



Learner Recruitment, Registration and Certification Policy 2025 – 26 (BTEC)

Purpose/scope

- To make sure that there is a fair and consistent approach to recruiting with integrity across Pearson qualifications
- To ensure that accurate, up to date and auditable learner registration, achievement and certification records are maintained with Pearson
- That these records are kept for 3 years after certification, in line with Pearson requirements.

Definitions/terminology

- Recruit with integrity: means that learners are enrolled onto qualifications that will benefit them and that will meet their aims and aspirations. You should enrol learners onto qualifications that they have the capability and opportunity to achieve.
- Registration: informs Pearson about learners at the beginning of a programme of study
- Key dates & actions: deadlines for registration and certification appear in the Information Manual on our website
- Certification claim: the process of informing Pearson of learner achievement
- Unit certification: learners who have not completed sufficient number of credits to receive the full qualification can be certificated for the units that they have achieved.

Responsibilities

- Exams Officer: responsible for timely, accurate and valid registration, transfer, withdrawal and certificate claims for learners
- Programme Leader: responsible for ensuring learner details held by Pearson are accurate and that an audit trail of learner assessment and achievement is accessible



- Quality Nominee: responsible for coordinating and monitoring the learner details held with Pearson
- Senior Management: responsible for overseeing the registration, transfer, withdrawal and certificate claims for learners to ensure that Pearson's deadlines are met

Procedures

- Registration: registration starts our Quality Assurance processes. Exams Officers and delivery staff are required to make sure that learners are registered on the correct programme at the beginning of their programme of learning. Learners following a UK standard academic year are registered by 1st November. Learners enrolling into flexible start programmes are registered within one month of enrolment. Your procedures need to make sure that there is accurate and timely registration.
- Transfer: learners can transfer their registration and achievement to date between centres. Transfer between programmes is also permitted. Procedures need to ensure transfers are accurate and timely. You must ensure that adequate information about the transferee's position and progress is communicated both to the learner and to Pearson.
- Withdrawal: you should let us know when a learner leaves before completion. Withdrawals can be made via Edexcel Online and a withdrawn learner may be reinstated at a later date
- Certification Claims: full qualification certification or credit certification is claimed via Edexcel Online. Claims can be made at any time of year. Your claims procedures should prevent fraudulent or inaccurate claims.

Policy Aim:

- To make sure that there is a fair and consistent approach to recruiting with integrity across Pearson qualifications
- To register individual learners to the correct programme within agreed timescales.
- To claim valid learner certificates within agreed timescales.



- To construct a secure, accurate and accessible audit trail to ensure that individual learner registration and certification claims can be tracked to the certificate which is issued for each learner.

In order to do this, the centre will:

- Ensure learners recruited meet the eligibility criteria if there is any set
- See that learners are given correct information and advice on their selected qualifications so that they choose qualifications that will meet their needs and aspirations.
- Register each learner within Pearson's requirements
- Provide a mechanism for programme teams to check the accuracy of learner registrations
- Make each learner aware of their registration status
- Inform Pearson of withdrawals, transfers or changes to learner details
- Ensure that certificate claims are timely and based only on internally verified assessment records
- Audit certificate claims made to Pearson
- Audit the certificates received from Pearson to ensure accuracy and completeness
- Keep all records safely and securely for three years post certification.

This policy will be reviewed every 12 months by the Business Manager.