

STRATFORD COLLEGE LODNON

Student Recruitment, Registration, and Certification Policy

Policy Version Number	SCL/SRRCP/APR2026/02	
Member of Staff Responsible for Policy	Jonathan Omani	
Record of Revisions to Policy		
Date	Details	Approved by
28 MAY 2018	Published	BoD
28 Nov 2025	Reviewed	BoD
13 Apr 2026	Reviewed	BOD
Date of Current Policy	13 Apr 2026	
Policy Review Date	13 Apr 2027	
Review to be approved by	BOD	

STRATFORD COLLEGE LODNON

Student Recruitment, Registration, and Certification Policy

Introduction

This policy outlines and explains the key principles and procedures that Stratford College London (SCL) shall follow when recruiting, enrolling and registering students into higher education courses and the certification process upon completion of programme of study. This policy is designed in line with the ***QAA Revised Quality Code (Principle 9) and the OFS regulations on fair admissions onto HE courses***, providing timely and accurate information to enable prospective students to make informed choices. The SCL recruitment and admission process shall ensure that all potential students are to access clear and impartial information, advice and guidance about higher education. The underpinning principle is that the process should assure recruitment with integrity onto higher education programmes.

Furthermore, as the College values access and widening participation at higher education level, the recruitment strategy will target under-represented and disadvantaged communities in the Greater London area and contribute towards creating awareness of opportunity for members of such communities to access higher education programmes.

SCL is registered with the Office for Students. Alignment with the regulatory body for higher education in the UK will enhance the quality of SCL's. See the SCL Strategic Plan 2024-28 and the [Access and Participation Statement](#) on the College's website for further details and SCL's widening participation agenda.

Purpose and Scope

The purpose of this policy is to ensure that SCL has a fair and transparent recruitment, registration and certification process that is aligned with the College's strategic plan and gives all prospective students equitable and fair opportunities. It provides details on how SCL recruits and enrolls applicants into higher education courses, registers them with the relevant awarding body and claims their certification from the awarding institution.

The policy is also aligned with ***SCL's Terms and Conditions*** on the College's website, which provide students with current and transparent information on what they can expect from SCL and what they are committing to when enrolling and registering into SCL's higher education courses.

It is also aligned with ***SCL's Tuition Fee, Refund and Compensation Policy*** on the College's website, which provides students with clear and transparent information on the fees they may need to pay once they are registered for higher education courses at SCL, and how to claim refunds and compensation for any unfair losses they may occur.

This policy also provides information on how the College ensures that student registrations and claims for certification with awarding organisations are completed accurately for each student and sets out how the College maintains a clear audit trail for each student from their recruitment and registration to certification. The College ensures that data is stored confidentially in compliance with data protection legislation and relevant awarding organisation regulations.

The policy also provides details of the roles and responsibilities in the recruitment, registration, and certification procedures, and clarifies the process for quality assurance and checks for accuracy and timeliness of student registrations and certification claims.

This policy, therefore, provides all the information and guidelines required by staff, students and any other stakeholder, including the awarding organisations themselves, on how SCL manages the recruitment, registration and certification of students into the higher education courses it currently offers in compliance with the regulations of relevant awarding organisations.

1. Aims and Objectives

The policy aims to provide clear information on the College's recruitment, registration and certification procedures, ensuring that all higher education students and applicants receive an efficient, timely and reliable service from SCL staff during the recruitment, registration and certification processes. To achieve this aim, the College is committed to ensure the following:

1.1. Recruitment & Registration

- Ensure that students are recruited fairly in accordance with SCL's Admissions Policy.
- Ensure that students are registered on the appropriate and correct programme and the correct programme code in line with their enrolment details and requirements of the relevant awarding body before teaching and any assessment activity is commenced.
- Ensure that students are registered with the relevant awarding organization within agreed timescales (no later than four weeks or 28 days after their enrolment).
- Ensure that all registration data provided through online portals such as the Pearson portal www.edexcelonline.com is timely, accurate and up to date
- Ensure that all students receive an induction before the commencement of the course of study.

