There is a Welsh version of this document available.

Registration and Certification Policy

Scope and Purpose of Policy

This policy is underpinned by the Group's vision – Inspirational, Inclusive and Influential and will support our work towards the key drivers of Quality, Efficiency and Growth. The policy will incorporate the following principles:

- Those who access Cardiff and Vale College Group must be **free from discrimination**.
- Learners will be supported to **enable** them to achieve their **potential** whilst in learning, in an environment which removes or minimises disadvantage, takes steps to meet their needs and which encourages participation.
- We will support learners to develop the skills they need to **progress** successfully through their lives.

This document sets out the conditions under which learners may register with the College and the registration and certification arrangements in place for all the qualifications and accredited programmes we run.

This policy applies to:

- All learners within the College, regardless of mode or location of study.
- All staff within the College.

Policy Statements

In order to fulfil its responsibilities under this policy, the College will:

- Always follow the procedures outlined in the relevant awarding body.

- Establish the roles and responsibilities of staff involved in the registration and certification procedures.

- Train these staff appropriately.

- Register individual learners to the correct centre, programme or qualification within agreed timescales.

- Register each learner within the awarding organisation requirements.

- Make each learner aware of their registration status.

- Keep up to date information on withdrawals, transfers or changes to learner details.

Revision No:	5
Last Revision Date:	Oct 24
Next Revision Date:	Oct 26

- Claim valid learner certificates within agreed timescales.

- Ensure that certificate claims are based solely on internally verified assessment records or examination data.

- To ensure that accurate, up to date and auditable centre registration, achievement and certification records are maintained in accordance with examination board requirements.

- Ensure personal data and records are processed and stored according to the rules of the Data Protection Act 2018 and the CAVC Data Protection Policy.

- Keep all records safely and securely for the time period specified by the awarding body.

Responsibilities

The Governing Body will be responsible for ensuring that:

- The Policy is reviewed on a regular basis (as per the policy terms of review) and appropriate advice is given on content. The Main Board approves the policy.

Senior Management are responsible for:

- Reviewing this Policy and the attached procedures.
- Ensuring sufficient resources are in place to carry out the duties outlined.
- Ensuring staff have sufficient training

The Director of IT/IS is responsible for:

- Ensuring the allocation of appropriate resources to meet the requirements of the policy and associated procedures.

The senior Quality team is responsible for:

- Maintaining the currency of this policy and associated procedures.
- Ensuring awarding body and Higher Education Institution procedures are followed at all times.
- Providing appropriate training and development and support for staff to ensure they can follow the policy.
- Ensuring appropriate steps are taken to monitor data linked to this policy and that this data is used to inform and improve practice.

All Teaching and Skills Support Staff are responsible for:

- Act in accordance to the policy and associated procedures and inform their line managers of any activity contrary to the principles outlined.
- Attending relevant CPD events.
- Making themselves aware of their relevant awarding body procedures or Higher Education Institution.

Revision No:	5
Last Revision Date:	Oct 24
Next Revision Date:	Oct 26

Legislation and Guidance

Awarding organisation guidance.
Data Protection Act 2018

Equality and Diversity Statement

In accordance with College procedures, this Policy was written with consideration of the impact of individuals as per the Equality Act.

Welsh Language Standards

This policy provides opportunities for persons to use either the Welsh or English language. The duties which come from the Standards mean that organisations should not treat the Welsh language less favourably than the English language, together with promoting and facilitating the use of the Welsh language i.e. making it easier for people to use in their day-to-day life.

Health and Safety Implications

None

Linked Policies

- Data Protection Policy
- Complaints
- Bullying and Harassment
- Admissions
- Teaching and Learning
- Staff Disciplinary
- Ready to Learn
- Disclosure

Linked Procedures

- Complaints Procedure
- Data Protection
- Admissions
- Disclosure
- Teaching and Learning
- Bullying and Harassment
- Ready to Learn

Approval, Change and Review

This policy is reviewed every 2 years.

Revision No:	5
Last Revision Date:	Oct 24
Next Revision Date:	Oct 26

Location and Access to the Policy

This is available from the website and may be out of date if printed. There is a Welsh version of this document available.

Date approved:	October 2024	**Responsible Manager:**	Assistant Principal Quality, T&L
Approved by:	Main Board	**Executive Lead:**	
Review date:	October 2026	**Accessible to Students:** :	Yes

Inspirational. Inclusive. Influential.
Ysbrydoledig. Cynhwysol. Dylanwadol.   4
www.cardiffandvalecollege.ac.uk

Revision No:	5
Last Revision Date:	Oct 24
Next Revision Date:	Oct 26