

## **Registration & Certification Policy**

### **Aim:**

- To register individual learners to the correct programme promptly and in compliance with awarding body and Ofqual requirements.
- To claim valid learner certificates accurately and within set timescales.
- To construct a secure, accurate and accessible audit trail to ensure that each learner's registration and certification claim can be tracked to the certificate issued.

### **In order to do this, the centre will:**

- Register each learner within the awarding body requirements and in compliance with Ofqual regulations.
- Ensure programme teams, teaching staff, and the Quality Nominee verify the accuracy of all learner registrations.
- Make each learner aware of their registration status and provide timely updates on any changes.
- Inform the awarding body promptly of withdrawals, transfers, or changes to learner details.
- Claim certificates only after all assessment records have been internally verified, and within 15 working days of completion.
- Audit all certificate claims made to the awarding body to ensure accuracy and completeness.
- Audit the certificates received from the awarding body to ensure they match learner records.
- Require all learners to sign for their certificates upon receipt; maintain these records for three years post-certification.
- Store all registration and certification records securely and in compliance with GDPR.
- Follow awarding body procedures to correct any registration or certification errors promptly.
- Conduct periodic internal audits to ensure full traceability between learners, assessments, and certificates.

- This policy will be reviewed annually or sooner if there are changes to regulatory requirements or awarding body guidance.

Signed by



**Policy Date:** 01/11/2025

**Next Review Date:** 31/10/2026