



Student Recruitment, Registration, and Certification Policy

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External reference points	Pearson Reference Points • A guide to recruiting learners onto Pearson qualifications, 2024 • Edexcel Online Registrations BTEC / NVQ / Traineeships • Pearson Recognition of prior learning policy and process 2024 • FAQs on student registrations for all Pearson BTEC Higher Nationals • FAQs for late registration, and late certification on withdrawn and expired Pearson qualifications • Withholding results and certificates from learners policy, 2024 • Transferred candidates Pearson qualifications • BTEC Centre Guide to Policies and Procedures 2024-2025 • www.edexcelonline.com • Pearson Qualifications Information Manual Joining the University of Portsmouth • https://myport.port.ac.uk/welcome/joining-the-university Data protection • Information Commissioner's Office • Data Protection Act 2018 • Equality Act 2010 Joint Council for Qualifications (JCQ) JCQ Guidance Notes on Transferred Candidates		

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1. Background and Purpose

This document outlines how LCK Academy (LCKA) manages the recruitment, enrolment, and certification of students studying for qualifications through its awarding bodies. LCKA is committed to a fair, transparent admissions process that ensures equitable access for all applicants, as outlined in the Academy's Admissions Policy, Terms and Conditions, and Tuition Fees, Refunds, and Compensation Policies.

For programmes delivered in collaboration with external institutions such as the University Centre Somerset College Group (UCSCG) and the University of Portsmouth (UoP), students and staff may be required to follow the registration and certification procedures of the partner institution. Student will be informed about this when they apply and during their induction.

For Pearson BTEC HND courses that LCKA delivers independently, students and staff must comply with the recruitment, registration and certification procedures outlined in this policy. There are general procedures in this policy that apply to all qualifications offered by LCKA as well as specific procedures that are aligned with Pearson BTEC HND qualifications.

2. Aims and Objectives

The aim of this policy is to ensure that all relevant staff understand their responsibilities in relation to the recruitment, registration and certification of students on all programmes. The following objectives ensure these aims are met.

2.1. Enrolment and Programme Registration

- Students are registered on the correct programme with accurate personal and course details before teaching and assessments begin.
- Staff have systems in place to verify the accuracy of enrolment, registration, and assessment entries.
- Staff inform students about their registration status
- Staff inform the awarding body in a timely manner about the registration status of students including if they withdraw, defer their studies or transfer to another programme or centre.
- Registration data across all student information systems, including platforms required by awarding bodies like Edexcel Online, is kept current and accurate.
- Students are registered within the deadlines set by the awarding body. For example, Pearson HND students must be registered within 28 days of enrolment.

2.2. Assessment Entries

- Entries for internal and external assessments are submitted accurately and on time, with deadlines communicated during induction.

- Staff, including the relevant Head of Programmes, the Head of Exams and Assessments, and designated contacts with awarding bodies, verify the accuracy of student entries.
- Decisions made by Exam and Assessment Boards are reviewed by the Head of Exams and Assessments and relevant staff before certification claims are submitted.

2.3. Certification Process

- Head of Exams and Assessments claim all certificates promptly as soon as they have full confirmation of results.
- Staff claim full awards or module/unit certificates where students have passed some modules or units but not enough for the full award.
- Certificates are requested only after students meet the full or partial requirements of their qualification, including relevant modules or units.
- Programme Heads, the Head of Exams and Assessments, and designated awarding body contacts verify the accuracy of certification claims.
- All certificates received are reviewed by the Head of Exams and Assessments and relevant staff to ensure they are complete and correct.

2.4. Documentation and Record Management

Staff ensure that they have records linking student registration data to the final receipt of their certificates

Staff keep records of all student registrations, assessments and certification for the minimum required by the awarding body, for example, all Pearson student data is held for three years after certification in accordance with Pearson regulations. See the LCKA Document and Data Retention Policy for further details.

3. Application

3.1. Exams and Assessments Lead

The Head of Exams and Assessments is responsible for processing student assessments, inputting results and making certification claims unless these responsibilities are managed by the awarding body or LCKA partner organisation. For Pearson BTEC HND programmes that LCKA delivers independently, the Head of Exams and Assessments will input and monitor the accuracy of data on Edexcel Online which is verified by the Head of Programme. The Head of Exams and Assessments liaises with External Examiners.

3.2. Heads of Programmes

The Heads of Programmes supervise the staff who deliver the academic programmes. They work closely with the Head of Exams and Assessments to ensure that accurate information is recorded on student assessments for each module or unit completed. Heads of Programmes

monitor student assessment results, student withdrawals and student transfers and prepare documentation for annual reviews.

3.3. Internal Verifiers

Internal Verifiers are responsible for internally verifying all Assignment Briefs before they are passed to students. They also verify samples of marking and student feedback for each assessor, share their findings with assessors and prepare records of their verification activity and findings that is passed to External Examiners. See the LCKA Internal Verification Policy for more information.

3.4. Awarding Body Communications

The CEO, as Head of Centre, appoints staff to communicate with LCKA's awarding bodies and partner organisations about student recruitment, registration and certification claims. For LCKA's own Pearson BTEC HND programmes, the Executive Dean acts as Quality Nominee and is the main point of contact for all Pearson registrations and certification claims. The Quality Nominee may be the Head of Programme or other senior member of staff.

