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**Registration and Certification Policy**

**Policy Adopted January 2012**

**Revised August 2016**

**Revised May 2020**

**Revised August 2022**

**Next revision date August 2024**

**Registration & Certification Policy Aim:**

* To register individual students to the correct programme within agreed timescales.
* To claim valid student certificates within agreed timescales. To construct a secure, accurate and accessible audit trail to ensure that individual student registration and certification claims can be tracked to the certificate which is issued for each student.

**In order to do this, the centre will:**

* register each student within the awarding body requirements.
* provide a mechanism for programme teams to check the accuracy of student

 registrations.

* make each student aware of their registration status.
* inform the awarding body of withdrawals, transfers or changes to student 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.