



## BTEC Recruitment, Registration and Certification Policy

### Principles

Developing a curriculum which is relevant to the 21<sup>st</sup> century that gives pupils the ability to be successful and to achieve is paramount to the Schools educational principles. To this extent a range of courses and curriculum pathways are open to young people both academically, vocationally and pathways which have both academic and vocational elements. In order to support pupils in making the right realistic and well informed choices the School is committed to quality information, advice and guidance. To ensure the successful conclusion of these courses and to support pupils with the transition into further education the Schools IAG processes are underpinned by rigorous registration and certification protocols.

Nothing in this policy shall prejudice the information given in the schools examination and assessment policies. For the purpose of this policy and to reflect differing terminology between different awarding bodies, the word pupil also refers to a learner and also to a student and the term Curriculum Leaders also refers to Directors of Teaching and Learning and also to Programme Leaders. The word assessor refers to any member of staff who has responsibility for assessing pupils work.

### Aims

1. To ensure that all pupils are recruited onto courses based on their aspirations, skills and attributes with integrity and professionalism.
2. To ensure that pupils are recruited and registered to the correct programme and within the correct timescale.
3. To ensure that accurate, up to date and auditable centre registration, achievement and certification records are maintained in accordance with examination board requirements
4. To establish the roles and responsibilities of staff involved in the recruitment, registration and certification procedures.
5. To claim valid pupil certificates within agreed timescales.
6. To construct a secure, accurate and accessible audit trail to ensure that individual pupil's registration and certification claims can be tracked to the certificate which is issued for each pupil.
7. To ensure that a mechanism is in place for Curriculum Leaders to check the accuracy of learner registrations.
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### Practice

1. Curriculum leaders will provide information relating to courses for publication either in Option Booklets or electronically as part of the quality information advice and guidance system. Such information should outline 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.
2. Taster sessions of any new courses is encouraged to give possible recruits' a flavour of the type of work undertaken and where possible an example of the method of assessment used.
3. A period of time of induction will be given to pupils undertaking new courses but it is envisaged that withdrawals will be at a minimum with robust information, advice and guidance processes.

4. Curriculum leaders will speak to pupils personally who they feel may struggle to engage with the course materials and or the assessment procedures. Curriculum leaders should always look to tailoring the methods of assessment to suit the individual needs of pupils in order to make courses accessible.
5. Where courses with vocational elements are offered to younger pupils with limited experience of the world or work, then the programme leaders will ensure that the design of such course materials will take this into account.
6. Opportunities through guest speakers, visits to industrial establishments, co-ordination between the course materials and the Schools work based learning programme will be some of the ways in which Curriculum Leaders ensure that pupils are given relevant experience of the workplace.
7. The examination officer shall ensure that a robust system of registration is in place to ensure that all pupils are registered on courses in line with examination board's requirements and within deadline. Such a system should take account of checking details of pupils, the type of course they have been registered onto and the need to cross check all details with Curriculum Leaders.
8. Curriculum Leaders will ensure that all pupils registered and inducted on to courses will be familiar with the School policies relating to malpractice, appeals and internal verification and assessment along with the policy on reasonable adjustment and special consideration.
9. The Examinations Officer shall ensure that the transfer of data between centres is also completed in the event of a pupil transferring between centres.
10. The Examinations Officer shall ensure that all pupils are aware of their learner status and that withdrawals, transfers or changes to any pupils details are kept up-to-date in School and that examination boards have been notified.
11. Curriculum Leaders are responsible for the assessment data held by the examination boards is accurate and that they can provide an audit trail of pupil assessment and achievement which can be made accessible.
12. The Examinations Officer shall 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.
- 13 The Examinations Officer shall ensure that all records are kept safely and securely post certification for recommended periods of time in line with examination board requirements.
14. The Examinations Officers should ensure that unit certification takes place for pupils who have not completed sufficient number of units to receive the full award but can be certificated for the units that they have achieved.

Ratified by governors: February 2018

To be reviewed every 3 years – next review February 2021