PROCEDURE 2.11 Pearson Learner Registration and Certification					
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Procedure issued: April 2014

Procedure owner: Principal / CEO

❖ This procedure is shared with our students and/or can be obtained:
   o on our website https://docklandsacademy.co.uk/policies-and-procedures,
   o on the desktops of all computers in the library on the top floor,
   o by emailing us at info@docklandsacademy.co.uk in the case of remote learning.

❖ Also, our students are informed about the related main aspects of the procedure in the Student Handbooks, Induction Seminar and Learning Agreement.

❖ The procedure is reviewed and monitored on a regular basis for currency and fitness as part of our Annual 1.9 Policy and Procedures Review.

1. Registration Process

1.1 Timing of registration

1.1.1 Each learner enrolled on Pearson programmes will be registered on the Edexcel online (HUB) within 28 days of the start of a Pearson qualification. *Enrolment* is defined as the day on which delivery of the learner's programme/unit of learning commences.

1.1.2 According to the Pearson Centre Handbook, Academy, as an Approved Centre:

• must register a learner intending to take the full qualification for the mandatory and optional units with Pearson within 28 days of commencing a qualification,

• must ensure that each learner taking a Pearson qualification is registered in a way that permits the learner to be clearly and uniquely identified.

1.2 Learner biometric and programme information

1.2.1 The Academy holds learners` information linked with passport and biometric data as follows:

• **Name:** learner's first name and surname will be held on the student record as per the passport.

• **Address:** learners are required to produce their local (UK) address and international address (if applicable) at the time of the application. This will be held throughout the programme. Students are responsible for informing Academy immediately of any changes of address or contact details.

- **Contact details:** Academy will hold learners' overseas and UK contact details (i.e., mobile and landline numbers). Next of kin details will also be kept for any emergency.
- **Date of birth**: the learners' date of birth will be recorded as per their passport.
- **Qualification**: previous qualifications and the qualifications for the courses learners are currently enrolled on will be kept with all Academy's learner records.

1.3 Registration- estimated completion date

At the time of enrolment, the Academy will have a record of the programme's commencement date and estimated completion date.

1.4 Registration: programme numbers

The Academy will ensure that the programme qualification codes being used for all programmes are those which match the programmes being delivered.

1.5 Registration: who is responsible?

- The Academic Head will have full administration access to Edexcel online and Head of Admissions will be responsible for registering learners.
- The Head of Admissions will ensure that registration lists are accurate.
- The Academic Head will monitor the procedure to ensure that registrations are accurate and up-to-date.

1.6 Registration: checking accuracy of learner details and programmes on Edexcel online

Once the learners are registered with Pearson, the Academic Head will ensure that they are;

- registered with their biometric information as appears on their passports,
- registered on the right programme on which they are enrolled,
- registered for the correct mandatory and optional units.

1.7 Withdrawal of learners

The Academy will inform Pearson of all learners who have withdrawn from programmes. Withdrawal will be performed via Edexcel online (HUB) and this process may take place throughout the year.

2. Centre Assessment and Achievement Record

2.1 Responsibility

2.1.1 The Academic Head is responsible for reporting on the achievement in internally assessed units for each learner, in respect of assessment requirements for the programme for which he/she is registered, and for reporting achievement to Pearson for final certification.

2.1.2 The Academy will make every effort to ensure the safety and security of candidates' work, which they are holding for assessment purposes. Academy will also ensure that detailed and up-to-date assessment records for all candidates are maintained and kept separately from actual candidate work.

2.1.3 Assessment and internal verification records will be retained for three years for quality assurance purposes.

2.2 Assessment and Achievement record

2.2.1 Assessors are responsible for ensuring that all the requirements of a unit have been met and for keeping appropriate records. It is also important that the internal quality assurance

process will take into account appropriate assessment strategies for the qualifications being assessed.

2.2.2 Every assessor is responsible for carrying out the evaluation process in accordance with the Pearson requirements. Assessors are responsible for keeping a record of learner achievement and passing them onto Academic Head.

