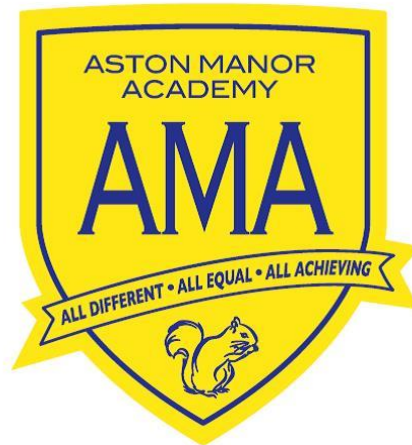


# ASTON MANOR ACADEMY



## BTEC/**NCFE** REGISTRATION AND CERTIFICATION POLICY AND PROCEDURES

**Review Date:** October 2018

**To be Reviewed:** December 2019

**Agreed:** Raising Standards Board

**Policy Lead:** Jasbir Kular

## 1. What does this policy affect?

This policy affects the delivery of BTEC/NCFE qualifications.

At present Aston Manor Academy delivers the following BTEC/NCFE subjects:

- BTEC level 2 Music (NQF)
- BTEC level 2 Business Studies (NQF)
- BTEC level 2 Sport (NQF)
- BTEC level 2 Work skills (NQF)
- BTEC level 3 Health and Social Care (NQF) and (QCF)
- BTEC level 3 Applied Law (NQF) and (QCF)
- BTEC level 3 Business Studies (NQF)
- BTEC level 3 Applied Science(NQF)
- BTEC level 3 Sports (QCF) and (NQF)
- BTEC level 3 IT (NQF)
- BTEC level 3 Art & Design (NQF)
- **NCFE Level 2 Certificate in Food and Cookery (601/4533/X)**

## 2. Purpose of the policy

The purpose of this policy is to ensure the following is done to an acceptable standard:

- 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.

## 3. Identifying staff roles and responsibilities

### Head of centre/Lead Teacher for Teaching & Learning with responsibility for Vocational Learning

- Ensures that the centre's BTEC/NCFE registration and Certification policy is fit for purpose
- Ensures the correct conduct of BTEC/NCFE qualification delivery.
- Ensures that BTEC/NCFE qualifications are delivered by appropriately appointed staff

### Lead Teacher for Teaching & Learning with responsibility for Vocational Learning /Lead Internal Verifier

- Ensures students are registered on the appropriate qualification
- Ensures appropriate procedures are in place to internally standardise/verify the marks awarded by subject teachers in line with awarding body criteria prior to certification.
- Liaises with the BTEC/NCFE Quality assurance team from the awarding body.

### BTEC/NCFE Subject Teacher

- Ensures that candidates are registered for the BTEC/NCFE qualification at the commencement of the course.
- 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 BTEC/NCFE program.

### **Exams officer**

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

## **4. Registering of BTEC/**NCFE** Students**

### **Subject Teacher**

- Liaises with the Exam's officer regarding the need to register students to the BTEC/**NCFE** course
- Provides the Exam Officer class details of students and full details of BTEC/**NCFE** qualification including QAN codes to register
- Makes the candidate aware of their registration status

### **Exams officer**

- Registers each learner within the award body requirements
- Provides a registration register to the subject teacher to verify students to be registered.
- Makes an appointment with the subject teacher 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

## **5. Certification of BTEC/**NCFE** Students**

### **BTEC/**NCFE** Subject Teacher**

- Provides the Exams Officer with the internally verified marks for the qualification.
- Supports in assuring inputting candidate marks are correct.

### **Exams Officer**

- Ensures that prior achievement of learners is recognised and certificated per 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 and completeness.
- Keeps records safely and securely for three years' post certification.