# BTEC Registration, Entry and Certification Policy

| Owner | Academic Registrar | | |
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| **Version** | 1 | | |
| **Changes** | n/a | | |
| **Approval date** | May 2025 | **Approved by** | Academic Council |
| **Implementation date** | September 2025 | **Date of next review** | June 2028 |
| **Related internal policy** | HN Assessment Regulations | | |
| **Related external policies and regulations** | Pearson Entries & Information manual | | |

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## Introduction and overview

The BTEC Registration, Entry and Certification Policy and Procedure is designed to ensure that all learners are accurately registered, entered for assessments, and
certified in a timely and efficient manner. This policy outlines the procedures and responsibilities of Regent College London to maintain a secure and transparent audit trail for each learner's registration, assessment entries, and certification claims. By adhering to this policy, Regent College London aims to uphold the integrity and accuracy of learner records, ensuring compliance with Pearson's requirements and deadlines.

## Aims

1. To register individual learners to the correct programme within agreed timescales.
2. To enter individual learners for assessment, where required, by published deadlines.
3. To claim valid learner certificates within agreed timescales.
4. To construct a secure, accurate and accessible audit trail to ensure that individual learner registration, entries and certification claims can be tracked to the certificate which is issued for each learner.

## Activities

Regent College London will:

- Ensure all relevant approvals are in place for programmes being offered, prior to starting delivery and assessment
- Register each learner to meet with Pearson requirements
- Register each learner on the appropriate programme code, at the start of teaching and prior to any assessment activity
- Provide a mechanism for programme teams to check the accuracy of learner registrations
- Make each learner aware of their registration status
- Inform the awarding body of withdrawals, transfers, or changes to learner details
- Ensure registration data on Edexcel Online is accurate and up to date, including learner 'estimated completion dates (ECD)'
- Ensure learner entries for internal and/or external assessment are accurate and timely,

meeting published deadlines

- Provide a mechanism for Programme Leads to check the accuracy of individual learner entries

- Ensure that certificate claims are timely to meet Pearson published deadlines

- Audit certificate claims made to Pearson

- Audit the certificates received from Pearson, to ensure accuracy Policy and procedure exemplars

- Keep and maintain accurate learner records safely and securely for three years post certification, in line with Pearson Terms and Conditions.

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| *Author* | *Registry and Quality* |
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| *Updated* | *April 2025* |
| *Approval* | *May 28, 2025* |
| *Approved by* | *Academic Council* |
| *Review Date* | *June 2028* |
| ***Rationale*** | This policy was created in direct response to the findings of the Pearson Academic Management Review (AMR) conducted on 15 April 2025. As noted in the AMR report (AC13), while Regent College London was undertaking appropriate registration and certification actions, there was a lack of formal documentation evidencing these procedures. To address this recommendation, the policy has been developed to clearly document the processes for registration, entry, and certification for BTEC programmes. This ensures transparency, compliance with Pearson requirements, and the creation of a secure and auditable trail for all learner records. |