

Learner recruitment, registration & certification policy

Re-approved	August 2023
Review by	August 2024
Authorised by	C Gavaghan (CEO)

Objectives and aims

- To ensure that Derwent Training provide appropriate access to Further & Higher Education qualifications.
- To ensure that accurate, up to date and auditable centre registration, achievement and certification records are maintained with all approved Awarding Organisations.
- That all records are kept for the required number of years after certification, in line with set requirements.

Access and recruitment

- Derwent Training will make available the opportunity to achieve the appropriate qualification up to level 4 to any learner who we judge to be capable of reaching the required standards.
- All qualifications will be free from any barriers that may restrict access and progression.
- Equal opportunities are available for all applications to enrol on programmes, no application will be prejudiced.
- Derwent Training will recruit applicants with integrity by providing appropriate advice and guidance in an honest and unprejudiced way.
- Derwent Training acknowledge that some learner support may be necessary during their programme of study, this will be provided accordingly.
- Derwent Training will take measures to ensure that the learner's ability to successfully complete the programme is assessed and a professional judgement is made in doing so.
- Derwent Training will review the prior learning, experience, and qualifications an applicant has and use this to determine the relevant advice and guidance.
- Derwent Training will validate evidence to confirm learner's eligibility for all qualifications.
- All delivery staff will receive training in line with the CPD Policy.

Registration and Certification

Derwent Training confirms it is conversant with all relevant procedures for vocational registrations. Furthermore, Derwent Training will ensure that the Quality Nominee and administration staff associated with the registration and certification will attend appropriate Awarding Organisation training, as appropriate.

- To register learners to the correct programme within an agreed timescale.
- Derwent Training will ensure that registration takes place with 6 weeks of the start of each programme, where a learner starts late on the programme the same period of 6 weeks will be used.
- Any learner not wishing to continue on the programme will be withdrawn from the programme within an agreed time period.
- Each learner will be made aware of their registration status.
- Learners will be advised of the appropriate qualification and QAN.

- Derwent Training will provide a secure and auditable system to ensure that individual learner registrations and certification claims can be monitored and tracked to the certificate which is issued.
- Each learner will be registered with the Awarding Organisation requirements ensuring
 - Accurate information will be registered with the Awarding Organisation, this will include personal details
 - At all times Derwent Training will ensure confidentiality of all learner details, qualification, and units
- Derwent Training will ensure programme delivery teams can check the accuracy of learner registration. Proof of identity will be required prior to enrolment on the programme.
- All claims will be timely and based solely on internally verified records.
- If, for whatever reason, a learner cannot complete the full programme to gain the full qualification, individual unit certificates can be claimed if the unit has been completed by the learner and all the necessary criteria have been achieved:
 - Individual units may be used in the future where a learner can claim accreditation for that unit(s) towards the same qualification, within the agreed 5 years from initial registration.
 - In any case Recognised Prior Learning can be applied where appropriate for unit(s) already completed within the rules of the awarding organisation.
- All certificate claims to the Awarding Organisation are auditable.
- All certificate received from Awarding Organisations will be checked for accuracy and completeness before issue.
- All records will be kept for a minimum of 5 years after certification
- Derwent Training will annually review this policy in line with Awarding Organisation requirements and make changes where necessary.