The COUNTY HIGH SCHOOL Leftwich

Achieving Excellence

Document Control Sheet

Document Type	Policy
Document Name	BTEC Registration & Certification
Originator	Adam Carter
Approved by	Quality of Education
Review interval	Annual
Date of last review	Autumn 2024
Date of next review	Autumn 2025
This document is part of the group which include	BTEC Assessment BTEC Blended Learning BTEC Assessment & Internal Verification BTEC Malpractice BTEC Appeals
Equality Act 2010 fully considered	Yes
EIA Form Completed	Yes

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BTEC Registration & Certification Policy

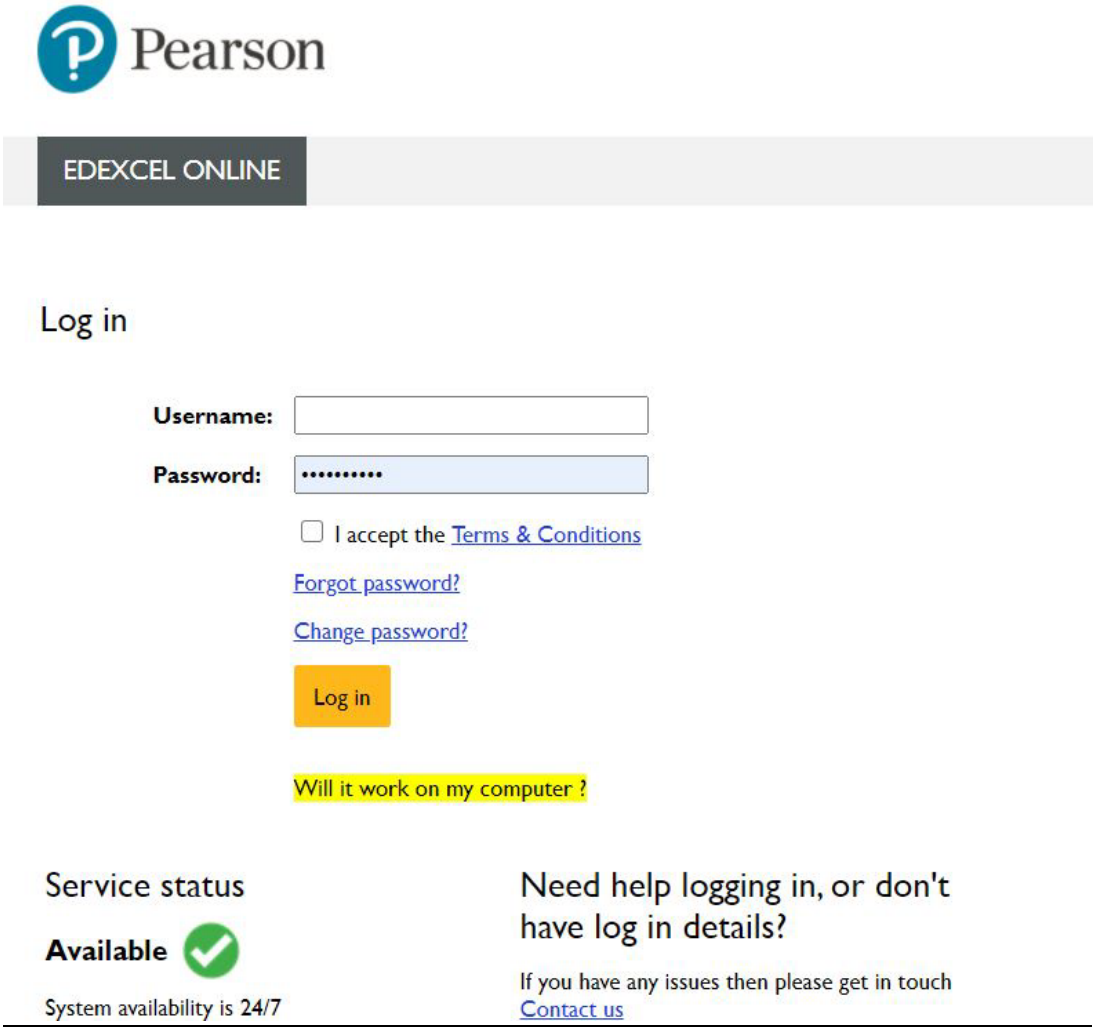
1. **Aim:** To register individual learners to the correct programme within agreed timescales. To claim valid learner certificates within agreed timescales.