1.2. Monitoring

- Ensure that there is a clear process for key staff to check that all student registrations and claims for certification to awarding bodies valid and accurate.
- Ensure that the relevant awarding body is furnished with timely information on the status of each student including their enrolment date, registration with the awarding body date, expected completion date, as well as withdrawal and transfer dates if relevant.
- Ensure that, when required, the relevant awarding body is provided with timely information on any changes in circumstances to students such as changes of address.
- Ensure that each student is provided with clear information about their registration details with the relevant awarding body, and their assessment status after Assessment Board ratification and certification claims.

1.3. Assessments and Certification

- Ensure that accurate assessment information is tracked and recorded according to an assessment plan and students are provided with feedback and grades by published deadlines.
- Ensure that the submission of results for students to the awarding organisation follows the assessment plan and completion of verification processes, Assessment Board

ratification and External Examination activity.

- Ensure that there are clear procedures for key staff to check that certificates received from awarding body are verified for accuracy before being passed to students in a timely manner.
- Ensure that all records of students are stored securely for three years unless otherwise instructed by the relevant awarding organisation.

2. Responsibilities:

Staff roles and responsibilities for each process are listed below:

2.1. Exams Officer

The Exams Officer registers students for qualifications and units within the awarding body's deadlines and acts as the main link between the centre and the awarding body for all exam-related matters. The Exams Officer manages the scheduling of assessments, updates and keeps individual student achievement records, supported by the Centre Internal Verifier, Programme Leader and Quality Nominee as additional checks for accuracy and transparency in the certification process.

2.2. Programme Leaders

Programme Leaders are responsible for ensuring that correct student/unit information is passed to the Exams Officer and ensures that there is an audit trail of student attendance, and that assessment and achievement records are accessible to key faculty and staff, Pearson External Examiners, and Annual Monitoring Reviewers and Pearson Centre Quality Assurance Managers.

The Programme Leader must inform the Quality Nominee or Quality Assurance Coordinator and Exams Officer of any student requests to transfer or withdraw from their programme.

2.3. Internal Verifier (IV)

Internal Verifiers (IVs) or Internal Quality Assurers (IQAs) are responsible for verifying assignment briefs, sampling and verifying formative and summative assessment grades and feedback given to students by the Tutors/Assessors. The IV/IQA maintains records of sampling for each unit or module assessed and submits reports with feedback to the Tutors/Assessors. These reports are also available to the Programme Leader, Quality Nominee.

Internal Verification reports and associated documents must be kept in an auditable fashion and made available for external examination activity.

Quality Nominee

The Quality Nominee (QN) for the College's HH programmes is the main point of contact with the awarding body on all matters related to HN programmes provision and ensures that programme updates are communicate to all members of the programme team.

The Quality Nominee has experience in assessment, management, administration and quality assurance and serves as the single liaison with respective awarding body for quality processes.

The QN ensures that the Exams Officer meets the awarding body standards requirements and deadlines for the registration, entry and certificate claims for students.

The QN confirms that registrations/entries have been received from the awarding body and candidate enrolment numbers are checked.

The QN ensures that all required registration and evidence of achievement for students are released to other centres where a student transfers to another centre.

The QN ensures that all staff members responsible for teaching and assessment meet the required qualifications and sector specific competencies and regularly participate in continuous professional development (CPD) activities designed to ensure continuous improvement.

The QN ensures that the Exams Officer stores certificates securely and issues them to candidates appropriately. The QN coordinates with the Pearson External Examiner (EE) and Centre Quality Managers and ensures that staff members discuss EE reports and implements actions identified in the reports, according to agreed deadlines.

The QN serves as the main point of contact for the Annual Monitoring Review conducted by awarding body. The QN also oversees the Pearson internal verification (IV) system and process and ensures that Pearson assessment and IV practices meet the standards of Pearson as the awarding body.

