

Shockout Academy

Registration and Certification Policy

2025 to 2026

1. Purpose

To ensure that learner registration and certification processes are:

- Consistent
 - Transparent
 - Accurate
- And fully compliant with awarding-body requirements (e.g., **Pearson**).

2. Scope

This policy applies to:

- All **BTEC qualifications** at Shockout Academy
- Other **assignment-based courses** that may be added in the future

3. Aims and Objectives

Aim

To maintain high standards and full compliance in the registration and certification of learners.

Objective

To ensure all learner registrations and certification claims are:

- Accurate
- Timely
- Transparent

4. Registration of Learners

4.1 Initial Registration

All learners studying Pearson qualifications (Levels 1–3, NQF) must be registered **before the Pearson deadline** (usually **October–November**).

4.2 Registration Process

1. **Programme Leaders** (in September of Year 1) must send class lists to the **Quality Nominee**, including:
 - Full qualification title
 - Learner's full name
 - Date of birth
 - Gender
2. The **Quality Nominee** registers learners on the relevant Pearson system (e.g., Edexcel Online).
3. The **Quality Nominee** sends confirmation and each learner's registration number to the **Programme Leader**.

5. Late Registration

- Learners who join partway through a course must follow the same registration process.
- Late registration is only allowed when there are **valid reasons** for missing the original deadline.

6. Transfer of Learners

6.1 Transfers Between Programmes (Same Centre)

- Learners can transfer between programmes **within Shockout Academy**, if:
 - The new programme is open for registrations, and
 - The learner can complete all components.
- Transfers from a **single unit** to a **full programme** are **not allowed**; a new registration is required.
- The **Programme Leader** must confirm **Recognition of Prior Learning (RPL)** arrangements.

6.2 Transfers to Another Centre / RPL

- Learners may transfer to another centre to complete the same qualification.
- The **initial centre** must:
 - Notify Pearson of completed units
 - Provide assessment records to the new centre
- The **receiving centre** must verify all prior achievements.
- Shockout Academy will:
 - Obtain and securely store previous qualification records
 - Conduct an **RPL review** for any incoming transfer learners

7. Certification of Learners

7.1 Eligibility

Certification can only occur when:

- All required components are complete
- Internal Verification (IV) is complete
- Any Standards Verification (SV) actions are addressed

7.2 Certification Process

1. The **Lead Internal Verifier (Lead IV)** checks grades on the tracker for accuracy.
2. The **Lead IV** and a **nominated staff member** enter grades into the central tracker (marking them in red for verification).
3. The **Exams Officer** and **Quality Nominee** submit grades via the Pearson BTEC **bulk reporting system**.
4. If bulk reporting isn't available, submissions are made individually.
5. All entries must be **double-checked** before final submission.

7.3 Timeline

- Certification claims must be completed by **5 July** each academic year.
- If assessments finish later, certification should follow **as soon as possible**.
- Learners must be informed of **results and certificate issue dates**.

8. Receipt and Storage of Certificates

- Certificates from Pearson must be checked against the **BTEC Assessment Tracker**.
- The **Registration and Certification spreadsheet** must be updated.
- Certificates and records are stored **securely for at least three years**, following data protection rules.

9. Roles and Responsibilities

Role	Responsibilities
Programme Leader	Ensures all learner data is accurate and sent to the Quality Nominee
Quality Nominee	Oversees registration, certification, and Pearson communication
Lead IV	Verifies grades and ensures internal verification is complete
Exams Officer	Accurately submits grades and certification claims

Role	Responsibilities
Senior Management Team (SMT)	Reviews and approves the policy; ensures compliance

10. Data Protection and Confidentiality

- All learner data must comply with the **Data Protection Policy** and **GDPR**.
- Access is restricted to **authorised staff only**.

11. Related Policies and Documents

- Assessment Policy
- Internal Verification Policy
- Data Protection Policy
- Quality Assurance Handbook

12. Review

- This policy is reviewed **annually** (or sooner if needed).
- The **Quality Nominee** conducts the review, and the **Senior Management Team** approves it.
- Ensures ongoing compliance with awarding-body requirements.