



## ***LEARNER RECRUITMENT, REGISTRATION AND CERTIFICATION POLICY***

### **1. Policy**

The policy applies to all enrolled students of Private Hire Academy.

### **2. Aim of the policy**

As Private Hire Academy (PHA) is committed to support learners to take the right, realistic and well informed choice, PHA provides quality information, advice and guidance as per the awarding body requirements. The process of quality information, advice and guidance continues from the registration to the certification of the course.

- Ensuring aspirations, skills and attributes of the learners in selection of the courses before registration.
- Registering learner with the correct timescale according to the awarding body requirements.
- Maintaining an accurate, up to date and auditable centre registration, achievement and certification records according to awarding body requirements.
- Claiming valid certification within the agreed time scales.
- Ensuring staffs' knowledge about their roles and responsibilities on recruitment, registration and certification procedures.
- Maintaining a secure, accurate and accessible audit trail to ensure that the registration and certification process for each learner can be tracked.
- Ensuring accurate registration process by the head of the quality control team.

### **3. Practice:**

- All course related information will be provided to the learners and advice and guidance will be provided to them if needed.
- As a part of advice and guidance process, quality control team will guide the learners to get information as much as possible from student hand book or from website so that the learner will know the outlines of the course, entry requirements, progression route to further education and the career advice and guidance.
- An induction period will be provided for all new learners which will include; a programme overview; explain the registration and certification process; outline internal and external assessment; outline key dates relating to assessment; outline learners responsibilities and rights (independent learning, appeals procedure, plagiarism, malpractice).



- As we are working for advanced learner loan, all learners ID must be checked. Passport is the main and valid form of identification. For the proof of address, a utility bill (not more than 3 months) or an official letter from the local authority including Council Tax or HMRC confirming learner name and address will be accepted. A copy of national insurance number needs to be submitted as well.
- The Quality Nominee will liaise with tutors and assessors and ensure that a robust system of registration is in place. The system will ensure that all learners are registered within Pearson's requirements. The system will provide a mechanism for checking the accuracy of learner registrations.
- The Quality Nominee will ensure that all learners are aware of their registration status and that withdrawal, transfers or changes to any learners' details are kept up-to-date on centre systems and that Pearson has been notified.
- The quality nominee will ensure that all learners registered and inducted on to courses will be familiar with the institution's policies related to mal practices, appeals, internal verification and assessment along with the policy on reasonable adjustment and special consideration.
- Tutors and assessors are responsible for the safe storage and accurate management of assessment and achievement data. All records need to be stored safely and securely for three years post certification.
- Tutors and assessors need to pass all records of learner achievement to the QN to ensure that certification claims can be made and internal records are updated accordingly.
- The QN will liaise with Assessors and tutors and shall 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.
- The QN will ensure that unit certification takes place for the learners who have not completed sufficient number of units to receive the full award but can be certified for the units that they have been achieved.

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