



Cabot
Learning
Federation

**Vocational
Quality
Assurance:
Recruitment
,
Registration
and
Certification
Policy**

Next Review: July 2025

Contents

	Contents.....	2
1	Policy Objective	3
2	Scope	3
3	Responsibilities/Duties	3
4	Registration information	3
5	Recruitment	4
6	Qualification and Certification dates.....	4
7	Online Portals	4
8	Results and Certification information.....	5
9	Data Retention.....	6

1 Policy Objective

- 1.1** To outline processes for learner registration and certification in line with awarding body regulations for learners registered on a vocational programme.
- 1.2** The Academy aims to provide fair and equitable access to programmes of study and ensure that provision meets the needs of learners. This requires a transparent system for recruiting learners to courses, published entry criteria and timely assessment and claiming to enable progression.
- 1.3** To reduce the likelihood of Adverse Effect
- 1.4** To ensure compliance with GDPR

2 Scope

- 2.1** This policy must be available to all staff involved in the delivery, registration and certification of vocational programmes at CLF Post 16. This includes Senior Principals, Exams team, Teachers, Quality Nominee, Pathway Leads, Learning Support Assistants, SENCo and Heads of House.
- 2.2** Student Eligibility
 - 2.21** A student must be aged 16 or over but under 19 on 31 August 2024 to be eligible to enrol on a vocational programme at CLF Post 16.

3 Responsibilities/Duties

- 3.1** The Quality Nominee is responsible for ensuring that this policy is adhered to.
 - Quality Nominee is responsible for ensuring that the policy is adhered to
 - Lead Internal Quality Assurers are responsible for ensuring that registrations and claims are recorded accurately.
 - Exams Officer responsible for actioning registrations and claims in line with Awarding Body dates.
 - Teachers are responsible for ensuring that learners are registered on appropriate programme levels using initial assessments in line with the Academy Admissions Policy.

4 Registration Information

4.1 Identifying learners- registration

In line with admission processes, all learners will provide Identification documents (preferably passport) at enrolment. International students and those new to the country, must also provide



evidence of eligibility to study in the UK. This evidence is stored in line with GDPR to meet ESFA funding requirements, for as long as reasonably required.

4.2 Identifying learners- certification

Learners are required to provide identification when sitting external assessments. These are checked by the exams team on entry to the exams hall, in line with JCQ regulations.

Learners are required to identify their internally assessed work by name and electronic logs of grades awarded are maintained by teachers, on a secure drive. Learners are also required to identify themselves verbally, by name and course, on video and audio recordings that are to be used for assessment.

Learners are required to provide identification to collect certificates.

5 Recruitment

5.1 Course information sheets are reviewed annually to ensure entry requirement and course information is correct and up to date.

5.2 Open events, Subject roadshows, Subject Taster sessions are reviewed annually to ensure that all promoters and recruiters are aware of latest course developments.

6 Qualification and Certification Dates

6.1 Delivery Teams will sign up to Awarding Body updates to ensure that up-to-date assessment dates are provided in timely manner to learners.

6.2 Claims will be provided to exams team at least 3 weeks before Awarding Body claim deadlines to ensure accurate claims are made.

6.3 Quality Nominee will review qualification review dates and funding eligibility, annually to ensure learners are registered on eligible programmes.

7 Online Portals

7.1 Where online portals are used by the centre, all members of the delivery team will have access to ensure accuracy of registrations and certifications (including myBTEC, ResultsPlus, OCR Interchange and NCFE Portal).

7.2 Exams officer will register all learners enrolled onto relevant qualification. Quality Nominee will carry out audit of registrations prior to registration deadlines.

7.3 Online portals will be used to complete External Quality Assurance processes in line with Awarding Body requirements and all involved will be provided with required log-in.

8 Results and Certification Information

8.1 Results will be processed by the Awarding Body for learners registered and claimed by CLF Post 16 using student record forms.

8.11 Exams officer will create an SRF for each qualification and populate with registered learners.

8.12 Delivery team will complete claims using the student record forms. This process will be completed in pairs to avoid human error in recording.

8.2 Certification

8.21 Where a course has Direct Claims Status, on demand, roll on/roll off programmes will be available to claim throughout the year. Where DCS is not held, claims will either take place at the end of the academic year or require a claim request via the Quality Nominee to the External Quality Assurer for the programme.

8.22 When certificates are received from the Awarding Body, they will be stored securely in the Exams vault and learners will be notified of the process for collection. Identification will be required for collection.

8.23 T Level certificates will be issued by the DfE.

8.24 Replacement certificates will incur a fee and will require an application to the exams team. Errors made by the Academy will be financed by the Academy. Changes requested by the learner after original certification will result in the fee being passed on to the learner.

8.25 Where the centre is requested to withhold certification/ needs to withhold due to malpractice, the Academy will store the certificates securely in the exams vault until requested to release. Certification will not be withheld due to unpaid fees.

9 Data Retention

- 9.1** Learner registration data will be held by the Academy while all registrations remain live.
- 9.2** Assessment evidence and Assessment records will be retained securely in line with Awarding Body requirements.
- 9.3** Uncollected certificates will be securely stored in the exams vault.

10 Recognition of Prior Learning and Transfer of Credits

- 10.1** Recognition of Prior Learning (RPL) is defined as a method of recognising prior learning or attainment to meet current requirement
- 10.2** Evidence of a learner's prior achievement will be assessed by the academy teaching team and Quality Nominee against the assessment criteria of a current unit. The evidence must meet the same rigorous criteria for assessment and Quality Assurance as all other evidence.
- 10.3** RPL can be used to accredit a whole unit where evidence is sufficient or supplement new evidence where prior achievement is not sufficient to meet all current unit criteria.
- 10.4** RPL must be requested by the learner formally to the Quality Nominee.
- 10.5** Speaking and Listening Pass at GCSE cannot be used as RPL for Functional Skills.
- 10.6** Credit Accumulation Transfer refers to the transfer of credits between awarding organisation. It can be applied when the requirements of a component of assessment is the same across different awarding organisations. Where a component has been awarded and certificated by an Awarding Body and the learner moves to an alternative Awarding Body, credits can be transferred where the requirements are the same.
- 10.7** Records of RPL and CAT will be maintained by the Quality Nominee and provided for External Quality Assurance scrutiny. Where RPL/CAT have been authorised, certification claims will include the prior evidence.