



CLF Post 16 BTEC Registration Process

IMPLEMENTATION DATE:
January 2018

REVIEW DATE:
January 2019

History of Process Changes

Date	Page	Change	Reason for Change	Changes made by
January 2018	Whole Document	Adoption by the Cabot Learning Federation Post 16	Creation of formal process	Dan Carter, P16 Quality Nominee

Aim: To register individual learners to the correct programme within agreed timescales.

In order to do this, the centre will:

- Register each learner within the awarding body requirements.
- Ensure that the Exams officer carries out cross check of registrations against class lists in term 3 every year.
- Make each learner aware of his or her registration status.
- Inform the awarding body of withdrawals, transfers or changes to learner details.
- Ensure that certificate claims are timely and based solely on internally verified assessment records.
- Audit certificate claims made to the awarding body.
- Audit the certificates received from the awarding body to ensure accuracy and completeness.
- Keep all records safely and securely for three years post certification.

The Exams Officer, Quality Nominee and SLT will review this process every 12 months.