Learner Recruitment, Registration and Certification Policy

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Date Approved: June 2026
Review Date: June 2027

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1. Purpose

Gloverspiece School is committed to ensuring that all learners are recruited, registered, supported, and certificated fairly, accurately, and in accordance with awarding organisation requirements.
The purpose of this policy is to:

- Ensure learners are enrolled onto appropriate programmes of learning;
- Provide impartial information, advice and guidance (IAG);
- Ensure learners meet qualification entry requirements where applicable;
- Maintain accurate registration and certification records;
- Ensure learners are registered and certificated within awarding organisation timescales;
- Protect the integrity of qualification delivery;
- Maintain a clear and auditable learner journey from enquiry to certification.

The School aims to ensure that every learner is placed on a programme that is appropriate to their abilities, aspirations, prior achievement, support needs, and progression goals.

2. Scope

This policy applies to:

- All learners enrolled on qualifications delivered by Gloverspiece School;
- Headteacher and Senior Leadership Team;
- Centre Quality Nominee;
- Centre Administrator;
- Examinations Officer;
- Tutors and Teachers;
- Assessors;
- Internal Quality Assurers (IQAs);
- Any staff involved in learner recruitment, enrolment, registration, assessment, or certification.

3. Principles

Gloverspiece School is committed to:

- Equal access and opportunity;
- Fair and transparent recruitment practices;
- Accurate learner registration;
- Timely certification;
- Compliance with awarding organisation requirements;
- Secure management of learner records;
- Supporting learner progression and achievement;
- Maintaining accurate audit trails.

The Centre will ensure that all learners receive sufficient information to make informed decisions about their programme of study.

4. Information, Advice and Guidance (IAG)

Prior to enrolment, learners shall receive clear and accurate information regarding:

- Qualification title and level;
- Awarding organisation;
- Entry requirements;
- Course content;
- Assessment methods;
- Attendance expectations;
- Progression opportunities;
- Employment and career pathways;
- Further education opportunities;
- Learner support arrangements;
- Appeals and complaints procedures.

Learners shall be encouraged to review the Learner Handbook and other published information before making enrolment decisions.

Staff providing advice and guidance must ensure information is accurate, impartial, and appropriate to the learner's needs.

5. Learner Recruitment and Initial Assessment

Before enrolment, the Centre shall take reasonable steps to determine whether a qualification is suitable for the learner.

This may include:

- Initial discussions;
- Interviews;
- Review of prior qualifications;
- Skills assessments;
- Literacy and numeracy screening;
- Assessment of support needs;
- Review of previous learning or experience.

The purpose of initial assessment is to ensure learners are enrolled onto programmes that are achievable and appropriate.

No learner shall be recruited onto a programme that is unlikely to meet their needs or provide realistic progression opportunities.

6. Entry Requirements

Where qualifications have specified entry requirements, these shall be checked before registration.

Evidence may include:

- Previous qualifications;
- Identification documents;
- Employment records;
- Professional registrations;
- Prior learning evidence.

Any exceptions must be documented and approved by authorised staff.

7. Learner Registration

The Centre Administrator or designated authorised person is responsible for registering learners with the relevant awarding organisation.

The Centre shall ensure:

- Registrations are accurate;
- Registrations are completed within awarding organisation deadlines;
- Learner details are verified before submission;
- Registration records are retained;
- Learners are informed when registration has been completed where appropriate.

Information submitted shall be checked for accuracy prior to submission.

8. Registration Quality Assurance

To minimise registration errors:

- Registration information shall be checked against enrolment records;
- A second person verification process shall be used where practicable;
- Registration reports shall be reviewed periodically;
- Any identified errors shall be corrected promptly.

The Centre Quality Nominee shall monitor registration accuracy through internal quality assurance activities.

9. Assessment and Achievement Recording

Assessors are responsible for:

- Maintaining accurate assessment records;
- Recording learner achievement promptly;
- Retaining assessment evidence;
- Submitting achievement information to the Internal Quality Assurer and Centre Administrator when required.

Internal Quality Assurers shall verify assessment decisions in accordance with the Centre's Internal Quality Assurance Policy.

Only verified achievement data shall be used to support certification claims.

10. Certification

The Centre shall claim certification only when:

- Qualification requirements have been achieved;
- Assessment decisions have been completed;
- Internal quality assurance requirements have been met;
- Any required external quality assurance activities have been completed;
- Awarding organisation requirements permit certification.

Certification claims must be accurate, evidence-based, and supported by appropriate records.

11. Unit Certification

Where permitted by the awarding organisation, learners who have not completed a full qualification may be eligible for unit certification.

The Centre shall:

- Verify unit achievement;
- Confirm learner eligibility;
- Submit certification claims in accordance with awarding organisation requirements;
- Maintain records of all claims submitted.

Learners shall be informed of any available certification options.

12. Receipt and Distribution of Certificates

Upon receipt of certificates, the Centre shall:

- Check certificates against certification claims;
- Verify learner details;
- Investigate any discrepancies;
- Maintain a certificate issue log;
- Ensure certificates are distributed securely.

Learners shall be informed of arrangements for collecting or receiving certificates.

Where certificates are lost, damaged, or require replacement, learners shall be advised of awarding organisation procedures and any associated fees.

13. Withdrawals, Transfers and Changes

The Centre shall maintain procedures for:

- Learner withdrawals;
- Qualification transfers;
- Registration amendments;
- Deferrals;
- Breaks in learning.

All changes shall be recorded and communicated to the awarding organisation where required.

14. Data Protection and Confidentiality

All learner information shall be processed in accordance with applicable data protection legislation.
The Centre shall:

- Maintain secure records;
- Restrict access to authorised personnel;
- Share information only where necessary and lawful;
- Retain records in accordance with awarding organisation and Centre retention requirements.

15. Malpractice and Maladministration

Any concerns relating to:

- Inaccurate registrations;
- Fraudulent enrolments;
- False certification claims;
- Unauthorised amendments to learner records;
- Misrepresentation of learner achievement;

shall be investigated under the Centre's Malpractice and Maladministration Policy.

Where required, concerns shall be reported to the relevant awarding organisation.

16. Monitoring and Quality Assurance

The Centre Quality Nominee shall monitor compliance with this policy through:

- Internal audits;
- Registration checks;
- Certification audits;
- Internal quality assurance activities;
- Awarding organisation feedback;
- External quality assurance reviews.

Any identified issues shall be addressed through corrective actions and continuous improvement activities.

17. Review

This policy shall be reviewed annually or sooner where:

- Awarding organisation requirements change;
- Regulatory requirements are updated;
- Quality assurance findings identify improvements;
- Operational changes require revision.