Registration & Certification Policy
(BTEC)

Owner: JR/**K**LR

The Green Room Foundation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Date Created	Date 1st Review Due	Date Reviewed	Version	Next Review Due
December 2020	December 2021		1	December 2021
		January 2021	2	January 2022
		January 2022	3	January 2023

Introduction

The Green Room Windsor is an Independent Day School for boys/girls aged 12 to 16 years. Our 6th form (GR6) provision is for boys/girls aged 16-18.   The school has capacity for 25 pupils.
The Green Room Kingsley is an Independent Day School for boys/girls aged 11 -18 with a capacity of 20.

The aims of this policy are:

1. To register individual learners to the correct programme within agreed timescales.
2. To claim valid learner certificates within agreed timescales.
3. 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.

In order to do this, The Green Room Foundation will:

- Register each learner within the awarding body requirements.
- Register each learner on the appropriate programme code, before any assessment activity is completed.
- Provide a mechanism for programme teams to check the accuracy of learner registrations
- Make each learner aware of their registration status
- Inform the awarding body of withdrawals, transfers or changes to learner details
- 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.

Centre Specific Procedures

- Registration: EO requests candidate details from teachers in September. Teachers request BTEC course details for individual candidates and course codes from SL (this forms part of the overall predicted grades gathering exercise). EO registers students by the 1st November in the year that the BTEC programme is started. Registration details are checked and any inaccuracies or changes are acted upon. Copy of registrations is kept in the Exam File. Predicted grades (including BTEC registrations) are requested again in February and May. EO are to inform Pearson of any registration changes. It is the responsibility of Teachers to inform the EO of any changes that occur outside of

these dates. Attendance is monitored through Arbor and by records held by subject teachers which are monitored.

- Withdrawal: Teachers to inform EO when a learner leaves before completion. EO to make withdrawals via Edexcel Online. A withdrawn learner may be reinstated at a later date.
- Certification: Credit certification is claimed by the EO via Edexcel Online by 14th June. LIV to ensure assessment records support learner achievement. Teachers to pass records to EO for information and secure retention. EO to check accuracy of certificates against assessment records once received. EO to notify Pearson of any inaccuracies and recheck amended certificates on receipt. EO to organise and store certificates securely until issued to learners.
- Audit: QN to review implementation of procedures at key points throughout the academic year for all active BTECs.
- Malpractice: As part of the internal verification process, claims will be sampled to prevent fraudulent or inaccurate claims. This is in addition to the termly scrutiny of work. Where any inaccurate, early/late and fraudulent registrations or certification claims are discovered, the QN will report this to the HoC to instigate internal malpractice procedures and report to Pearson.

This policy is approved by The Co-CEO of The Green Room Foundation

Date

Co-CEO