



NTIA

Registration Certification Policy

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- 1. Purpose**

To ensure accurate registration certification and withdrawal.
- 2. Scope**

The policy applies to all established employees, temporary employees, and agency staff.
- 3. Registration**

Once the sign up pack is submitted to the office a member of the Administration team will audit the sign up pack for compliance. Once they are satisfied with the compliance the sign up pack will then be entered on the system to enrol the learner. At this point the learner will be registered on their chosen qualification. This will be done at the same time to ensure accuracy.
- 4. Accuracy of registrations**

Administration Team, Tutors or Associates are responsible for checking the accuracy of registrations; this includes learner's full name and qualification title and level. The Administration team must be notified of any errors identified to ensure these can be resolved promptly.
- 5. Certification**

Once a learner has completed their chosen qualification and all relevant documents are submitted, the learner's certificate will be claimed with the relevant awarding body and relevant completion dates documented on pics. Once all certificates for each strand of the qualification are received the Standard/EPA will be claimed. As per awarding body and ESFA guidance. The NTIA aim for a 30 day turn around. Copies of certificates are uploaded to pics. Once the learner has completed their qualification the learners One Drive File record will be downloaded, sent to the learner, the learner's record will then be archived on the One Drive.
- 6. Early Leavers**

In the case of a learner becoming an Early Leaver a member of the Performance Team will communicate learner details to the Administration team who will ensure the learner is withdrawn from the Awarding Body at the same point as processing the information on our MIS and our One Drive.