

EXAMS – Registration, Recognition of Prior Learning (RPL)/Credit Transfer & Certification POLICY

Aim:

- To register individual learners to the correct programme within agreed timescales
- To register individual learners to the correct external assessment within agreed timescales where applicable
- To use Learners past achievement against units within the Regulated Qualification Framework (RQF) to achieve a Qualification.
- To claim valid learner certificates within agreed timescales
- To construct a secure, accurate & accessible audit trail to ensure that individual learner registration and certification claims can be tracked to the certificate which is issued for each learner

In order to achieve this, the centre will:

- Register each learner within the awarding body requirements
- Provide a mechanism for programme teams to check the accuracy of learner registrations and external assessment entries
- Make each learner aware of the course that they are following
- 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
- Check certificate claims made to the awarding body
- Check the certificates received from the awarding body to ensure accuracy and completeness
- Keep all records safely and securely for three years post certification

Procedures

These procedures are in place to enable us to comply with the registration, transfer and certification requirements of Pearson, Asdan and Open Awards and prevent inaccurate or false registrations, external assessment entries or certification.

Overall Responsibilities:

- Exams Officer (EO): responsible for timely, accurate and valid registration, transfer, withdrawal and certificate claims for learners
- Leader of Accreditation (LOA): responsible for ensuring learner details held by Pearson, Asdan, Open Awards are accurate and that an audit trail of learner attendance, assessment and achievement is accessible
- Lead Internal Verifier (LIV): responsible for ensuring that an audit trail of learner assessment and achievement is accessible and supports certification claims
- Quality Nominee (QN): responsible for coordinating and monitoring registration and certification procedures within the Centre
- Senior Leadership Team (SLT): responsible for ensuring registration and certification policy and procedures are regularly reviewed, disseminated to all staff and overseeing the registration, transfer, withdrawal and certification claims for learners to ensure that awarding body deadlines are met in a timely manner

Registration Procedure:

1. At the start of September, LOA should collate class lists, add Pearson's, Asdan's, Open Awards course code/title and sign that they are accurate before passing to EO and retaining a copy in the programme file
2. EO to register learners with Pearson, Asdan and Open Awards before end of October or when required, ensuring that the correct course code is used
3. During the first week of November, LOA to check course registration lists for programmes using Edexcel Online (EOL) with EO. LOA to give up to date class list to EO.
4. EO to make any required changes and email LOA to confirm once these have been made
5. New arrivals/ late entries can be made within two weeks of starting or leaving the programme using the

agreed procedures.

6. LOA to check attendance data is maintained throughout the year using SIMS.

Recognising Prior Learning, Credit Transfer and Exemption Policy and Procedure

Learners are able to use past achievement against units within the Regulated Qualification Framework (RQF) to achieve a Qualification. This enables learners to avoid duplication of learning and assessment through equivalences, exemptions or credit transfer as follows:

Exemption	Individuals with certificated achievements outside the RQF can claim exemption for some of the achievement requirements that have been deemed to be of equivalent level or size. Open Awards expects that standards are also met for the reliability of the assessment and validity of the award.
Equivalents	For achievements within the RQF it is possible to transfer credits from a unit or component of a regulated qualification. In order to be counted as an 'equivalent' the unit must have the same credit value (or greater) and be at the same level (or higher), than the unit (s) to be claimed
Credit Transfer	If a learner has previously achieved the same unit through another awarding organisation this will be classed as a credit transfer .

In all the above cases as the learner has already had their achievement recognised, and will have received a certificate to confirm this, their achievement towards this specific qualification will be shown as an exemption, equivalent or credit transfer and will not be allocated any credit achievement.

Recognition of Prior Learning (RPL) is a method of assessment that considers whether a learner can demonstrate that they can meet the assessment requirements for a unit through knowledge, understanding or skills they already possess and do not need to develop through a course of learning. Therefore the learner is awarded the unit, so it will show as a unit achievement on the certificate.

PLEASE NOTE: For any learner who has previously achieved units that have been approved as Exemptions, Equivalents, Credit Transfer or will be achieved through RPL it is our responsibility to inform the Awarding Organisation at registration, through the use of the Learner Past Achievement Form which can be downloaded from the secure portal. The information about approved exemptions and equivalents can be found within the Qualification Guide where applicable.

When claiming for Exemptions/Equivalents and Credit Transfer requests, the learner will need to present the original certificate to the tutor, to show previous achievement. The tutor will need to take a copy of the certificate and sign and date to verify they have seen the original certificate. The copy of the certificate must be made available to the Internal Verifier, along with the Learner Past Achievement Form, as part of the verification process.

Certification Procedure:

1. LIV to ensure assessment records support learner achievement. Assessors to complete Btec tracking sheets and pass to LOA for checking.
2. LOA to check accuracy of tracking sheets. Once confirmed as accurate, pass completed tracking sheets to EO, along with assessment records that need retaining for the three year period. Retain copies in the Programme file.
3. EO, with LOA to submit certification claims via EOL.
4. EO to check accuracy of certificates against assessment records once received. Notify Pearson, Open Awards, Asdan of any errors and recheck amended certificates upon receipt.
5. EO to issue certificates to learners via Awards Evening.

Audit Procedure:

QN to review implementation of procedures at key points throughout each academic year for all active Pearson, Open Awards, Asdan, courses. Copy of reviews to be kept in centre files.

Discovery of Inaccurate, Early/Late and Fraudulent Registrations and Certifications Procedure:

Where any inaccurate, early/late and fraudulent registrations or certification claims are discovered, QN to escalate to Head of Centre via SLT link (Assistant Head). Head of Centre (Assistant Head) to instigate internal malpractice procedures and inform Pearson, Open Awards, Asdan as a matter of urgency.