

## FE Awarding Body Registration and Certification Procedure Issue 4

### *Introduction*

University College Birmingham (UCB) is a higher education institution that has a long history of students studying on level 1-3 programmes. Indeed, the curriculum portfolio is articulated to provide progression opportunities to enable level 3 students in most UCB Schools to progress onto higher education programmes within their subject of interest.

The decision to provide a particular qualification with a particular awarding body or to change an existing awarding body for another is made by the Validation and Approvals Committee of the Academic Board. This Committee oversees and regulates the qualification portfolio of UCB and a proposal for change must be approved by the Committee before applications for delivery are made to Awarding Bodies.

### *Aims*

The purpose of this procedure is to ensure consistency in the registration and certification of further education students to their relevant awarding body qualification in a timely, efficient and consistent manner.

UCB works with a number of further education Awarding Bodies and this procedure should be read in conjunction with the rules and regulations of the relevant awarding body for each of the Schools' further education programmes. The objective is to ensure that UCB is compliant at all times with the regulations of each Awarding Body.

### *Responsibilities*

The Pro-Vice-Chancellor (Curriculum, Teaching and Learning) has overall responsibility for the registration and certification of students to the relevant Awarding Body records system in line with the rules and regulations of each Awarding Body.

The Heads of Department of each School are responsible for the accurate and timely enrolment of students and the entering of student information and programme of study on the University's management information system and the accurate completion of progress and achievement recording on the student tracking systems.

The Heads of Department are responsible for informing the Deputy Registrar when student and qualification information has been entered and checked on the University's management information system and when final achievement has been verified and entered on the student tracking systems.

The Deputy Registrar is responsible for ensuring the student and qualification information is registered to the appropriate Awarding Body database, for keeping accurate records of registrations and for confirming with School teams the enrolment of students with the relevant Awarding Bodies. Once final achievement has been verified and entered on the student tracking

systems the Deputy Registrar will print off the completed achievement records for claiming student certification with the relevant Awarding Body.

### *Registration Procedure*

#### *September Starters*

1. When further education students commence their study programmes in September each year there naturally follows a period of instability. This is due to a number of reasons including late enrolment, the transfer of students to other qualifications, the rationalisation of student groups and the withdrawal of some students for personal reasons. To allow a reasonable time for this process to stabilise in the context of the need to register students with the appropriate Awarding Body, the Heads of Department of each School will ensure that all students within their area of responsibility are entered on the University's management information system by October 20<sup>th</sup>.
2. Once student information has been entered on the University's management information system and checked by the relevant School Team, the Head of Department will immediately confirm this in writing with the Deputy Registrar.
3. On receipt of confirmation that students have been entered on the University's management information system and the entry has been checked by the School Team, the Deputy Registrar will request a file of the relevant student information from the University's management information system from the Finance and Information Services Unit. The Academic Registry will then ensure that students are registered with the relevant Awarding Body and that this process is complete by October 30<sup>th</sup>.
4. Once students are registered with the relevant Awarding Body the Deputy Registrar will inform the Heads of Department and only then can students be considered for assessment.
5. The Head of Department must immediately inform the Deputy Registrar of any late enrolling students (enrolling after registrations to the Awarding Body have been made) so these students may also be registered with the appropriate Awarding Body qualification.

#### *Short programmes (and roll on/off)*

6. For short programmes which may recruit at any time during the year, students must be enrolled and entered on the University's management information system on commencement and the Head of Department is to notify the Deputy Registrar in writing that this has been done and checked by the School Team. The Deputy Registrar will request a file of the relevant student information from the University's management information system from the Finance and Information Services Unit. The Academic Registry will then ensure that students are registered with the relevant Awarding Body within 2 days.

### *Apprenticeships*

7. The UCB Apprenticeship team are responsible for the enrolment of Apprentices and entry onto the University's management information system. The Apprenticeship administrator will notify the Deputy Registrar and forward a copy of the Apprentice enrolment form on commencement. The Academic Registry will then ensure that the Apprentice is registered with the relevant Awarding Body qualification within 2 days.

### *Certification Procedure*

8. Student progress and achievement is entered on the student tracking systems by subject assessors and verifiers.
9. On successful completion of the qualification and after the final verification process has been completed, the assessor/verifier will enter and check the final marks ensuring the student tracking system record is accurate, complete and signed off. For any programme where UCB does not currently have direct claim status, the Awarding Body is notified that an external verification exercise is needed to confirm that qualification achievement is secure before any certification claim can be made.
10. For students completing at the end of the academic year, subject teams are informed of a final date on which all qualification achievement must be entered and marked as completed on the student tracking systems.
11. The list of student qualification achievement is then downloaded by the Deputy Registrar to claim certification from the relevant Awarding Bodies subject to Awarding Body procedures.
12. The subject teams will inform the Deputy Registrar of students completing after the cut-off date so that certification can be arranged as appropriate.
13. On receipt, Certificates are checked for accuracy by the Academic Registry team and stored in a safe cabinet. Certificates are issued to students in person on confirmation of identification. Unclaimed Certificates are posted to the student's home address.

### *Audit Trail*

14. All communication must be confirmed in writing (email is the expected medium) at each stage so an auditable trail is kept to confirm compliance with this procedure.

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