

Control Information	
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Group Directorate	Customer Operations
Directorate	One Academy
Policy Owner	Head of One Academy, Samantha Whenman
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DOCUMENT CONTROL

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CONTENTS

Document details & control	Error! Bookmark not defined.
Contents	Error! Bookmark not defined.
1 Objective	Error! Bookmark not defined.
2 Procedures	3
3 Responsibilities	3
4 Registration procedure.....	4
5 Certification procedure	4
6 Audit procedure	5
7 Inaccurate, Early/Late or Fraudulent registrations	5
8 Exam booking procedure.....	6
9 EPA booking procedure.....	7

1 OBJECTIVE

- To register individual learners with the awarding organisation and End Point Assessment Organisation within timescales stipulated by these external bodies
- To register individual learners to the correct external assessment within agreed timescales
- To claim valid learner certificates within agreed timescales
- To construct a secure, accurate and accessible audit trail to ensure that individual learner registration and certification claims can be tracked to the certificate which is issued for each learner

To do this, One Housing Group (OHG) will:

- Register each learner within the awarding organisation and end point assessment organisation 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 via e-portfolio
- Inform the awarding organisations and EPAOs of 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

2 PROCEDURES

These procedures are in place to enable us (OHG) to comply with the registration and certification requirements of Awarding Organisations and End Point Assessment Organisations and prevent inaccurate or false registrations, external assessment entries, or certification.

3 RESPONSIBILITIES

Enrolment, Compliance and Exams Officer: responsible for timely, accurate and valid registration, transfer, withdrawal and certificate claims for learners

Management Information Systems and Compliance Manager: oversees the registration, transfer, withdrawal and certificate claims for learners to ensure that awarding organisation deadlines are met

Enrolment, Compliance and Exams Officer: responsible for ensuring learner details held by Awarding Organisation are accurate and that an audit trail of learner attendance, assessment and achievement is accessible

Internal Quality Assurer (IQA): responsible for ensuring that an audit trail of learner assessment and achievement is accessible and supports certification claims.

Enrolment, Compliance and Exams Officer: responsible for administration of examination entries and bookings

Enrolment, Compliance and Exams Officer: responsible for administration of End Point Assessment bookings

Enrolment, Compliance and Exams Officer: responsible for coordinating and monitoring registration and certification procedures within the Centre

Enrolment, Compliance and Exams Officer: responsible for storing accreditation certificates safely and securely and organising certificate collections

Professional Coaches: responsible to completing examination and End Point Assessment entry forms fully and submitting to ECEO with supporting records or documentation required

Head of One Academy: responsible for ensuring registration and certification policy and procedures are regularly reviewed and quality assured by the Management Information System and Compliance Manager

Senior Curriculum Manager: disseminated to delivery team

4 REGISTRATION PROCEDURE

1. E, C,E,O to get Learner info from PIC's
2. E, C,E,O to register learners with awarding organisation and EPAO within 6 weeks of start date
3. E, C,E,O to ensure learner, programme, start dates and end dates are completed in full and match enrolment forms

5 CERTIFICATION OF APPRENTICESHIP STANDARD, VOCATIONAL AND FUNCTIONAL SKILLS PROCEDURE

1. IQA to ensure assessment records support learner achievement and signs off qualification as completed on e-portfolio
2. IQA to complete Completers Form in full with learner details, precise title and level of qualification to be claimed, save in [Completion Forms](#) folder on Sharepoint
3. IQA to notify E,C,E,O to proceed with certification claim
3. E, C,E,O, once confirmed as accurate, completers form with assessment records need retaining for three-year period. Retain copies in Learner File
3. E, C,E,O to submit certification claims.

4. E, C,E,O to check accuracy of certificates against assessment records once received: notify

Awarding organisation of any inaccuracies and recheck amended certificates on receipt.

5. E, C,E,O to issue certificates to learners via signed for postage or personal collection with completion of 'Received Certificate' form. Alternatively, someone can collect certificates for them with a signed declaration from the learner.

6. The End Point Assessment Organisation submits accreditation claim to the Institute for Apprenticeships following successful achievement of the End Point Assessment who will then issue certificates and send directly to the learner

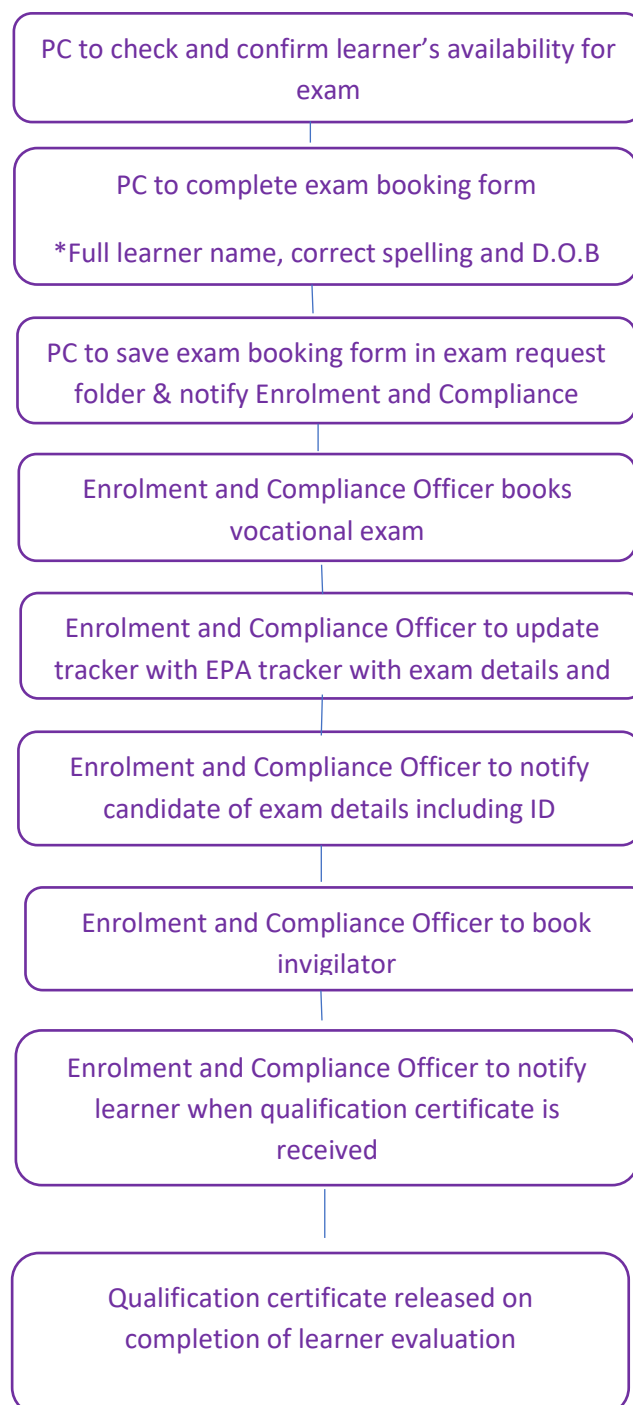
6 AUDIT PROCEDURE

Senior Management Team to review implementation of procedures throughout the year for all active Apprentices. Copy of reviews to be retained in Programme File.

7 DISCOVERY OF INACCURATE, EARLY/LATE AND FRAUDULENT REGISTRATIONS AND CERTIFICATIONS PROCEDURE

Where any inaccurate, early/late and fraudulent registrations or certification claims are discovered, IQA to escalate to ADM and ADM to instigate internal Malpractice procedures and report to Awarding body.

Exam Booking and Confirmation Process



EPA Booking and Confirmation Process