3.5 Executive Dean

For LCKA's own Pearson BTEC HND programmes, the Executive Dean chairs Assessment Boards, the Academic and Quality Board and reports to the Board of Governors on the overall quality and standards of LCKA's academic programmes which includes recruitment, registration and certification of awards.

4. Pearson BTEC Registration and Certification Protocols

The following information explains the detailed steps taken by relevant staff at LCKA to meet the student registration and certification requirements for LCKA's own Pearson BTEC HND programmes. This includes the handling of student transfers, withdrawals, recording of assessment results and certification processes. The main objective for all steps is to ensure there are adequate checks in place to prevent inaccuracy of registration and certification data on LCKA's Pearson BTEC HND programmes.

4.1. Student Recruitment and Registration

- All students must be registered with Pearson within the designated timeframe (currently within 28 days of course start date).
- Admission to the BTEC HND programme occurs at the start of the academic year following successful completion of LCKA's admissions process (see the LCKA Admissions Policy).
- The Admissions Team provides the list of enrolled BTEC HND students to the Head of Exams and Assessments.

- The Head of Exams and Assessments liaises with the Head of Programme to verify student attendance and determine who needs to be registered on Edexcel Online
- The Head of Programme prepares class lists, assigns Pearson course codes, and verifies student details (e.g. names matching official ID) before submitting them to the Head of Exams and Assessments and storing a record.
- The Head of Exams and Assessments confirms the list with the Quality Nominee and completes registration with Pearson using the correct course codes.
- Within two weeks of registration, the Quality Nominee reviews the Edexcel Online registration lists and emails the Head of Exams and Assessments and Head of Programme to confirm accuracy of the imputed data or request corrections and retaining a record.
- Any corrections are made by the Head of Exams and Assessments, who then confirms completion via email.
- The Head of Programme retains a record of the registration list.
- Late entries or new arrivals may be registered within two weeks of joining the programme.
- Students receive their Pearson registration number, which is included on all assessment feedback.

4.2. Student Transfer Guidelines

Students enrolled in Pearson BTEC HND programmes may transfer their registration using the procedures outlined below.

4.3. Transferring to a Different Institution

- Students may transfer to another approved centre.
- The Head of Exams and Assessments promptly informs Pearson of any changes, including withdrawals or transfers.
- Transfers typically allow students to continue the same programme at a new centre.
- The Quality Nominee monitors all student transfers.
- The Head of Exams and Assessments provides a summary of completed units to support credit transfer.
- Certification at the new centre requires a complete record of all required units.
- A comparison of previously completed units and the new programme's requirements must be conducted.
- Students are informed of any additional work needed to meet the standards of the institution they are transferring to (new centre).
- LCKA must notify Pearson of completed units and send all relevant assessment records to the new centre.
- The new centre cannot proceed with the transfer until all prior results are confirmed.

4.4. Incoming Transfers to LCKA

When a student transfers from another institution to LCKA, the Head of Exams and Assessments contacts the previous provider to verify course details and completed units. For

students joining LCKA's Pearson BTEC HND programmes, the Head of Exams and Assessments and Head of Programme follow Pearson's transfer procedures using the online Centre Admin Portal (CAP) tool via Edexcel Online. They also refer to JCQ's guidance on transferred candidates.

4.5. Student Withdrawals

If a student leaves or is withdrawn from the programme, the Head of Programme notifies the Head of Exams and Assessments, who follows Pearson's withdrawal procedures. The Quality Nominee updates Edexcel Online accordingly. Withdrawn registrations may be reopened at any time within five years of enrolment, provided the qualification remains valid.

4.6. Assessment Entry Procedures

The Head of Programme ensures student and unit information is submitted to the Head of Exams and Assessments before Assessment Boards. The Head of Exams and Assessments presents all assessment data to the Board.

4.7. Certification Process

- Student results are confirmed at the Assessment Board, chaired by the Executive Dean, following the External Examiner's visit.
- Once results are approved, the Head of Exams and Assessments submits certification claims via Edexcel Online together with the Quality Nominee.
- If a student has credits but does not qualify for a full award, a Certificate of Unit Credit (CoUC) is claimed in accordance with Pearson's certification guidelines.
- Certificates are posted to LCKA by Pearson and verified against student records and mark sheets by the Head of Exams and Assessments. Any discrepancies are reported to Pearson.
- For students applying to Top-up programmes before receiving their certificate, the Head of Exams and Assessments downloads a confirmation report from Edexcel Online to verify completion of award.

4.8. Certification Claims and Auditing

- Certification claims are submitted via Edexcel Online after assessments are marked, internally verified, externally reviewed, and approved by the Assessment Board.
- Upon receiving certificates, the Head of Exams and Assessments checks each award against verified results to ensure their accuracy.
- The Quality Nominee conducts an annual review of these procedures, stores a record, and submits an annual review report to the Academic and Quality Board.

5. Pearson Information Guide

Pearson publishes an annual Entries and [Pearson Qualifications Information Manual](#) detailing registration and certification procedures for all its programmes. This guide is available online.

6. Errors and Fraud

If any inaccurate, premature, delayed, or fraudulent registration or certification claims are identified, the Quality Nominee will escalate the issue to the Executive Dean (Head of Centre), who will lead an internal investigation and report the findings to Pearson.