The QN supports programme assessment Standardisation and consistency across the programmes and plans Assessor and IV training. They also promote continuous improvement in teaching, learning, and assessment, advise the Principal on quality-related risks and opportunities, and supports Quality Officers in managing student feedback, appeals and complaints. The QN also supports the Head of Quality by executing enhancements for quality assurance systems and contributes to the Annual Monitoring Review and APMR cycle (AMR).

2.4. Head of Centre

The Head of Centre, reporting to the Academic Board, is responsible for monitoring, updating and disseminating strategic changes related to recruitment, registration and certification of students.

3. Registration & Certification Procedures

These procedures ensure that SCL staff members adhere to awarding body registration, transfer, withdrawal, assessment result entries and certification requirements. These procedures ensure the prevention of inaccurate or false registrations, transfers, withdrawals, entries or certifications.

3.1. Registration Procedures

- Students are enrolled into the relevant academic course after their successful passage through the SCL admissions and induction procedures (*see the SCL Admissions Policy*).
- Students are informed that their information will be passed to the awarding body for registration purposes and that the awarding body may use these details to contact students where appropriate.
- The admissions team will share the list of enrolled students to register with the Exams Officer.
- The Exams Officer liaises with the Programme Leader delivering the qualification to confirm the accuracy of students to be registered on the Edexcel online www.edexcelonline.com. Initial assessment to make a judgment on whether a student is suitable for the course shall be made before recommendation for Pearson registration.
- The Programme Leader confirms (sign-off) the accuracy of each student's name (as per their Passport or ID) and details before passing a copy to the Exams Officer.
- The Exams Officer confirms the class list with the Quality Nominee for BTEC HNDs and registers students with the relevant awarding body before the end of the deadline (currently 28 days), ensuring the correct programme code is used.
-
- Within two weeks after registrations, the Quality Nominee or Centre Contact will check course registration lists for programmes on Edexcel Online www.edexcelonline.com and send an email to the Exams Officer and Programme Leader, confirming accuracy or notify them of any errors and associated amendments required.
- The Exams Officer will make any required amendments and email the Quality Nominee and Programme Leader to confirm the amendments made.
- The Programme Leader will print and retain a copy of the registration list in the Programme File.
- New arrivals/late entries can be made within two weeks of starting the programme using these procedures.
- Programme Leaders will give students their awarding body registration number and add this number to all student assessment feedback.
- The Exams Officer or Quality Nominee shall inform the awarding body of any withdrawals, transfers or amendments to student details as soon as possible.

3.2. Table 1: Information Needed for Student Registration with Awarding Organisations

The qualification title	What the students are studying
The start date	When the students started the course
The end date	An estimate of when the students are expected to finish the course
The students full name	Official name on official documentation e.g. their passport or ID
The student's date of birth	As it appears on their passport or ID, using UK format
The student's email address	Use their SCL email address (keep personal emails separately)
Language of assessment	UK English

3.3. Transfer Procedure

Students can transfer their registration and achievement to date between centres. Transfer between programmes is permitted, subject to meeting the awarding body regulations.

3.4. Transfer of a learner to another centre

A student may transfer to another centre. In the normal case, if a registration is being transferred, it is to enable the student to complete the same programme of study. Student transfers will be monitored by the Quality Nominee for all Pearson qualifications. The procedure requires the QN to ensure that:

- Assessors/Tutors provide a summary of units achieved (to enable unit accreditation where possible).
- The record of student achievement is made available at the student's final centre for Certification
- If a student is transferring to another programme, the Quality Nominee must inform the student if the units they have already achieved will contribute to their qualification or if there is any additional work they may need to do to meet the requirements of the centre they are transferring to (the receiving centre).
- The Quality Nominee must ensure that the relevant awarding body is notified of all units the student has completed, and that all the relevant assessment records are passed to the receiving centre.
- The receiving centre should not process the transfer until they have been notified of all previous achievements.