2.2.3 Every learner's achievement will be recorded onto the "Learner Achievement Tracking Sheet" (Master Sheet) by the Head of Academic Administration when assessment records / Feedback Forms are received from the respective assessors.

2.2.4 The Learner Achievement Tracking Sheet prepared by the Head of Academic Administration will be re-distributed to individual assessors to check the accuracy of the achievement records on the Master Sheet.

2.2.5 At this stage, reports will be generated from the designated student records system for consideration by the Assessment Committee.

3. Claiming Certificates

3.1 The Academic Head will check every Achievement Tracking Sheet to make sure the certificate is claimed for each individual based on the available assessment records.

3.2 The Academy maintains the Pearson registration number and Academy learner unique registration number along with biometric data on all learners that is checked against their original identity cards or passports. This rigorous process will ensure the accuracy of the candidate details against each qualification registered.

3.3 Unit Certification

3.3.1 The Academic Head will keep the unit certificates accurately according to the available assessment records for the programme and in accordance with the grading rules stipulated. The relevant award will be claimed as per the grading rules stipulated by Pearson.

3.3.2 Award and Certificate will be claimed by those who have achieved any combination of required units and a minimum of required credits as per the qualification requirement set out by Pearson.

3.4 Full Award of HN Certificate and/or Diploma

The Certificate and/or Diploma will be claimed by those who have achieved all core units from (Group A) and other optional units from (Group B) with required credits according to the qualification as per Pearson guidance notes.

3.5 Reporting results and claiming certificates and/or diplomas

All claims will be validated at the end of each term by an occupationally competent and qualified internal verifier and then an Assessment Committee; at the end of related programme (cohort) additionally by an Assessment Board and then a Pearson External Examiner. The Academy will ensure that all claims for certification and/or diplomas are authentic and valid and can be supported by auditable records.

4. <u>Related Documents</u>

4.1 Policies

- **2** Academic Management
- **5** Student Support, Engagement and Learning Resources
- **7** Information
- **8** Marketing and Promotion

4.2 Procedures

- **1.5** Equal Opportunities
- **1.7** Data Protection
- **1.9** Review and Revision of Policies and Procedures
- **2.2** Academic Regulations
- **2.4** Appeals
- **2.5** Complaints
- **2.6** Annual Programme Monitoring
- **2.7** Program Design and Approval
- **2.10** Special Circumstances Affecting Study
- **2.12** Contingency and Adverse Effects
- **2.13** Access and Participation Statement
- **3.6** Internal Verification
- **5.3** Equality, Diversity and Special Needs
- **7.1** Review and Sign off PI
- **7.4** HE Public Information

4.3 Student Terms and Conditions

4.4 External Reference Points

- **Office for Students (OfS) Requirements and Guidance** at *Advice and guidance - Office for Students*https://www.officeforstudents.org.uk/advice-and-guidance/regulation/
- **British Accreditation Council (BAC) Accreditation Handbook** at *http://www.the-bac.org/wp-content/uploads/2022/10/Accreditation-Handbook-2022-web-compressed.pdf*
- **UK Quality Code Advice & Guidance – Admissions, Recruitment and Widening Access** at *https://www.qaa.ac.uk//en/quality-code/advice-and-guidance/admissions-recruitment-and-widening-access*
- **Higher Education Code of Governance** (Committee of University Chairs, December 2014) at *https://www.universitychairs.ac.uk/wp-content/uploads/2020/09/CUC-HE-Code-of-Governance-publication-final.pdf*
- **Association of Employment and Learning Providers (AELP) principles of Good Governance for Independent Training Providers** at *https://www.aelp.org.uk/media/2595/code-of-governance-final-sept-2018.pdf*
- **Pearson Recognition of Prior Learning Policy** *at https://qualifications.pearson.com/content/dam/pdf/Support/policies-for-centres-learners-and-employees/Recognition_of_prior_learning_and_process_policy.pdf*
- **UKCISA Code of Ethics** at *https://www.ukcisa.org.uk/Membership/Codes-of-practice/Code-of-ethics*
- **Equality Act – 2010** at *https://www.legislation.gov.uk/ukpga/2010/15/contents*