

# NCFE Registration and Certification POLICY

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| Policy Owner:                                 | Mr D Howkins, Vice Principal |
| Approved by Curriculum & Standards Committee: |                              |
| Ratified by Curriculum & Standards Committee: |                              |
| Reviewed:                                     | Autumn Term 2024             |
| Reviewed:                                     | Autumn Term 2025             |
| Date for further review                       | Autumn Term 2026             |

## **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 [customersupport@ncfe.org.uk](mailto:customersupport@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.