2. 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.

3. In order to do this, the centre will:
   3.1. register each learner within the awarding body requirements
   3.2. provide a mechanism for programme teams to check the accuracy of learner registrations
   3.3. make each learner aware of their registration status
   3.4. inform the awarding body of withdrawals, transfers or changes to learner details
   3.5. ensure that certificate claims are timely and based solely on internally verified assessment records
   3.6. audit certificate claims made to the awarding body
   3.7. audit the certificates received from the awarding body to ensure accuracy and completeness
   3.8. keep all records safely and securely for three years post certification.

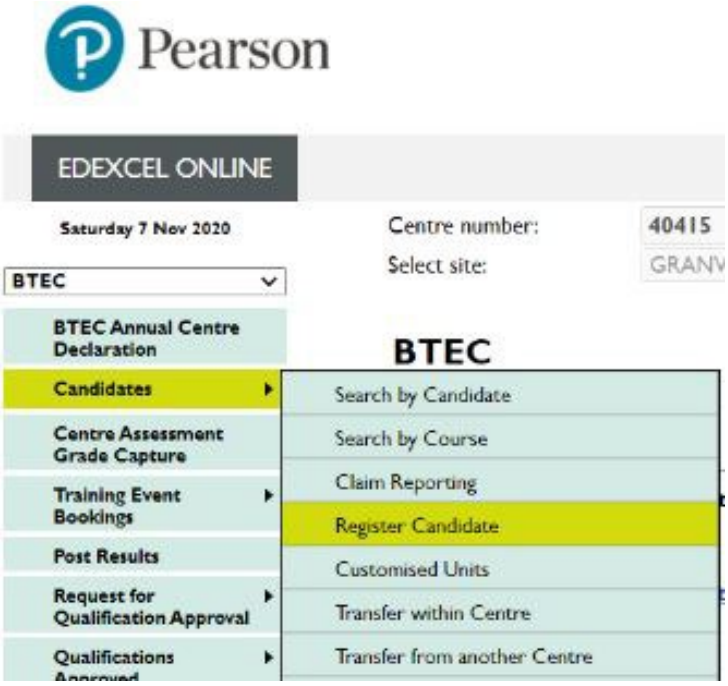
PEARSON registration process

1. Log-in to EDEXCEL Online using the following link:
   https://www.edexcelonline.com/Account/login.aspx

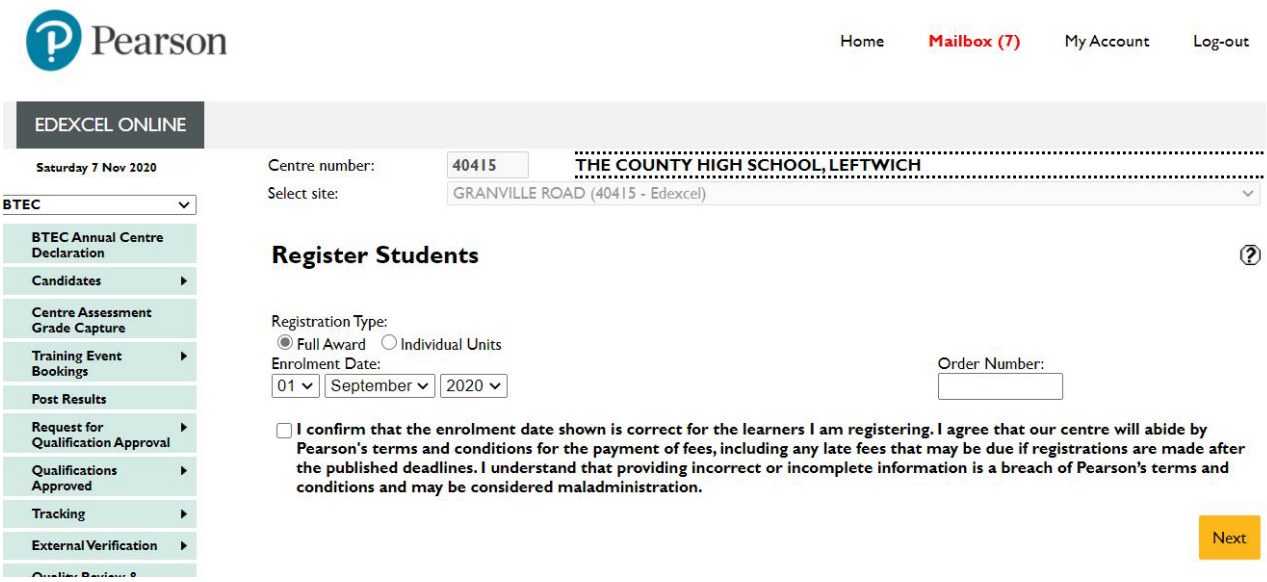


2. From the ‘Select Qualification’ drop-down select ‘BTEC’ from the list.

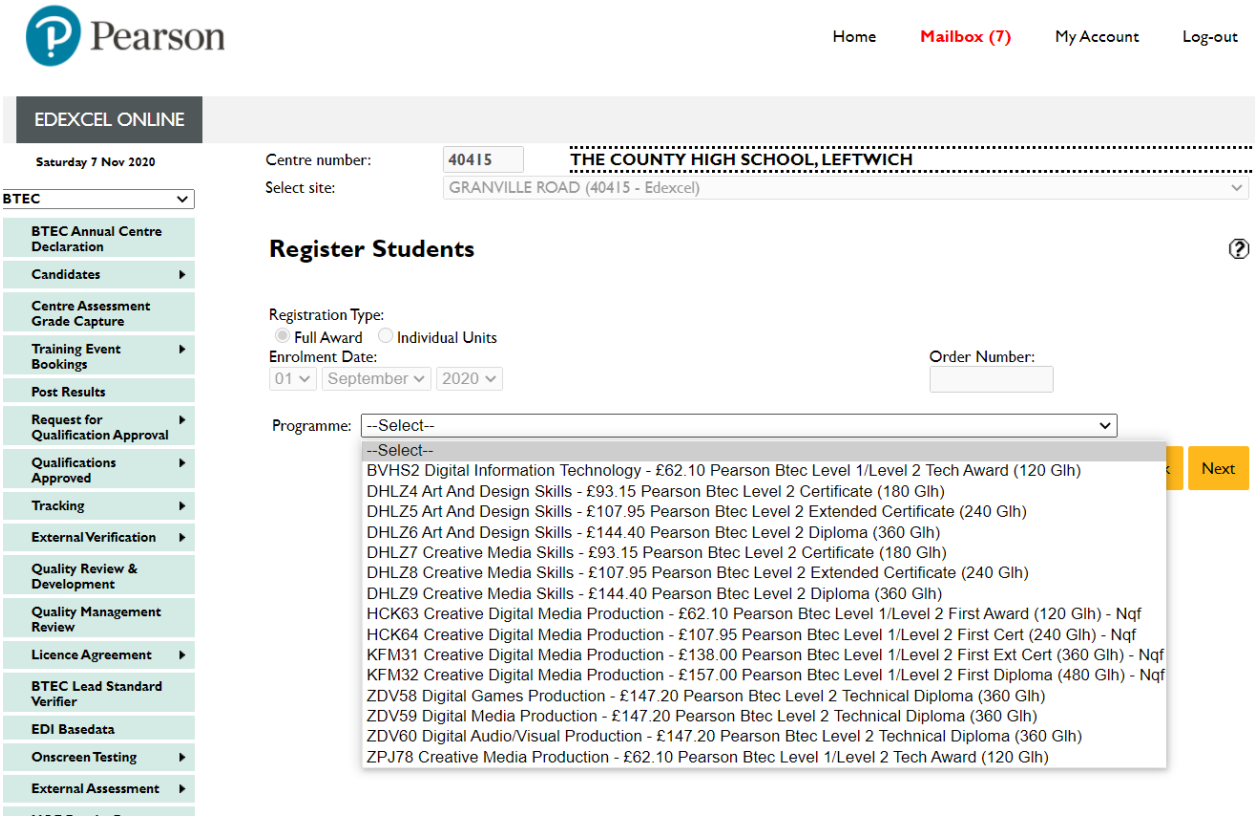
3. Select ‘Candidates’ then ‘Register Candidate’.



