AWARDING BODY REGISTRATIONAND CERTIFICATION PROCEDURE

Introduction
This procedure applies to all learners enrolled on programmes at Rotunda Ltd.

The procedure indicates how the learners are registered with the awarding body for qualifications, how certification is claimed and authorised by the academic board and the processes are documented and reported.

Aims
- To provide all learners with a ULN
- To register individual learners to the correct programme within agreed timescales
- To claim valid learner certificates within agreed timescales
- To construct a secure, accurate and accessible audit trail to ensure that individual learner registration and certification claims can be tracked to the certificate which is issued for each learner
- Make each learner aware of their registration status ULN
- Inform the awarding body of withdrawals, transfers or changes to learner details
- Ensure that certificate claims are timely
- Maintain records of external verification
- Audit certificate claims made to the awarding body
- Audit the certificates received from the awarding body to ensure accuracy and completeness
- Keep copies of certificates and IV summative assessment reports safely and securely for three years post certification
- Maintain and process records and personal data as described under the Data protection Act 1998

Terms and Definitions

Registration is the process which formalises entry for learners for a qualification of a programme subject and level.

Certification is the process of claiming a certificate in recognition of a learner's achievement of a qualification. The claim is based on full achievement of the qualification or unit accreditation at the point a learner wishes to exit.

Awarding Body is the external institute which offers the accredited qualifications.

Education Programme Manager/Compliance Maanger manages the exams, registers learners and makes an application to the Academic Board for certification to be approved, and applies and distributes learners certificates, collects student data, add and updates the centres database system checking enrolment information is correct and timely.

Pre –Registration Procedure
- Learners are advised of the registration process at the induction session.
- Learners information is entered on our database (PICs) and a learner ID number will be issued.
- A report is generated by PICs, containing a list of learners for a qualification. The quality nominee will check that the learners' information is correct and make any alterations necessary.
- The Education Programme Manager will also check the details, names of the learners, qualification, level and units and if the information is correct, give approval for the learner cohort to be registered.
- The Education Programme Manager has full administration rights to awarding body web portals and will be responsible for registering the learners.

Possible Errors
You must ensure that you have entered the data correctly on the awarding body web portal. Any deviation will result in an error in recording the progress of the learners.

Amendments to Registrations
It is the responsibility of the teacher/tutor to notify the Education Programme Manager of any withdrawals, transfers, personal details changes or changes to planned completion dates. The information should be passed by email or in person and include, name and address of learner, course and level, date of birth and ULN.

Withdrawals/Reinstate Candidates
Awarding body policy to be followed.

Certification Procedure (Internal)
- Check certificates against leaners' records and certificate subscriptions.
- Ensure correct information appears on the certificate, i.e.; correct spelling of names, correct subjects.
- Securely mail certificates to leaners or contact directly to collect

- Store certificates in safe and lockable storage area for up to 1 year after delivery.

Application for Certification

Once the course work submitted by the learner is assessed and internally verified, the External Verifier can verify the accuracy of the result and sign off for the certificate claim. After signing off by the External Verifier, the Education Programme Manager can apply for the certification at any time.

Claiming Certification

The Education Programme Manager is responsible for claiming the certificate from the awarding body.

On receipt of certificates

The Education Programme Manager will receive the certificates and check each one for accuracy against the certificate claims report. If an error is identified the awarding body must be informed within 3 working days of receipt. The Education Programme Manager verifies the certificates against the results and pass it for distribution. The Administration Staff will arrange the distribution of the certificates.

Measures for safeguard against mistaken and fraudulent claims

Access to awarding body for registration and certification is protected by login credentials and accessible only to the Education Programme Manager/Compliance Manager/Operations Manager.

All claims for certification must be supported by evidence generated by each learner and verification documentation.

The evidence must show;

Valid - relevant to the standards for which competence is claimed

Authentic - produced by the learner

Reliable - accurately reflects the level of performance which has been consistently demonstrated by the candidate

Current - sufficiently recent for confidence to be held the same level of skill, understanding and knowledge exists at the time of claim

Sufficient - meets in full all the requirements of the standards.

Quality checks are carried out by the Education Programme Manager at each stage of the process to ensure that registration and certification is accurate and appropriate:

- All learning outcomes/unit achievement will be recorded on relevant records by the assessor/IV
- All assessed course work will be internally verified before signing off for claiming certificate
- Once the centre receives the certificate from the awarding body, the Education Programme Manager verifies that the certificate bears the correct name of the learner, centre, date of award and the title of the programme. Any discrepancies will be reported to the awarding body immediately using the appropriate form attached with the certificate.

Rotunda Policy Review Record

Reviewed by:	Approval date:	Review frequency:	Review date:	Signed:
Maxine Ennis	09/04/2024	Annual	10/04/2025	