NWSLC

NORTH WARWICKSHIRE & SOUTH LEICESTERSHIRE COLLEGE

Registration and Certification Policy and Procedure(v1) 2024

North Warwickshire and South Leicestershire College

Policy Author: Vice Principal Quality

Lead Owner: Vice Principal Quality

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Document History

Version Number	Amended By	Date of Revision	General Revision Description
V1	VPQ	Autumn Term 2024	New Policy

Registration and Certification Policy and Procedure (v1) 2024

1. Purpose

1.1 This Policy outlines the processes and procedures for the registration of students and the valid certification of their achievements at North Warwickshire and South Leicestershire College (NWSLC).

1.2 This Policy ensures these processes are transparent, consistent and compliant with relevant regulations and awarding organisation requirements as follows:

i. Individual students are registered on the correct programme within agreed timescales and in accordance with awarding organisation requirements.

ii. To enter individual students for assessment, where required, by published awarding organisation deadlines.

iii. Student certificates are claimed in a timely manner.

iv. A robust and accessible audit trail of documentation is retained on file for each individual student, including individual student registration, entries and certification claims.

v. Accurate and up to date records are maintained withing the centre and retained on file for a period of three academic years and / or in accordance with awarding organisation requirements.

2. Scope

2.1 This Policy applies to all students, staff and departments involved in the registration and certification of students at NWSLC. It covers all programmes and courses offered and provided in partnership with awarding organisations, whether full-time, part-time or online.

2.2 This Policy will be reviewed periodically or as necessary to ensure it remains current and compliant with any changes in regulations or awarding organisation requirements.

2.3 Where references are made to JCQ (Joint Council for Qualifications), further details can be found at www.jcq.org.uk.

3. Definitions

3.1 **Registration:** The process by which a student enrols in a course or programme at the College and is registered with the appropriate awarding organisation.

3.2 **Certification:** The process by which the College awards qualifications or certificates, using accurate awarding organisation processes, to students who have successfully completed their courses or programmes.

3.3 **Awarding Organisation:** The external organisation responsible for the validation and issuance of certifications.

4. Policy / Principles

4.1 The Head of Centre has overall responsibility for the College as an exams centre.

4.2 The Vice Principal Quality is responsible for ensuring this Policy meets the requirements of the awarding organisations and their relevant quality assurance processes.

4.3 The Director of College Information Services, supported by the Exams Officer:

i. manages the administration of qualification registration and certification processes in line with individual awarding organisation requirements;

ii. advises the senior management team, curriculum managers, subject teachers and other relevant support staff on awarding organisation deadlines;

iii. maintains systems and processes to support the timely registration and withdrawal of candidates in line with individual awarding organisation requirements; and

iv. arranges for dissemination of certificates to candidates.

4.4 Curriculum Managers oversee and manage the process carried out by subject teachers within their curriculum area.

4.5 Subject Teachers are responsible for :

i. supplying accurate information for exam and qualification registrations; and

ii. completing and submitting accurate claim paperwork, countersigned and verified by the internal quality assurance process.

4.6 The Internal Quality Assurer is responsible for:

i. ensuring certification claims are valid; and

ii. countersigning all claim paperwork confirming it has been subject to robust internal quality assurance processes.

4.7 Candidates:

i. are responsible for confirmation of identification and accuracy of registration paperwork; and

ii. must ensure the Centre holds up to date address details to receive their certification.

5. Procedure

5.1 Registration and Entries:

i. Teaching staff will submit the appropriate exam and/or qualification registration paperwork, completed in full and where applicable signed by the student.

ii. Candidate registrations are checked by the College examinations office for confirmation, prior to processing.

iii. Candidates following the academic teaching year, will be registered in accordance with the awarding organisation's published deadlines.

iv. Candidates enrolling on flexible programmes during the year, will be registered within the appropriate organisation's set timescale.

v. Candidate registration confirmation reports are provided to curriculum area for checking against enrolments.

vi. Any changes to a student's registration (e.g. course changes, withdrawal, deferral) or inaccuracies in initial registration, must be communicated to the Examinations Team via the ticketing system and may be subject to approval and additional procedures in line with individual awarding organisation requirements.

