

Registration and Certification Policy

POLICY DETAILS	
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Author:	Quality Assurance Coordinator
Owner (if different from above):	Principal
Version History	<ol style="list-style-type: none"> 1. Updated subsection 4.1 Register each student on the appropriate qualification code within two weeks. 2. Updated 4.2.7: Student withdrawals are processed and reported to the SLC within 35 days and maximum 60 days of the student's last date of engagement or contact. Withdrawal records are updated without delay in institutional systems to ensure accuracy and consistency.
Related Policies / Procedures	Admissions Policy Assessment Policy Academic Appeals Policy Complaints Policy Extenuating Circumstances Policy Progression Policy (HND / Degree Programmes) Reasonable Adjustment and Fair Access to Assessment Policy
Effective Date:	23 January 2026

1. Purpose

- 1.1 The policy supports the College's strategic aims of excellence in Curriculum Innovation, Teaching, Learning and Assessment and the Student Experience, Results Consortium Ltd. (thereafter the College) has structured process for managing the for registration and certification to ensure that academic standards are met, and the value of qualifications awarded is in line with sector-recognised standards, Awarding Body requirements and ensures compliance with awarding body regulations and the Office for Students (OfS) Conditions of Registration.
- 1.2 The College meets these standards by ensuring timely and accurate registrations and certification so that no student is frustrated by, or dissatisfied with, the process, nor disadvantaged in their progression in and beyond Higher Education.
- 1.3 The aims of this policy are to ensure:
 - 1.3.1 Individual students are registered to the correct programme within agreed timescales.
 - 1.3.2 Valid student certificates are claimed within agreed timescales.
 - 1.3.3 A secure, accurate and accessible audit trail is constructed to ensure that students' registration and certification claims can be traced to the certificate issued for each student.
- 1.4 The College ensures registration and certification processes are fair, inclusive and compliant with the Equality Act 2010.
- 1.5 Students can raise concerns or disputes relating to registration or certification through the College's Complaints or Academic Appeals procedures.

2. Scope

This policy applies to all higher education students registered with the College. It covers the registration of students, changes to their records and the claiming of certificates. The policy applies to all staff involved in admissions, student welfare and support, teaching, internal verification, quality assurance, registry and assessment, as well as those working with awarding bodies and university partners on these matters.

3. Definitions

Registration: Enrolment of a student onto the correct qualification with the awarding body within the required timeframe.

Certification: The process of claiming and issuing a qualification certificate based on verified assessment records and confirmed grades.

Summative Assessment: Assessment that contributes to a student's final grade; must not occur before registration.

Internal Verification (IV): The process of checking assessment decisions, verifying registration details and confirming qualification requirements are met.

Assessment Board: Confirms grades before certification can be claimed

Awarding Body: The external organisation responsible for approving registrations, certification and qualification standards.

4. Procedures

4.1 To meet the policy aims, the College will:

- The College will aim to register each student on the appropriate qualification code within two weeks of commencing the programme, in line with Student Loans Company (SLC) guidance or the requirements of the relevant Awarding Body, excluding the induction week from the two-week period. However, this may not always be possible if students are absent, have late starts or for operational reasons. The College will continue to encourage students to apply early for student finance to help register students within two weeks of programme commencement.
- Register each student before any summative assessment activity takes place.
- Ensure the accuracy of student registrations.
- Make each student aware of their registration status by informing them of their registration reference number and date of registration.
- Inform the awarding body of withdrawals, transfers or changes to student details within 4 weeks.
- Monitor attendance weekly to inform changes needed.
- 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 five years

4.2 Responsibilities

4.2.1 Students

It is the responsibility of the student to provide accurate and up-to-date details such as:

- correct spelling of names
- date of birth
- address to which certificates should be sent
- e-mail address for communications
- legal name changes (evidence needed)

4.2.2 Student Welfare and Admissions Teams

- Work with students to ensure registration is correctly completed on E-Vision, the PMU Portal, and other systems such as EBS
- Ensures that any errors in personal or qualification details on applications are identified and amended.

- Check validity of students' documents such as ID, certificates, proof of address.
- Support Registry in achieving accurate and timely registrations and certification.
- Inform applicants of offers and rejections, providing IAG on alternative programmes.
- Following registration with the Awarding Organisation, makes sure each student is aware of their student number, Awarding Organisation or University Partner, course code, full title of qualification, registration number and date of registration.

4.2.3 University Partners' Registry

- Approves admission onto franchised programmes.
- Informs the College's Admissions Team of offers and rejections made.

4.2.4 Admissions Board

- Approves student admissions on non-franchised programmes.
- Sends details of students to be registered with Awarding Organisations to Registry.
- Maintains oversight of all admissions decisions and has the final authority to offer places to applicants.
- Admissions board consists of the Programme Leader, Admissions Manager, Quality Assurance Manager, Principal and a Director.

4.2.5 Lecturers/Assessors

- Ensure no summative assessment takes place before registration.
- Check that each student has achieved all aspects of the qualification for which certification is being sought, and that these are evidenced and assessed in accordance with Awarding Body Assessment Strategies and the College's Assessment Policy.

4.2.6 Internal Verifiers

- IVs check registration details are recorded correctly on assessment documents at each verification opportunity.
- Check that each student has achieved all aspects of the qualification for which certification is being sought, including any actions from previous IV reports.
- Check that sufficient credits have been achieved for the qualification and verify the grade that can be awarded to each student.
- Ensure sufficient standardisation of assessment has occurred.
- Ensure assessment and IV records are stored securely for 5 years to meet

- OfS Quality and Conditions Standards.

4.2.7 **Registry**

- Accurately registers students on the correct course with the appropriate Awarding Organisation using the EBS system completed by Admission team and checks finance eligibility with Student Loans Company.
- Makes changes to registration details when informed of inaccuracies by the Programme Leader, or Quality Assurance Manager.
- Checks validity of evidence provided by students when changes to registration details are required whilst on the course (e.g. name changes).
- Informs the Awarding Body of withdrawals, transfers or re-registrations.
- Student withdrawals are processed and reported to the SLC within 35 days and maximum 60 days of the student's last date of engagement or contact.
- Withdrawal records are updated without delay in institutional systems to ensure accuracy and consistency.
- Informs Awarding Body of reasonable adjustments or special Consideration for individual students.
- Ensures that certificate claims are completed with the Awarding Body in a timely manner and are based on Assessment Board decisions.
- Works with Quality Manager to audit claims and certificates received from the Awarding Body to ensure accuracy and completeness.

4.2.8 **Assessment Board**

- Confirms grades to be awarded before certification can be claimed.
- Passes confirmed grades to Registry for certification.
- This process is managed by University Partners for franchised provision through their Progression and Assessment Boards.

4.2.9 **Quality Assurance Manager**

Oversees, audits, reviews and evaluates the procedures and ensures policy is followed.

4.3 Process charts for Registration and Certification are provided below.

The road to **REGISTRATION**



Steps to Certification





Student Qualification Registration Form

- The information on this form will be used to register students on the qualifications studied.
- It is very important that these details are **correct** and **written clearly** to avoid errors in registration.

Student Name (This is the name that will appear on the qualification certificate. It must be the same as the name on the ID used for enrolment*)			
Date of Birth			
Title(s) of each Qualification and Code Number(s) to be registered			
	Code		
	Code		
	Code		

* If there is a change of name during the course, the College must be informed and evidence of the change provided by the student within 4 weeks of the change (e.g. Deed Poll Certificate, Marriage Certificate).