

Policy Overview

The purpose of the Registration & Certification Policy (FE) is to set out TheWRD's commitment to ensuring that learners are registered on the correct course and that valid learner certificates are claimed within agreed timescales.

The policy aims to ensure that TheWRD:

- Registers individual learners to the correct programme within agreed timescales;
- Claims valid learner certificates within agreed timescales;
- Constructs a secure, accurate and accessible audit trail to ensure that individual learner registration and certification can be tracked to the certificate which is issued for each learner.

In order to do this, TheWRD will:

- Only register a learner once a copy of a valid form of ID has been received;
- Register each learner within the awarding body requirements;
- Provide a mechanism for course teams to check the accuracy of learner registrations;
- Ensure each learner verifies their name and units prior to registration;
- Make each learner aware of their registration status;
- Inform Awarding Body of withdrawals, transfers or changes to learner details;
- Ensure all grades are checked prior to final moderation event;
- Ensure that certificate claims are timely and based solely on internally verified assessment records;
- Audit certificate claims made to the awarding body;
- Audit the certificates received from the awarding body to ensure accuracy and completeness;
- Keep all records safely and securely for three years post certification.

1. Registration

- 1.1. Registration can take place during our enrolment period.

Pre-Registration starts once the candidate has completed a successful interview.

Students will not be permitted to complete registration on any course until the institution is in receipt of a copy of a valid ID. (Passport or Driving License).

For more info on the registration process before enrolment, please refer to the Admissions Policy. ([link](#))

Students attend online enrolment/induction event and are assisted through the process by a student support advisor if necessary.

Enrolment events are recorded, ensuring that students who enrol late are included in the registration process.

The student receives login details which unlocks their dashboard and the ability to complete full registration.

Students are registered on the Skills and Education Group system within a 42 day period after the course starts. Unique Learner Numbers, according to the SEG system, are then shared with the students.

- 1.2. Student data is transferred from the database to a spreadsheet formatted for upload to the Awarding Body. This data is then verified to check for accuracy. Once this is signed off by Chief Education and Learning Officer this is uploaded to the awarding body with current QAA guidelines; currently 42 days for students and 84 days for units.
- 1.3. Chief Education and Learning Officer makes a final check on total registrations based on the Awarding Body invoice.

2. Certification

- 2.1. The student's final transcript must be signed off by the Chief Education and Learning Officer before moderation can take place. This sign off will ensure that the planned internal verification has been completed, the student has

concluded any additional re-sits, and learning outcomes recorded on feedback sheets have been correctly transferred to the grade matrices.

- 2.2. The IV and EM will work together to verify the Unit Grades. To ensure this data is correctly supplied to the awarding body, the IV will read out each Unit Grade whilst the EM enters the data. The EM will then read back the screen display for the IV to verify. Award Board minutes will be submitted to the awarding body once grade upload has been completed.
- 2.3. When certificates arrive, via post, from the Awarding Body, the IV will select a random sample (25%) and check the accuracy of student details and unit grades. Any incorrect data will result in the complete batch being double checked. Awarding Body will be notified immediately of any inaccuracies and the student will be informed of the resultant delay in certification.

3. Notification of Performance

- 3.1. All work must be submitted, assessed, internally validated and externally moderated before awards can be confirmed. Any students that have not completed all units, will either receive unit certification, or will have been granted a referral opportunity with an agreed deadline to complete, usually before the end of July.