

Registration & Certification policy

Aim

1. To register individual learners to 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 to the certificate which is issued for each learner.

In order to do this, CVQO will:

- Register each learner within the awarding body requirements
- Provide a mechanism for programme teams to check the accuracy of learner registrations
- Make each learner aware of their registration status and any change to their status
- Inform the awarding body of 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
- Audit the certificates received from the awarding body to ensure accuracy and completeness
- Keep all records safely and securely for three years post certification
- Hold all unclaimed certificates for a period of 12 months before being destroyed

Link

The following key Pearson links are provided to be helpful when reading the CVQO Registration and Certification policy

- [Information manual](#): this is published by Pearson every year and provides detailed information for Exams Officers about registration and certification procedures for all Pearson programmes on our website.



Chief Executive