

Registration and Certification

This document sets out the conditions under which learners may register with Alt Valley Community Trust (AVCT) and the registration and certification arrangements in place for all the qualifications and accredited programmes we run.

The Policy applies to all learners.

Policy Statements

This Policy is underpinned by several key principles:

- Learners who access AVCT must be free from discrimination.
- Our learners must be supported to enable them to achieve their potential while at AVCT, in an environment which removes or minimises disadvantage, takes steps to meet their needs and which encourages participation. The wellbeing of our learners is central so they feel good about themselves and respect others.
- While at AVCT our learners will develop the skills they need to enable them to progress successfully throughout their lives.
- A commitment to restorative approaches to ensure that we foster good relations by tackling prejudice and promoting understanding. In order to fulfil its responsibilities under this policy, AVCT will:
 - Always follow the procedures outlined by the relevant awarding organisation.
 - Establish the roles and responsibilities of staff involved in the registration and certification procedures.
 - Train these staff appropriately.
 - Register individual learners to the correct programme or qualification within agreed timescales.
 - Register each learner within the awarding organisation requirements.
 - Make each learner aware of their registration status.
 - Keep up to date information on withdrawals, transfers or changes to learner details.
 - Claim valid learner certificates within agreed timescales.
 - Ensure that certificate claims are based solely on internally verified assessment records or examination data.
- To ensure that accurate, up to date and auditable centre registration, achievement and certification records are maintained in accordance with examination board requirements.

Reviewed 01/03/2023

Next Review due by 01/03/2024

- Ensure personal data and records are processed and stored according to the rules of GDPR and Data Protection Act 2018.
- Keep all records safely and securely for the time period specified by the awarding organisation.