

Learner Registration & Certification Policy

1.0 Purpose

Learner registration and certification procedures are in place to enable Regent College London FZ LLC (RCL) to comply with the registration and certification requirements of the institution's awarding bodies and prevent inaccurate or false registrations, external assessment entries or certification.

2.0 Aim

The aim of the policy is to:

- Ensure that individual learners are registered on the correct programme with agreed timescales.
- Ensure that valid learner certificates are claimed within the timescales specified by the awarding body.
- Ensure that an individual learner registration and certificate claims are accurate and secure.
- Construct an accessible audit trail to ensure that student registration and certification claims can be tracked to the certificate, which is issued for each learner.

3.0 Implementation

In order to ensure this policy is implemented, the institution will:

- Register each learner within the awarding body requirements.
- Provide a mechanism for programme teams to check the accuracy of learner registrations and external assessment entries.
- Make each learner aware of their registration status.
- Inform the awarding body of all 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.

4.0 Certification

Before the Institute can claim certification for any learner, the following must be completed:

- The learner must have completed all the necessary components of the programme.
- Any outstanding internal verification procedures must have been carried out.

5.0 Monitoring

The Service Quality Review Team who will monitor the implementation of this policy include:

Staff Members Involved

Course Team Leaders

Exams Officer and Academic Head

RCL Quality Assurance Committee

6.0 Review

This Policy will be reviewed annually by the RCL Senior Management Team.

It will also be reviewed annually by the Academic Head in the light of attendance, retention and achievement data, learner and tutor feedback as well as lesson observations.

For advice and support please contact the Examinations Officer and/or the Academic Head.

Policy Information

Purpose	Policy Information
Title	Learner Registration and Certification Policy
Document Number	0169/29
Purpose	Regent College London FZ LLC learner's registration and certification policy is based on a commitment to a fair registration and certification procedure, and as a part of the internal verification process, claims will be sampled to prevent fraudulent or inaccurate claims. Where any inaccurate, early/late, and fraudulent registrations or certification claims are discovered, the Examination Officer will report this to the CEO to instigate malpractice procedures and report to the awarding bodies as appropriate.
Audience	Staff; Learners
Category	Operational
Next review date	March, 2026

Version Control

Version	Author	Amended by	Date	Comments
1.01	DoS	DGS	18/3/2024	Policy approved by RCL Governance Committee
2.01	AH	QAC	20/3/2025	Policy approved by RCL Quality Assurance Committee