

LEARNER RECRUITMENT, REGISTRATION AND CERTIFICATION POLICY

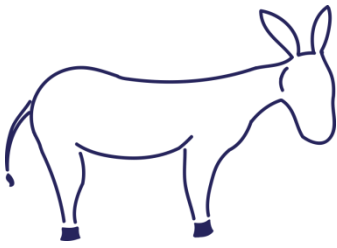
Aim of the policy

Gloverspiece is committed to support learners to take the right, realistic and well-informed choice, Gloverspiece provides quality information, advice and guidance as per the awarding body requirements. The process of quality information, advice and guidance continues from the registration to the certification of the course.

- Ensuring aspirations, skills and attributes of the learners in selection of the courses before registration.
- Registering learner with the correct timescale according to the awarding body requirements.
- Maintaining an accurate, up to date and auditable centre registration, achievement and certification records according to awarding body requirements.
- Claiming valid certification within the agreed time scales.
- Ensuring staffs' knowledge about their roles and responsibilities on recruitment, registration and certification procedures.
- Maintaining a secure, accurate and accessible audit trail to ensure that the registration and certification process for each learner can be tracked.
- Ensuring accurate registration process by the QA.

Practice

All course related information will be provided to the learners and advice and guidance will be provided to them if needed. As a part of advice and guidance process, quality control team will guide the learners to get information as much as possible from student hand book or from website so that the learner will know the outlines of the course, entry requirements, progression route to further education and the career advice and guidance. for checking the accuracy of learner registrations. Tutors and assessors are responsible for the safe storage and accurate management of assessment and achievement data. All records need to be stored safely and securely for three years post certification. Tutors and assessors need to pass all records of learner achievement to the QA to ensure that certification claims can be made and internal records are updated accordingly. The QA will liaise with Assessors and tutors and shall ensure that timely certificate claims are made and that they are based solely on internally verified records and that these are made to the awarding body. All certificates should be audited to ensure accuracy and completeness. The QA will ensure that unit certification takes place for the learners who have not completed sufficient number of units to receive the full award but can be certified for the units that they have been achieved.



Gloverspiece Minifarm & School

Approved by:	Lynne Duffy
Last Reviewed:	April 2024
Next Review Due:	April 2026