



SARUM LEARNING
REGISTRATION AND CERTIFICATION POLICY 2023

REGISTRATION AND CERTIFICATION POLICY

PURPOSE

This document sets out the conditions under which learners may register with Sarum Learning ('the Centre') and the registration and certification arrangements in place for our qualifications.

OBJECTIVES

The aim of the Centre's registration and certification policy is:

- To register individual learners to the correct programme or qualification within agreed timescales.
- To claim valid learner certificates within agreed timescales.
- To construct a secure, accurate and accessible audit trail to ensure that individual learner registration and certification claims can be tracked to the certificate which is issued for each learner.

In order to do this, the Centre will:

- Register each learner within the awarding organisation requirements.
- Provide a mechanism for approved centres to check the accuracy of learner registrations.
- Make each learner aware of their registration status.
- Keep up to date information on withdrawals, transfers or changes to learner details.
- Ensure that certificate claims are timely and based solely on internally verified assessment records.
- Audit certificate claims made to the awarding body.
- Audit the certificates received from the awarding body to ensure accuracy and completeness.
- Keep all records safely and securely for three years post certification.

POLICY REVIEW

Policy reviewed on an annual basis by Sarum Learning's Head of Centre. Next review due on 11th October 2024.

	Name	Date
Approved by	Luke James	11/10/23
Updated by		
Reviewed by		