶ Ensures the exams officer is provided with relevant entry codes for subjects and correct registration information at the start of the BTEC program.

### Exams officer

- ▶ Signposts the annually updated publications
- ▶ Carries out BTEC Registrations and Certification
- ▶ Carries out tasks where these may be applicable to the role in supporting the administration/management of BTEC qualifications
- ▶ Oversees the delivery of BTEC On-screen Testing and Examinations

## Registering of BTEC Students

### Subject Teacher

- ▶ Liaises with the exams officer regarding the need to register students to the BTEC course
- ▶ Provides the examinations officer the class codes detailing students to be Registered.
- ▶ Makes the candidate aware of their registration status

### Exams officer

- ▶ Registers each learner within the award body requirements

- ▶ Provides a registration register to the subject teacher to verify students to be registered.
- ▶ Makes an appointment with the subject teacher to complete registration information.
- ▶ Provides a confirmation report to the subject teacher and quality assurer to confirm the registration of candidates
- ▶ Informs the awarding body of withdrawals, transfers or changes to learner details

### **Certification of BTEC Students**

#### **Subject Teacher**

- ▶ Provides the Exams Officer with the internally verified marks for the qualification.
- ▶ Supports in assuring inputting candidate marks are correct.

#### **Exams officer**

- ▶ Ensures that prior achievement of learners is recognised and certificated according to the regulatory requirements.
- ▶ Ensures that certificate claims are timely and based solely on internally verified assessment records.
- ▶ Audits certificate claims made to the awarding body.
- ▶ Audits certificates received from the awarding body to ensure accuracy and completeness.
- ▶ Keeps records safely and securely for three years post certification.