

# Registration and Certification Policy

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. The Policy applies to all learners.

## Policy Statements

This Policy is underpinned by several key principles:

- Students who access Cardiff and Vale College must be **free from discrimination**.
- Our students must be supported to **enable** them to achieve their **potential** while at College, in an environment which removes or minimises disadvantage, takes steps to meet their needs and which encourages participation. The wellbeing of our students is central so they feel good about themselves and respect others.
- While at College our students will develop the **skills** they need to enable them to progress successfully throughout their lives.
- A commitment to **restorative approaches** to ensure that we foster good relations by tackling prejudice and promoting understanding.

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 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.
- 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 1998
- Keep all records safely and securely for the time period specified by the awarding body.

<b>Revision No:</b>	2
<b>Last Revision Date:</b>	27/9/2018
<b>Next Revision Date:</b>	10/20

## 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.

## Health and Safety Implications

There may be circumstances where there appears to be a conflict between equality issues and the health and safety of employees and learners. In particular, certain health conditions or disabilities may restrict access to some courses or areas of the College because risks will remain at an unreasonable level even when reasonable adjustments have been made. All cases will be dealt with on an individual basis.

## Welsh Language Standards

This policy does not affect the Welsh language negatively. In accordance with College procedures, this Policy was written with consideration of the impact of individuals as per the Welsh Language Standards.

## Linked Policies

- Data Protection Policy
- Complaints
- Bullying and Harassment
- Admissions
- Teaching and Learning
- Equality and Diversity – Staff (pending)
- Staff Disciplinary
- Fit to Study
- Disclosure
- Welsh Language

## Linked Procedures

- Complaints Procedure
- Data Protection
- Admissions
- Disclosure
- Teaching and Learning
- Bullying and Harassment
- Fit to Study

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## Location and Access to the Policy

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

<b>Date approved:</b>	13 February 2015
<b>Approved by:</b>	QSB
<b>Review date:</b>	10/20

<b>Responsible Manager:</b>	Dean of Quality Improvement
<b>Executive Lead:</b>	: Deputy Principal Curriculum and Standards
<b>Accessible to Students:</b>	: No

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