

Ysgol Aberconwy



Registration and Certification procedures – NCFE

POLICY DOCUMENT NO: 70 ISSUE NO: 2

THIS POLICY HAS BEEN APPROVED BY THE FULL GOVERNING BODY

Signed:

Date : 01/07/25

Review due date : 01/07/27

LT Link : GM2

NCFE Registration and Certification Policy and Procedures

Aim:

- To ensure that individual students are registered on the correct programme within agreed timescales.
- To ensure valid student certificates are claimed within the timescales specified by the awarding body.
- To construct a secure, accurate and accessible audit trail to ensure that student's registration and certification claims can be tracked to the certificate which is issued for each student.

The Centre will:

- Register each student within the awarding body requirements before any assessment activity is completed. The Examinations Officer will request NCFE Course details and QAN from the Course Leader.
- Provide a mechanism for programme teams to check the accuracy of the student registration. This will be coordinated by the EO.
- Inform the awarding body where the school is able to apply for reasonable adjustments or special consideration for individual students. (EO, ALNCo)
- Audit the certificates received from the awarding body to ensure accuracy and completeness. (EO)
- Keep all records safely and securely for three years post certificate. (EO, CL, AS)

(Abbreviations: EO, Exams officer; CL, Course Leader; AS, Assessor (Teacher), IQA, Internal Quality Assurer; ALNCo Additional Learning Needs coordinator.

NCFE Registration of Learners Procedures

1. At the start of each academic year the EO meets with the CL to register the learners on the correct courses. This is done before any assessment activity is completed.
2. The CL has already provided the subject details to the EO and provided a list of teachers responsible for the course/class/es
3. The CL and AS ensure that the class list on SIMS is correct and inform the EO for registration on the portal.
4. EO then submits the learner registrations on the NCFE portal.
5. EO checks the class list is correct once registered with the CL and AS
6. Any pupils leaving or joining a course during the year have to be reported to the EO by the CL. As a failsafe Year mentor has also been instructed to contact the EO.

NCFE Qualification and certification dates

1. NCFE will ensure that all approved centres are updated on any changes to our qualifications and products. This includes new qualifications and unit

programmes, extensions, withdrawals, amendments and any qualifications or products that are due to expire, along with the dates that the changes come into force.

2. The EO must ensure that our contact information is correct and inform the NCFE Customer Support team if there are any changes; and be fully aware of all dates and changes to NCFE qualifications and products to ensure that learners are registered and certificated appropriately and in a timely manner.

Certification claims Procedures

1. EO meets with each AS to double check that each claim is entered correctly. This follows on from IQA and AS following all quality assurance checks.
2. EO prints overall class list to show grades achieved once claims are made. Copy given to CL and kept by EO.
3. EO checks certificates against each program's original submission sheet.
4. Any irregularities noticed by the EO are immediately reported to CL, Head of Centre, AS and Pearson.
5. The claim for certification will be sent to the allocated External Quality Assurer (EQA) via the Portal. NCFE will process the certificates once the EQA has authorised the certification claim.
6. Certificates are issued in the legal name of the learner at the time they were certificated by us. If the name has changed as a result of gender reassignment, witness protection or deed poll, NCFE will issue a certificate showing the learner's new legal name.

Withdrawals, Transfers and Changes Procedures

1. EO is informed by either CL, AS/teacher or data manager regarding pupils withdrawing, transferring or changing courses.
2. EO records any changes on Withdrawals, Transfers and Changes record sheet; these are dated and maintained for safekeeping in the EO office.

Blank copies of sheets are attached. Signed documents are kept with EO and are available for inspection.



NCFE 2025 - 2026

Withdrawals, transfers, changes:

Name	Learner reg	Withdrawal	Transfer	Other