

Learner Registration, Certification and Record Keeping

Aims

- To register individual Learners to the correct Programme within the agreed timescale of 28 days from the Course Start Date.
- 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.

Method

- The Examinations Officer/Administrator uses the data supplied by the Admissions Officer and records which newly enrolled Learners are allocated to the correct Programme.
- The list of new Learners who are due to be registered with awarding body is prepared by the Examinations Officer/Administrator who prepares consolidated Report of Registrations which is checked and authorised by the Programme Leader(s).
- The Examinations Officer/Administrator registers new Learners with awarding body within 28 days of their Course Start Date using "awarding body Online" under the supervision of the Programme Leader
- Each Learner is issued with a Unique Registration Number by awarding body and the Examinations Officer/Administrator enters the details on the programme Results Tracking Sheet and advises each Learner of their Unique Registration Number and status.
- Each Learner's progress is recorded on the Awarding body Results Tracking Sheet by the Examinations Officer/Administrator and checked by the Programme Leader(s).
- The Examinations Officer/Administrator advises awarding body of any Learner withdrawals or transfers and any changes to Learner details by using "awarding body Online" in a timely manner under the supervision of the Programme Leader.
- The Examinations Officer/Administrator maintains the programme Results Tracking Sheet with information on Learner outcomes supplied by Tutors/Assessors on an Assessment Feedback Form and by Internal Verifiers on the Internal Verification – Assessment Decision Form, which are cumulatively presented to the Assessment Board by the Programme Leader(s).
- The Examinations Officer/Administrator receives confirmation from the Assessment Board of the Certificate claims that can be made and claims the

Awards in a timely manner using “online services” under the supervision of the Programme Leader(s).

- The Programme Leader(s) conducts an Annual Audit of Certificate Claims made to Awarding Body and an Annual Audit of Certificates Received from them.
- All Learner records are kept securely for a minimum period of three years post certification.

Responsibility

Ultimate responsibility for Learner Registration lies with the Head of Centre.

Storage of Data

Learner records are held in secured and lockable storage space within the Administration Office in the Centre with access to designated staff on a “need-only” basis under the supervision of the Head of Centre, Operations Manager and Programme Leader(s). We ensure that Centre, Learner and Staff information is available for Awarding Bodies when requested on reasonable notice. All data is held in both physical and electronic format, and is subject to an approved Version Control System protected by password accessible by designated staff on a “need-only” basis under the control of the Operations Manager. The Centre is compliant with Data Protection legislation and meets current ISO standards