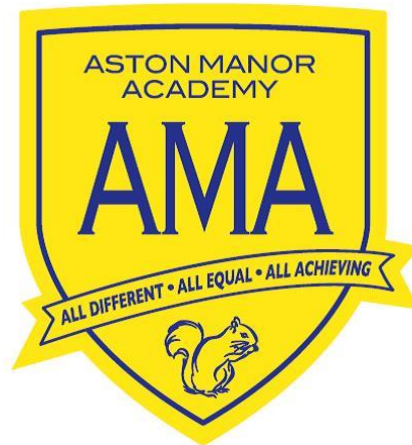


ASTON MANOR ACADEMY



BTEC REGISTRATION AND CERTIFICATION POLICY AND PROCEDURES

Review Date: December 2019
To be Reviewed: December 2020
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 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)

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 registration and Certification policy is fit for purpose
- Ensures the correct conduct of BTEC qualification delivery.
- Ensures that BTEC 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 Quality assurance team from the awarding body.

BTEC/NCFE Subject Teacher

- Ensures that candidates are registered for the BTEC 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 program.

Exams officer

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

4. Registering of BTEC Students

Subject Teacher

- Liaises with the Exam's officer regarding the need to register students to the BTEC course
- Provides the Exam Officer class details of students and full details of BTEC 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 Students

BTEC 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.