



Pendle Education Trust



Policy/Procedure/Guideline Review

Policy/Procedure/Guideline:

Student recruitment, registration and certification policy

Senior Manager Responsible:

Mrs S Leak

Assistant Principal

Trust Approval:

Review date:

December 2025



Course leaders will provide information relating to courses for publication in prospectus and electronically. Such information should outline the requirements of the course, the possible entry requirements, progression routes and the possible careers that a successful applicant could pursue.

A period of time of induction will be given to students undertaking new courses but it is envisaged that withdrawals will be at a minimum with robust information, advice and guidance processes.

Course leaders should always look to tailoring the methods of assessment to suit the individual needs of students in order to make courses accessible.

The examination officer shall ensure that a robust system of registration is in place to ensure that all students are registered on courses in line with examination board's requirements and within deadline. Such a system should take account of checking details of students, the type of course they have been registered onto and the need to cross check all details with Course Leaders.

Course Leaders will ensure that all students registered and inducted on to courses will be familiar with Colne Primet Academy's policies relating to malpractice, appeals and internal verification and assessment along with the policy on reasonable adjustment and special consideration.

The Examinations Officer shall ensure that all students are aware of their student status and that withdrawals, transfers or changes to any students details are kept up-to-date and that examination boards have been notified.

Course Leaders are responsible for the assessment data held by the examination boards is accurate and that they can provide an audit trail of student assessment and achievement which can be made accessible.

The Examinations Officer shall ensure that timely certificate claims are made and that they are based solely on internally verified records and that these are made to the awarding body.

All certificates should be audited to ensure accuracy and completeness.

The Examinations Officer shall ensure that all records are kept safely and securely post certification for recommended periods of time in line with examination board requirements.

The Examinations Officers should ensure that unit certification takes place for students who have not completed sufficient number of units to receive the full award but can be certificated for the units that they have achieved

