



2023  
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2024

Policy adopted: 1<sup>st</sup> September 2022

Last review date: 1<sup>st</sup> September 2023

Signed by: Mrs K. Phillips

Position: Senior Deputy Headteacher

A white rectangular box containing a handwritten signature in black ink that reads "K. Phillips".

# **BTEC PRIOR LEARNING REGISTRATION & CERTIFICATE POLICY**



Saint John Henry

# Newman Catholic College

**LOVE** ONE ANOTHER

**SERVICE** TO LOVE YOUR NEIGHBOUR AS YOURSELF

**COURAGE** TO DO THE RIGHT THING

**DIGNITY** TO TREAT OTHERS AS YOU WOULD LIKE TO BE TREATED

**EXCELLENCE THROUGH LEARNING**

“We strive to have the courage to celebrate  
and live our Christian Faith,  
in love and service to all others,  
to achieve dignity and excellence”

We monitor the impact of all policies on students, staff, parent and governors with particular reference to the impact on the attainment and wellbeing of students.

As a Roman Catholic College we believe that our policy should reflect our mission statement, which calls us to love and honour the dignity of every individual.

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## **BTEC**

### **Recognition of Prior Learning**

Saint John Henry Newman Catholic College has a policy in place for recognising prior Achievement of Learners if applicable.

- Key stage 4 achievements will be verified by centre staff before enrolment onto higher level courses (if applicable).
- Enrolment data for in-year transfers will include any current registration details.
- Exams Officer will liaise with previous centre and complete any transfer of credits as necessary.


### **Registration and Certification**

Saint John Henry Newman Catholic College has policies in place for managing the timely and accurate registration of all learners. These procedures take into account any external assessments and re-assessment opportunities.

- Exams Officer begins the process in June by collating anticipated entry information from all departments.
- This information is confirmed via the Quality Nominee at monthly BTEC meetings.
- Exams Officer liaises with departments in September to determine the registration requirements and identify relevant deadlines.
- All Information is provided via SIMS/Arbor to ensure accuracy with personal learner information.
- Exams Officer processes all registration requests via Edexcel Online.
- Confirmation Reports are issued to staff to confirm all registrations details are correct and to identify any possible late, inaccurate or false registrations.
- Any inaccuracies will be amended by the Exams Officer via Edexcel Online, reporting to Pearson as necessary.
- Copies of all registration details are stored securely with the Exams Officer.

Saint John Henry Newman Catholic College has policies in place for timely and accurate certification claims; these are verified against assessment records and include unit certification as necessary.

- Exams Officer issues deadline dates for the completion of learner achievement data at the end of the academic year.
- All final grades are confirmed by the Assistant Head before final claims are processed.
- Exams Officer processes all certification claims (normally full awards but also unit claims as and when necessary).
- Certificates (once received in centre) are cross referenced with certification claims to ensure accuracy and identify any inaccurate or false claims.
- Any inaccuracies will be reported to Pearson as necessary by the Exams Officer.
- Certificates are issued to learners at a formal awards evening held at the College in November.
- All learners are required to sign to confirm receipt of their certificates.

<b><u>Signed by Head of Centre:</u></b>		<b><u>Date:</u></b> 22.09.23
<b><u>Signed by Examinations Officer:</u></b>	T. Brunson	<b><u>Date:</u></b> 22.09.23

**Renewal Date:** September 2024