



# BTEC Policies

## Malbank School & Sixth Form College



### Registration and Certification Policy

#### Aim:

- To register individual learners to the correct programme within agreed timescales.
- 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 tracked to the certificate which is issued for each learner.
- To regularly review the school's BTEC offer to reflect the changing nature of the student body and to stay in line with national adjustments to the BTEC qualification process.

#### In order to do this, Malbank School and Sixth Form College will:

- Ensure that the name Quality Nominee (QN) maintains operational control of the BTEC process, regularly reviewing national changes and trends in light of the introduction of T Levels, and the "pause and review" of proposed changes to Applied Level 3 qualifications following the change of government in 2024.
- Ensure that funding requirements are met and that students study Level 3 BTEC qualifications that are in line with all national policies and procedures
- Register each learner within the awarding body requirements
- Provide a mechanism for programme teams to check the accuracy of
- learner registrations
- Make each learner aware of their registration status
- Inform the awarding body of withdrawals, transfers or changes to
- learner details
- Ensure that certificate claims are timely and based solely on internally
- verified assessment records
- Audit certificate claims made to the awarding body
- Audit the certificates received from the awarding body to ensure
- accuracy and completeness
- Keep all records safely and securely for three years post certification.

In September the Lead Internal Verifiers (LIV) of the BTEC courses delivered at **Malbank School** will liaise with the Examinations Officers to confirm the registration details of continuing learners to ensure that they are accurate, to remove and withdrawn or transferred learners.

The LIV team will meet the deadline to register learners and check accuracy. The information will be shared with the examinations officer who is responsible for submitting this information in a timely manner. **The deadline for this is the first week of November in each academic year.**

By the **end of January in each academic year**, the LIVs must inform the Examinations Officers of any changes to the registered learners so that they can inform the exam board.

Prior to the external deadlines **in July each academic year** the LIV will share the certificate claims with the Examination Officer who will submit certification claims. These will be audited by the member of SLT responsible for examinations in the school.

It is the responsibility of the LIV to retain all assessment records for 3 years post-certification and to retain candidates' work for 12 weeks post-certification.

**Links:** Information Manual from Pearson published annually contains detailed information for all examination officers including registration and certification: [Entries & information manual | Pearson qualifications](#)

**Policy Updated by:**

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**April 2025**