3.5. Student Transfers to SCL

If a student wishes to transfer from another provider to SCL, the Exams Officer or Quality Nominee shall contact the student's existing centre to obtain student's registration details and information on any units they have completed. Students that have transferred to SCL will be identified by the Programme Leader and, where relevant, JCQ regulations will be followed [JCQ Guidance on Transferred Candidates](#). The Exams Officer and Quality Nominee shall follow [Pearson Guidelines for Transferred Candidates](#).

4. Withdrawals

Student may be withdrawn for different reasons e.g. if they become inactive or they may wish to withdraw themselves from a programme. The Programme Leader will inform the Quality Nominee and the Head of Exams. If a student is withdrawn or withdraws, their details will be updated on the Edexcel portal.

4.1. Pearson Withdrawals

Students who withdraw or are withdrawn from Pearson programmes, may be reinstated **within five years**, provided the qualification is still active and the centre maintains appropriate records. This flexibility allows students to resume their studies without restarting the entire programme, though centres must ensure that assessment standards and curriculum requirements are still met. See the following link for more details on [Late Entries, Amendments and Withdrawals](#).

5. Assessment Entries & Certification

5.1. Pre-Certification Procedure

The Programme Leader ensures that the assessed work for each unit is sampled and internally verified by the Internal Verifier (IV) for Pearson programmes. The Quality Nominee for Pearson Programmes liaises with the Pearson External Examiner (EE) to coordinate the mandatory annual external examination process. Once the EE process is complete, there is a SCL Assessment Board held to ratify the results. Following this ratification, the Exams Officer claims student certificates on the Edexcel portal.

5.2. Certification Procedure

- Student unit results are confirmed at the Assessment Board on receipt of the Pearson External Examiner's (EEs') report.
- The Exams Officer together with the Quality Nominee or other staff delegated by the Quality Nominee claim the Certificate of full award or Certificate of Unit Credit (CoUC) on Edexcel Online www.edexcelonline.com.
- Unit credits are claimed for students who achieve some units, but not the full award.
- All certificates claimed are sent together with transcripts by the awarding organisation to SCL by post.
- If a student needs proof of achievement to obtain a conditional offer into a Top-Up programme before their certificate and transcript arrives in the post, the Exams Officer will provide them with a confirmation of certification claims downloaded from the Edexcel portal.

5.3. Claim and Audit Procedure

- Students' final results and certification claims will be submitted to Pearson via www.edexcelonline.com after all required assessed work has been marked, internally verified, confirmed by the Pearson External Examiner and ratified by the SCL Assessment Board.
- The Exams Officer or Quality Nominee checks that their records of student results match the certificate and transcript received for each student. The Quality Nominee shall immediately inform the relevant awarding body if they are any discrepancies.
- The procedures will be reviewed each term by the Quality Nominee and a report provided to the Academic Board.

6. Awarding Organisation Information

The Pearson awarding organisation provides information on its registration and certification procedures here [Information manual](#).

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, The Quality Nominee shall inform the Principal and the Head of Centre. The Principal and Head of Centre shall conduct an internal investigation and report findings to the relevant awarding organisation.

This policy shall be reviewed in line with sector updates on an annual basis and endorsed by the SCL Academic Board before communicated to staff, students and prospective students as published on the SCL website.

Related Policies:

- SCL Admissions Policy
- Assessment Policy
- Internal Verification Policy
- Assessment Board Policy
- Induction Policy
- GDPR Policy
- Access and Widening Participation Statement

- SCL's Terms and Conditions
- SCL's Tuition Fee, Refund and Compensation Policy
- AMR
- APMR
- EE Reports

External Reference Points:

QAA Quality Code (Principle 9)

OFS regulations on fair admissions onto HE courses

Pearson Guidance on the Recruitment, Registration and Certification Processes (HN Qualifications)