



Document Administration

Document Title:	Apprenticeship and Externally Awarded Qualification Registration and Certification Policy
Document Category:	Policy and procedure
Version Number:	1.0
Status:	Approved
Reason for development:	To provide a framework for registering an apprentice/student, and processing certification.
Scope:	This procedure applies to staff, apprentices and students
Author / developer:	Governance, Operations and Compliance Manager
Owner	Registrar
Assessment: (where relevant)	Tick relevant assessments <input checked="" type="checkbox"/> Equality Assessment <input type="checkbox"/> Legal <input type="checkbox"/> Information Governance <input type="checkbox"/> Academic Governance
Consultation: (where relevant)	<input type="checkbox"/> Staff Trade Unions via HR <input checked="" type="checkbox"/> Students via Bishop Grosseteste University Students' Union <input type="checkbox"/> Any relevant external statutory bodies
Authorised by (Board):	Senate
Date Authorised:	13 December 2017
Effective from:	13 December 2017
Review due:	December 2020
Document location:	University Website
Document dissemination / communications plan	Emailed website link to key staff, the Students' Union, Student Advice
Document control:	All printed versions of this document are classified as uncontrolled. A controlled version is available from the University website.



Apprenticeship and Externally Awarded Qualification Registration and Certification Policy

Aims

1. Bishop Grosseteste University (BGU) is committed to ensuring that standards of registration and certification are consistent, transparent and in line with the requirements of an apprenticeship and/or awarding bodies.

Objective

2. To ensure all apprentice/student registrations and certification claims are accurate, open and transparent.

Scope

3. The policy covers all apprenticeships and courses offered through BGU, that incorporate registration with external qualification awarding bodies and related Federations and Institutes.

Registering students with an awarding body

4. All apprentices/students undertaking an apprenticeship or courses with embedded externally awarded qualifications must be registered in accordance with published deadlines.
5. The apprentice/student identified will be verified prior to enrolment with the University and registration with the external awarding body.
6. At the start of each apprenticeship or course , the following should be received by Student Administration:
 - a) full title of the qualification to be studied;
 - b) QAN code;
 - c) full name of students(s) to be registered;
 - d) qualification start date and anticipated duration.
7. Student Administration is to register the students through the appropriate means.
8. Confirmation of registration is to be obtained by Student Administration.
9. Once registration is confirmed, cohort lists are to be returned to the relevant BGU assessor(s) detailing the names of the apprentices/students and the course the apprentices/students are registered for.



Registering apprentices/students with The Federation for Industry Sector Skills and Standards or Institute for Apprenticeships

10. Registration will fall in line with published policy, deadlines and related requirements. These registrations will be undertaken by Student Administration with confirmation returned to the relevant BGU assessors.

Transferring of apprentices/students on apprenticeships

Transfer of an apprentice/student between programmes at BGU

11. An apprentice/student registration may be transferred between apprenticeship programmes approved at the centre with current open validity for registrations; BGU must ensure that the apprentice/student is able to complete the programme on to which transfer is made, i.e. that arrangements for accreditation prior of learning on the existing programme can be made.

Transfer of an apprentice/student to another centre.

12. An apprentice/student may transfer to another apprenticeship centre to enable the apprentice/student to complete the same programme of study. For a certificate to be awarded, the apprentice's/student's record at the final centre must show all the required completed units. Prior to transfer it is essential that a comparison of units previously undertaken is made against the requirement of the new programme. The apprentice/student must be advised of any additional work that may be needed to meet in full the requirements of the receiving centre. The initial centre must ensure that all completed units are notified to the awarding body, and that all the relevant assessment records are passed to the receiving centre. The receiving centre should not process the transfer until all previous achievement has been notified.

Certification of Apprentices/Students.

13. Before BGU can claim certification for any student, the following must be completed:
 - a) the apprentice/student must have completed all necessary components of the course;
 - b) any outstanding Internal verification procedures must have been carried out;
 - c) any amendments/actions, as identified within the standards verification report, have been carried out, e.g. the report requires the centre to check other assessments, apprentices/students to improve work etc;
 - d) all the apprentice's/student's grades on the relevant BGU system are to be checked by Schools Administration to ensure accuracy.

Certification timeline

14. All certification claims for must be completed in line with funding, course and framework/standard guidelines.