Action Community Enterprises CIC (ACE) Registration and Certification Policy

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Policy holder:	Lou Gardiner
Approval board:	ACE Board of Directors
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Date of next review:	September 2024

Registration and certification policy

Purpose and Scope

To ensure that accurate, up to date and auditable registration, achievement and certification records are maintained with the awarding bodies.

To ensure that appropriate records are kept for 3 years after certification, in line with awarding body requirements.

Aim

- To register individual students to the correct programme within agreed timescales.
- To claim student certificates within agreed timescales.
- To provide a secure, accurate and accessible audit trail to ensure that individual student registration and certificate claims can be tracked to the certificate which is issued for each student.

Procedures

Each student will be registered to meet the awarding body's requirements

The programme team will use ACE's administrative processes to check the accuracy of learner registrations.

Each learner will be made aware of their registration status.

ACE will inform the awarding body of any withdrawals, transfers or changes to learner details in a timely fashion.

Certification claims will be made within the timeframe specified by the awarding body and will be based solely on internally verified assessment records.

Certification claims made to awarding bodies will be annually audited.

Certificates received from the awarding body will be audited to ensure accuracy and completeness.

All records will be kept securely for 3 years post certification.

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