





# REGISTRATION AND CERTIFICATION POLICY AND PROCEDURES

## 2023-24

Responsibility	Head Teacher
Date of next review by	September 2024

Signed.....  
Exams Officer

Date: 18/9/23

Signed.....  
Head Teacher

Date: 18.09.23

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### Key staff involved in the conduct of examined and non-examined assessments:

- Head of Centre – Mr Simon Stevenson
- Deputy Head Teacher - Mr Andrew Phillpots
- SENDCo – Mrs Beata Payne
- BTEC Quality Nominee & Lead IV – Mr Andrew Phillpots
- Exams Officer and IV – Mrs Elizabeth Milroy

### Policy Focus:

This policy relates to the delivery of vocational and entry level qualifications at The Aspire Academy.  
In 2023-24 these qualifications are:

Business Studies	NCFE Level 1/2 Technical Award in Business
Childcare	NCFE CACHE Level 1 Award in Caring for Children
Construction	Pearson BTEC Level 1 Introductory in Construction
Finance	LIBF LIFE Award
Food and Cookery	NCFE Level 2 Award in Nutrition and Health BTEC Level 2 Award in Home Cooking Skills NCFE Level 1 Award in Nutrition and Health BTEC Level 1 Award in Home Cooking Skills
Motor Vehicle	NOCN Level 1 Certificate in Vocational Studies (Motor Vehicle)

### Examined/Assessed subjects (with moderated element)

English	AQA GCSE English Language - Speaking and Listening Pearson Functional Skills English Level 1 Speaking, Listening & Communication Pearson Edexcel Functional Skills Entry Level Speaking, Listening & Communication
Maths	Pearson Edexcel Functional Skills Entry Levels and Level 1
ICT	Pearson Edexcel Functional Skills Entry Levels and Level 1
Sport	OCR Level 1/2 Cambridge National Award/Certificate in Sport Studies

### **Aim of the policy:**

The purpose of this policy is to ensure the following is done to the correct standard as set by the examining bodies:

- 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 Registration and Certification policy is fit for purpose
- Ensures the correct conduct qualification delivery
- Ensures that qualifications are delivered by appropriately appointed staff

#### **Quality Assurance: Quality Nominee and Lead Internal Verifier**

- Ensure pupils are registered on the appropriate qualification
- Ensure appropriate procedures are in place to internally standardise/verify the marks awarded by subject teachers in line with awarding body criteria prior to certification.
- Liaise with the Quality Assurance team from the relevant awarding body

#### **Subject Teacher**

- Works with the Exams Officer/Lead IV to ensure that candidates are registered for the qualification at the commencement of the course – or as soon as they join the academy and begin studying the qualification (the nature of the alternative provision at The Aspire Academy means that the turnover of pupils is higher than in a mainstream school)
- 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 programme.

#### **Exams Officer/Lead Internal Verifier**

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

### **Registering of BTEC Pupils:**

#### **Subject Teacher**

- Liaises with the Exams Officer to register pupils to the BTEC

course

- Provides the Exams Officer with correct data for pupils to be registered
- Makes the candidate aware of their registration status

#### Exams Officer

- Registers each learner within the awarding body requirements
- Provides a registration register to the subject teacher to verify pupils to be registered
- Makes an appointment with the subject teacher and/or Vocational Manager 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 promptly

### Certification of BTEC Pupils:

#### Subject Teacher

- Provides the Exams Officer with the internally verified marks for the qualification
- Supports in assuring candidate marks are submitted correctly
- Completes necessary paper work related to the course and assessment – all aspects of IQA are completed to the required standard

#### 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
- Keeps records safely and securely for three years post certification