

CVQO Registration and Certification Policy

Aim

1. To register individual learners on the correct programme within agreed timescales
2. To claim valid learner certificates within agreed timescales
3. To construct a secure, accurate and accessible audit trail to ensure that individual learner registration and certification claims can be tracked on the system

In order to do this, CVQO will:

- a) Register each learner according to the awarding organisation requirements
- b) Provide a mechanism for programme teams to check the accuracy of learner registrations
- c) Ensure that each learner is aware of their registration status and any change to their status
- d) Inform the awarding organisation of withdrawals, transfers or changes to learner details
- e) Ensure that certificate claims are timely and based solely on internally verified assessment records
- f) Audit certificate claims made to the awarding organisation
- g) Audit the certificates received from the awarding organisation to ensure accuracy and completeness
- h) Keep all records safely and securely for three years following certification



Chief Executive

Approved: September 2018

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