

# Registration & Certification Policy

Expansive Learning Group

November 2022

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| Author: | Karl Wane | Version | 4 | Review Date: | Nov-2024 |
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## **1. Scope**

All employees of Expanse Learning

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## **2. The Expanse Learning is committed to:**

- To ensure that Students are recruited and registered to the correct programme and within the correct timescale.
- To ensure that accurate, up to date and auditable centre registration, achievement and certification records are maintained in accordance with examination board requirements
- To establish the roles and responsibilities of staff involved in the recruitment, registration and certification procedures.
- To claim valid Student certificates within agreed timescales.
- To construct a secure, accurate and accessible audit trail to ensure that individual Student's registration and certification claims can be tracked to the certificate, which is issued for each Student.

## **3. In order to do this, the Expanse Learning will:**

- Provide information relating to courses, which outlines the requirements of the course, the possible entry requirements, a progression route into further education and the possible careers that a successful applicant could pursue.
- Ensure a period of time of induction will be given to Students undertaking new courses but it is envisaged that withdrawals will be at a minimum with robust information, advice and guidance processes.
- Ensure that a robust system of registration is in place to ensure that all Students are registered on courses in line with examination board's requirements and within deadline. Such a system should take account of checking details of Students and the type of course they have been registered onto.
- Ensure that all Students registered and inducted on to courses will be familiar with policies relating to malpractice, appeals and internal verification and assessment along with the policy on reasonable adjustment and special consideration.
- Ensure that all Students are aware of their student status and that withdrawals, transfers or changes to any Students details are kept up-to-date and that awarding bodies have been notified.
- Ensure that Assessors are responsible for the assessment data held by the examination boards is accurate and that they can provide an audit trail of Student assessment and achievement which can be made accessible.
- Ensure that timely certificate claims are made and that they are based solely on internally verified records and that these are made to the awarding body. All certificates should be audited to ensure accuracy and completeness.
- Ensure that all records are kept safely and securely post certification for recommended periods of time in line with examination board requirements.
- Ensure that unit certification takes place for Students who have not completed sufficient number of units to receive the full award but can be certificated for the units that they have achieved.

## **4. Monitoring and Review**

The effectiveness of this policy will be reviewed annually.

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**Impact of non-compliance**

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| <b>Staff:</b> Disciplinary action, Support, Action Plan  |
| <b>Student:</b> Not applicable   |
| <b>Legislation/organisational:</b> statutory and non-regulated compliance. Prosecution, Staff Retention, Poor employee performance etc |
| <b>Compliance lead:</b> Directors  |
| <b>Policy Reference:</b> ELGR-POL-ORGN-0005  |
| <b>Version:</b> 4  |
| <b>Agreed policy location:</b> DatabridgeMIS   |
| <b>Review Schedule:</b> 24 Months  |
| <b>Does the policy require Governor approval?</b> No   |

**Approval**

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| <p><b>Prepared by</b><br/>Scott Roberts<br/>01/11/2022</p>  <p>Head of Shared Services</p> | <p><b>Approved by</b><br/>Tony Brown<br/>01/11/2022</p>  <p>CEO</p> | <p><b>Counter Signatory</b><br/>Karl Wane<br/>01/11/2022</p>  <p>Director of College</p> |
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**Version Control**

| <b>Version</b> | <b>Date</b> | <b>Revision</b> | <b>Review Date</b> |
|----------------|-------------|-----------------|--------------------|
| 1              | 01/09/2019  | Policy reviewed | 31/08/2020         |
| 2              | 01/09/2020  | Policy reviewed | 31/08/2021         |
| 3              | 01/09/2021  | Policy Reviewed | 31/08/2022         |
| 4              | 01/11/2022  | Policy Reviewed | 31/10/2024         |
| 5              |             |                 |                    |