

## **Registration and Certification of Learners Policy**

### **Purpose**

This policy is intended to set out the conditions under which EMD learners are registered on their programme of learning and receive accurate and timely certification following successful completion of their course.

### **Scope**

This policy applies to all learners on EMD education and training programmes.

### **Responsibility and Authority**

It is the responsibility of all teaching and learning staff, administrators and project managers to ensure the policy is correctly applied. Administrators are responsible for the initial collation of learner data and registration with awarding organisations. Internal Verifiers, and Project Managers where applicable, are responsible for ensuring that certificates are claimed accurately and timely.

### **The aim of EMD's registration and certification policy is:**

- To register individual learners to the correct programme or qualification within agreed timescales.
- To claim valid learner certificates within agreed timescales
- 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.

### **In order to do this, EMD will:**

- Register each learner within the awarding organisation requirements
- Maintain records of learner registrations accurately
- Make each learner aware of their registration status
- Keep up to date information on withdrawals, transfers or changes to learner details
- Ensure that certificate claims are timely and based solely on internally verified assessment records
- Audit certificate claims made to the awarding body.
- Check certificates received from the awarding body to ensure accuracy and completeness.
- Keep all records safely and securely for three years post certification, unless an extended timescale is stipulated by contractual requirements

### **EMD expects teaching and learning staff to:**

- Make each learner aware of their registration status
- Inform IVs, administrators and Project Managers of withdrawals, transfers or changes to learner details.
- Ensure that certificate claims are timely and based solely on internally verified assessment records