5.2 Certification Claims:

i. Claim paperwork is completed by the appropriate member of curriculum staff in liaison with curriculum manager.

ii. Claim paperwork is subject to the College's internal quality assurance process and is countersigned prior to submission via the ticketing system to the Examinations Team.

iii. Examinations Team will process the certification claim, using the information submitted with the ticket, within the appropriate organisation's set timescale.

iv. Students who do not meet the required number of credits to receive a full qualification, will receive certification for the units achieved.

5.3 Certificates:

i. Candidates will receive their certificates via post (Certificate of Posting).

ii. Certificates can be collected either by or on behalf of a Candidate by third parties, provided they have written authority from the Candidate to do so and provides suitable identification to confirm their identity.

iii. The Centre retains uncollected or undelivered certificates for the appropriate awarding organisation's set timescale.

iv. Replacement certificates may be issued upon request in the event of loss or damage. An administrative fee may apply.

v. Requests for replacement certificates must be made in writing and accompanied by appropriate identification.

vi. Any inaccuracies related to a student's certificate must be communicated to the Examinations Team via the ticketing system and may be subject to approval and additional procedures in line with individual awarding organisation requirements.

5.4 Withdrawals:

i. Candidates leaving the programme without achievement will be communicated to the awarding organisation by way of withdrawal from their registration online, in line with individual awarding organisation requirements and timescales.

6. Relevant Legislation/Regulation

6.1 The following legislation and regulations apply to this Policy/Procedure:

i. Awarding organisation and JCQ regulations.

ii. All personal data collected during the registration and certification processes will be handled in accordance with the college's General Data Protection Regulation Policy and relevant legal requirements.

7. Related Documents

7.1 The following related documents are relevant to this Policy/Procedure:

i. Comments, Compliments and Complaints Policy.

ii. Academic and Assessment Misconduct & Appeals Policy.

iii. General Data Protection Regulation Policy.

8. Accountability

8.1 The Vice Principal Quality is responsible for the implementation and regular review of this policy.

8.2 The examinations office must oversee the certification process and ensure compliance with awarding organisations requirements.

8.3 All managers are responsible for ensuring their team members follow the requirements set out in this document.

8.4 All employees are responsible for adhering to the requirements set out in this document.

9. Appeals and Complaints

9.1 Students have the right to appeal decisions related to registration and certification.

9.2 Appeals must be submitted in writing within 14 days of the decision.

9.3 Formal complaints regarding the registration or certification process should be directed to the Vice Principal Quality and will be handled according to the College's Compliments, Comments and Complaints Policy.

10. Equality Analysis

10.1 By virtue of the provision of the Equality Act 2010, the College has a duty to have due regard to the need to:

i. Eliminate unlawful discrimination, harassment and victimisation and other prohibited conduct.

ii. Advance equality of opportunity between people of different groups.

iii. Foster good relations between people from different groups.

10.2 In implementing this Policy and associated procedures, the College will actively take these aims into account as part of its decision making processes and will demonstrate how this has been undertaken.

10.3 Where necessary a full equality impact assessment will be undertaken.

11. Data Protection Impact Assessment

11.1 Data Protection Impact Assessments (DPIA) are an essential part of the College's accountability obligations under the UK GDPR. Conducting a DPIA is a legal requirement for any type of processing, including certain specified types of processing that are likely to result in a high risk to the rights and freedoms of individuals. Under UK GDPR, failure to carry out a DPIA when required may leave the College open to enforcement action.

11.2 A DPIA, relating to any relevant areas within this Policy and Procedure, will therefore be undertaken to enable the systematic analysis, identification and minimisation of data protection risks and to demonstrate how the College complies with its data protect obligations.