

BTEC Registration and Certification Policy and Procedures

Key staff involved in the conduct of non-examination assessments

Role	Name(s)
Head of centre	Mr P Swatton (PAS)
Quality assurance lead/Lead internal verifier	Mrs L Myall
SLT member(s)	Mr T Smith, Mr D Carney, Mr C Wilson , Miss S Wright, Mr B Beard, Mr D Ockmore & Mr R Tomlinson
SENCo	Mrs D Roberts and Mrs S Cotterill
Exams officer	Mrs S Ridley

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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.