



Courses For You

Study Award Winning Courses Online

REGISTRATION AND CERTIFICATION POLICY

EFFECTIVE DATE	:	NOVEMBER 2012
REVIEWED BY	:	QUALITY MANAGER
NEXT REVIEW	:	NOVEMBER 2023
POLICY NUMBER	:	QA-09

Registration and Certification Policy

1 Aim

- 1.1 To register individual learners to the correct programme within agreed timescales
- 1.2 To claim valid learner certificates within agreed timescales
- 1.3 To construct a secure, accurate and accessible audit trail to ensure that individual learner registration and certification claims can be tracked to the certificate which is issued for each learner

2 Implementation

To achieve the above, the training provider will:

- 2.1 register each learner within the awarding body requirements
- 2.2 provide a mechanism for programme teams to check the accuracy of learner registrations
- 2.3 make each learner aware of their registration status
- 2.4 inform the awarding body of withdrawals, transfers, or changes to learner details
- 2.5 ensure that certificate claims are timely and based solely on internally verified assessment records
- 2.6 audit certificate claims made to the awarding body
- 2.7 audit the certificates received from the awarding body to ensure accuracy and completeness
- 2.8 keep all records safely and securely for three years post certification
- 2.9 Late fees are payable if the registrations are not done within 28 or 30 days depending on the awarding bodies guidelines.
 - ATHE - 28 days
 - OTHM - 30 days
 - LONDON GRADUATE SCHOOL – 14 days
 - IFA Direct (ATHE) – 14 days

This policy will be reviewed every 12 months.