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TRAINING AND CONSULTANCY

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**Registration
&
Certification
Policy**

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Registration and Certification Policy and Procedures

Aim:

- ❖ To ensure that individual students are registered on the correct programme within agreed timescales.
- ❖ To ensure valid student certificates are claimed within the timescales specified by the awarding body.
- ❖ To construct a secure, accurate and accessible audit trail to ensure that student's registration and certification claims can be tracked to the certificate which is issued for each student.

The Centre will:

- ❖ Register each student within the awarding body requirements.
- ❖ Provide a mechanism for programme teams to check the accuracy of the student registration.
- ❖ The Administration Officer will register students within 12 weeks of the learners start date. Confirmation will be printed and distributed to Head of Departments.
- ❖ Make each student aware of their registration status.
- ❖ Inform the awarding body of withdrawals, transfers or changes to student's details.
- ❖ Inform the awarding body where Momentum Training And Consultancy is able to apply for reasonable adjustments or special consideration for individual students.
- ❖ 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 certificate.

Definitions of Key processes in more Depth

- ❖ **Registration:** registration initiates our Quality Assurance processes. Learners are registered within **12 weeks of programme start date**.
- ❖ **Transfer:** learners can transfer their registration and achievement to date between centres. Transfer between programmes is permitted. Procedures need to ensure transfers are accurate

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and timely. They should also ensure that adequate information about the transferee's position and progress is communicated.

- ❖ **Withdrawal:** Assessors must let **IVQ** know when a learner leaves before completion, so that Withdrawals can be made via the awarding body and a withdrawn learner may be reinstated at a later date.
- ❖ **Certification Claims:** full qualification certification or credit certification is claimed via awarding body. Claims can be made at any time of year on IQA instruction to the Administration Office. As part of the internal verification process, claims will be sampled to **prevent fraudulent or inaccurate claims.**

Next up date due: 15-07-2020