

Student Recruitment, Registration, and Certification Policy

Aligned with Ofsted, NCFE, SEND Code of Practice, Equality Act, and KCSIE

This is a controlled document and, as such, will be kept read only. Any changes must be approved by the Author.

Author	Version No	Date Approved	Review Date
Adam Smyth	V1.0	November 2024	November 2025
Adam Smyth	V1.1	September 2025	September 2026

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STUDENT RECRUITMENT, REGISTRATION, AND CERTIFICATION POLICY

1. POLICY STATEMENT

Hatfield Wick Education (HWE) is committed to recruiting learners with integrity and professionalism, ensuring appropriate registration for programmes and timely certification of achievements. This policy reflects our compliance with regulatory standards, ensuring equal access to opportunities and a robust process for maintaining accurate learner records.

This policy aligns with statutory frameworks, including the **Equality Act 2010**, **SEND Code of Practice**, **Keeping Children Safe in Education (KCSIE)**, and NCFE requirements. This policy also operates in line with relevant Department for Education statutory guidance and awarding organisation regulations where applicable.

2. POLICY OBJECTIVES

This policy aims to:

- 2.1 Recruit learners based on their aspirations, skills, and abilities with a commitment to equity and inclusion.
- 2.2 Ensure accurate registration of learners within awarding body requirements and deadlines.
- 2.3 Certify learner achievements accurately and in a timely manner.
- 2.4 Provide all learners with clear information about their registration status, course requirements, and progression opportunities.
- 2.5 Safeguard and protect the integrity of learner data in compliance with GDPR and awarding body guidelines.

3. ROLES AND RESPONSIBILITIES

3.1 Course Leaders

- Provide clear, accessible course information, including entry requirements and progression routes.
- Tailor assessment methods to suit individual learner needs in alignment with the **SEND Code of Practice**.
- Ensure learners are familiar with HWE's policies on malpractice, appeals, and reasonable adjustments.

3.2 Examinations Officer

- Oversee the registration process, ensuring compliance with awarding body timelines and requirements.

- Maintain accurate records of learner registration, withdrawals, and transfers.
- Ensure certificates are claimed, audited, and securely stored post-certification.

3.3 Learners

- Provide accurate information and proof of identification during the registration process.
- Adhere to course requirements and HWE's academic policies.

4. RECRUITMENT PRACTICES

4.1 Inclusive Recruitment

- Recruitment processes are designed to be inclusive, ensuring that learners with SEND or protected characteristics under the Equality Act 2010 are not disadvantaged.
- Prospective learners are encouraged to attend Open Days to gain insight into course expectations, assessment methods, and progression opportunities.
- Recruitment decisions must not place a learner at increased safeguarding risk and must reflect appropriate information sharing in line with safeguarding procedures.

4.2 Information, Advice, and Guidance (IAG)

- Learners are provided with comprehensive guidance on course selection to align with their career aspirations and abilities.
- An induction period is offered to familiarise learners with course requirements and policies.

5. REGISTRATION AND CERTIFICATION PROCEDURES

5.1 Learner Registration

- All learners are registered with the awarding body within the required timeframe.
- Learner details, including identification and prior achievements, are verified by the Examinations Officer.
- Course leaders ensure the accuracy of registration data, facilitating cross-checks with awarding body requirements.

5.2 Management of Transfers and Withdrawals

- The Examinations Officer manages data transfers for learners moving between centres or withdrawing from courses.
- Changes in learner status are communicated to the awarding body promptly.

5.3 Certification

- Certificates are claimed for all learners who meet assessment criteria and are based solely on internally verified records.
- Unit certification is provided for learners who partially complete a programme, recognising their achievements.
- Certificates are securely stored and retained for a minimum of three years post-certification.
- Certification decisions must not compromise the integrity, validity, or standards of regulated qualifications and must comply with awarding organisation guidance.

Any disputes relating to registration, certification, or learner status will be managed in line with the HWE Appeals Policy.

6. SAFEGUARDING AND SEND CONSIDERATIONS

6.1 Safeguarding Learners

- All staff involved in recruitment and registration processes adhere to safeguarding protocols under **KCSIE**.
- Vulnerable learners are identified during enrolment, with tailored support plans developed in collaboration with the Therapeutic Team.

6.2 SEND Adjustments

- Reasonable adjustments, such as alternative assessment methods or extended deadlines, are implemented to ensure equitable participation for learners with SEND.
- Adjustments will not compromise the standards of regulated qualifications and will be implemented in accordance with awarding organisation requirements.
- Support mechanisms are communicated during induction and monitored throughout the learner's journey.

7. DATA PROTECTION AND RECORD KEEPING

7.1 GDPR Compliance

Learner data is managed in accordance with the **UK GDPR**, ensuring confidentiality, accuracy, and secure storage. Information may be shared without consent where required to safeguard learners or comply with statutory duties.

7.2 Record Retention

All registration and certification records are retained for at least three years to meet auditing and regulatory requirements.

8. QUALITY ASSURANCE AND MONITORING

8.1 Internal Audits

Regular audits are conducted to ensure compliance with awarding body requirements and policy objectives.

8.2 Feedback Mechanisms

Learner and staff feedback informs improvements to recruitment, registration, and certification processes.

8.3 Annual Review

This policy is reviewed annually by the Senior Leadership Team and updated to reflect changes in legislation, awarding body requirements, or institutional practices.

9. COMMUNICATION AND TRAINING

9.1 1. Staff Training

Staff involved in recruitment and registration receive regular training on safeguarding, GDPR, and awarding body requirements.

9.2 2. Learner Communication

Clear, accessible information on registration, assessment, and certification processes is provided during induction and via learner handbooks.

This policy ensures that Hatfield Wick Education maintains a fair, transparent, and efficient approach to student recruitment, registration, and certification, supporting learner success and institutional compliance.