Registrations, Certification, Recognition of Prior Learning and Withdrawals

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Students at the CE Academy are placed on and off the roll throughout the academic year as opposed to having one moment in the year at which point registrations happen. This leads to the constant registration of candidates, with the majority of certification happening at the end of year 11.

Student recruitment, registration and certification

This section aims to:

- ensure that all students are recruited onto courses based on their aspirations, skills and attributes with integrity and professionalism;
- register individual students for the correct programmes within the correct timescale;
- ensure students are entered for externally assessed units where necessary;
- claim valid learner certificates by an agreed deadline;
- ensure that individual learner registration and certificate claims are accurate and secure.

The CE Academy will ensure that:

- students are registered within the awarding body requirements;
- procedures are put into place to confirm the accuracy of learner registrations;
- each learner is aware of their registration status;
- the awarding body is informed of any withdrawals, transfers or changes to learner details;
- exam information is distributed to students and staff by the Centre Coordinator prior to the examination date where appropriate;
- certificate claims are made by the deadlines set;
- all certificates are kept secure for three years post certification.

Practice:

- The course tutor will look to tailoring the methods of assessment to suit the individual needs of students to make the course accessible.
- A member of SLT will ensure that a robust system of registration is in place to ensure that all students are registered on courses in line with examination board's requirements and within deadline.
- Students will be required to provide proof of identification within one week of course start date.
- Assessors must ensure that they are satisfied of learner's identity at each assessment point.

- The course tutors will ensure that all registered students/parents will be familiar with the CE Academy policies relating to malpractice, appeals and internal verification and assessment along with the policy on reasonable adjustment and special consideration.
- A member of SLT will ensure that the transfer of data between centres is also completed in the event of a learner transferring between centres.
- Key Tutors will ensure that all students/parents are aware of their learner status and that withdrawals, transfers or changes to any students details are kept up-to-date and that examination boards have been notified.
- Course tutors are responsible for the assessment data held by the examination boards is accurate and that they can provide an audit trail of learner assessment and achievement which can be made accessible.
- A member of SLT will ensure that timely certificate claims are made and that they are based solely on internally verified records and that these are made to the awarding body. All certificates should be audited to ensure accuracy and completeness.
- A member of SLT will ensure that all records are kept safely and securely post certification for recommended periods of time in line with examination board requirements.
- A member of SLT should ensure that unit certification takes place for students who have not completed sufficient number of units to receive the full award but can be certificated for the units that they have achieved.

Recognition of Prior Learning (RPL)

As an alternative provision we don't recruit students but they are placed here through either the local authorities or local mainstreams schools. This means that none of our students have had the opportunity to study these vocational courses before so we don't have any with prior learning. This section aims to set out the CE Academy's procedures with regard to RPL. RPL may be used in a number of scenarios including:

- When a student joins the CE Academy from another education establishment, halfway through a course.
- Where there has been a change of accreditation provider.

RPL may be defined as 'a method of recognising previous learning or attainment to meet current requirement' or 'a method of assessment leading to the award of credit that considers whether students can demonstrate that they can meet the assessment requirements for a unit through knowledge, behaviours, skills and understanding they already possess and so may not need to develop these through a course of learning'.

The RPL process will:

- Assess evidence of a learner's previous achievement against the criteria of a unit. Where evidence only covers one or more criteria additional assessment methods will be used to ensure a safe decision.
- Be carried out by designated, specialist staff.

Withdrawal of students or qualifications

This section identifies the procedure to be followed in the event of a qualification or units being withdrawn, or ceasing to be offered, by the awarding body.

Any qualification withdrawal will be managed with the interests of students foremost. Students will be given sufficient notice to complete qualifications. Advice and guidance on alternative qualifications will be given where necessary. In the event of short notice given by an awarding body or mid-year procedures for Recognition of Prior Learning will be followed and prior learning will be transferred to an appropriate qualification with an appropriate body. There are a number of reasons why a qualification might be withdrawn by the CE Academy including:

- The qualification no longer meets the needs of the student population.
- The qualification subject matter is no longer relevant.
- Lack of demand for the qualification.
- Student is taken off roll by moving back to mainstream school.

Our withdrawal process has 2 stages:

Stage 1: Decision to withdraw

All current CE Academy qualifications will be reviewed by a member of SLT, annually or more frequently if the situation requires. They will consider entry data, attainment levels, qualification relevance and regulatory changes. If a decision is made to withdraw a qualification, a report, outlining the rationale, will be developed and signed off by the Headteacher.

Stage 2: Managing the withdrawal

Upon the decision being made to withdraw a qualification, a withdrawal plan will be formulated. The plan will comply with any requirements as stated by Ofqual and may include arrangements for learners to complete programmes of work at an alternative centre. The plan will:

- Specify how the interests of learners in relation to the qualification will be protected.
- Detail how the withdrawal will be communicated to the awarding organisation, regulatory authorities, and students providing the details of all deadlines including the last date for certification.

Policy Control Sheet

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