NCFE Registration and Certification POLICY

Policy Owner:	Mr D Howkins, Vice Principal
Approved by Curriculum & Standards Committee:	
Ratified by Curriculum & Standards Committee:	
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NCFE Registration and Certification Policy

Purpose:

- To protect learners who are registered with NCFE
- Minimise the risk of Adverse Effect occurring

Registration information
Learner identification and data protection requirements
- Centre verifies the identity of learners by records held SMS system.
- Learners sign for their results and are known to staff

Qualification and certification dates
- Centre keep contact information correct with NCFE and inform custormersupport@ncfe.org.uk of any changes.
- Ensure learners are registered and certified appropriately and in a timely manner in line with NCFE dates.

The Portal
- Is a secure website which allows registration of learners, book learners for external assessment, submit internal units for graded qualifications, claim certificates and view learner information 24 hours a day.
- Check learners have been registered onto the correct qualification or product.
- Ensure the correct unique qualification code is used.

Unique Learner Numbers (ULN)
- Register learners with their ULN as part of the registration process.

Results and certification information
Results
- Results will be processed and issued to centre by NCFE

Certification
- With Direct Claim Status (DCS) centre can submit a claim for learner certificates on the Portal. Claims will be sent straight to be printed, and certificates will be issued to centre.
- Without DCS centre can still submit a claim for learner certificates. Claim will be sent to External Quality Assurer (EQA) who'll 'sign off' the claim. These will then be sent to print and sent to centre.

Registration and Certification Requirements
Registration

- Register and enter learners for any qualification and/or product in an efficient and timely manner in line with NCFE published timescales, where applicable
- Take appropriate, proportionate and reliable steps to confirm each learner's identity before registration takes place. This will include using appropriate visual identification methods
- Use the record of the learner's previous achievements to make sure that, where possible, credit transfer, exemptions and equivalences are applied, with the learner's consent
- Comply with any limitation on the minimum amount of time that learners must be registered with us before certification
- Take reasonable steps to ensure that all relevant staff understand how and when to register learners and claim for certification
- Take reasonable steps to stop incorrect certificate claims being made by mistake or dishonest claims for certificates being made
- Only submit certification claims for learners who have met the requirements of the qualification and/or product. Repeated incurred claims will be considered maladministration and will be dealt with in accordance with NCFE Mandatory Policies, which are available on QualHub
- Regularly withdraw learners via the Portal, that are no longer on programme. NCFE will automatically withdraw learners after 36 months
- Access the ULN from the LRS and work with NCFE to ensure the ULN is correctly validated for the learner
- Support the learner in accessing their PLR when available

This policy will be reviewed every 12 months.