4. The ‘Enrolment Date’ always defaults to 01 September *yyyy* – change this to the actual date that you are enrolling students. The deadline for registering students is 1st November. The ‘Order Number’ box can be populated with the Purchase Order number (supplied by Finance dept.) but it isn’t compulsory. Tick the confirmation box and press ‘Next’.

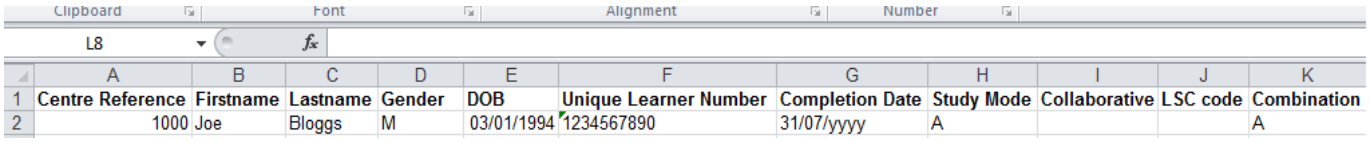


5. Select the relevant Programme of study from the drop-down list and select 'Next'.



6. Select ‘Register by Spreadsheet’. This is the easier way of registering multiple students rather than individually.

7. The student data needs to be uploaded with key information - download the ‘Full Award’ spreadsheet. Some of the data required in the spreadsheet needs to be obtained from SIMS via the ‘Design Report’ route, other fields are standard defaults. Pearso can be contacted for further clarification.



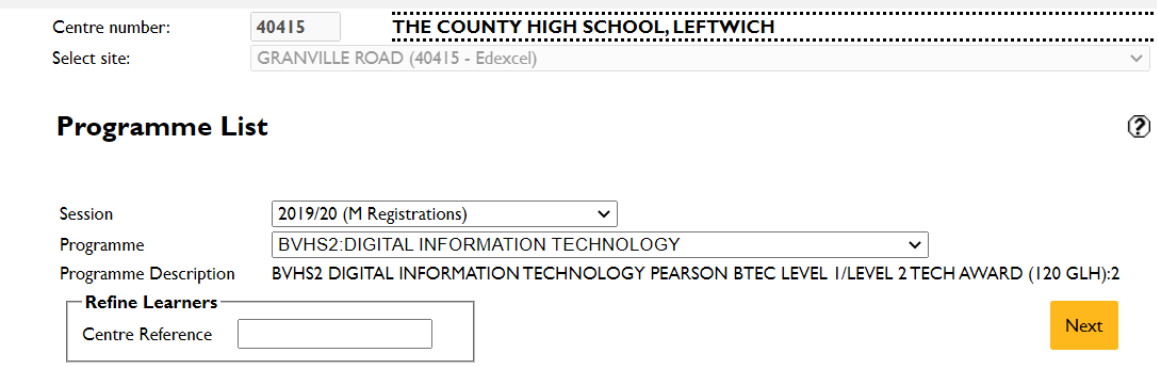
	A	B	C	D	E	F	G	H	I	J	K
1	Centre Reference	Firstname	Lastname	Gender	DOB	Unique Learner Number	Completion Date	Study Mode	Collaborative	LSC code	Combination
2	1000	Joe	Bloggs	M	03/01/1994	1234567890	31/07/yyyy	A			A

From SIMS design a report to obtain: Centre Reference (exam number), First name, last name, Gender, DOB, ULN. The Completion Date is 31/07 in the year of certification. Study Mode and Combination are always ‘A’.

8. Once the spreadsheet has been uploaded the list of students is displayed. Select’ Register’ and then select ‘Confirmation Report’. This displays as a PDF that can then be saved for future reference.

EDEXCEL Certification process

1. Follow steps 1 to 2 in the registration process earlier in this document.
2. Select ‘Candidates’ then ‘BTEC Bulk Grade Reporting’.
3. From the Programme List select the correct session and click Next



4. Select all the candidates and click Next.
5. Establish with the Subject Leader which of the Units they will be claiming for and tick the box next to the relevant units. Ensure that the correct Level is chosen where applicable. Make a note of each Unit Code.
6. Choose the award date mm/YY and this should populate for all students.
7. For each student choose the relevant unit grade (P/M/D) but make sure the correct grade is used for the correct unit.
8. Once finished the grades for all students select ‘Confirm grades and make claims’.