



*What I learn today, prepares me for tomorrow.*

# TC Learner Recruitment Policy

Policy Location:	Written:	Review Due:	Person Responsible:
Staff Share -> Policy Library	September 2022	September 2023	Mark Phillips, Headteacher All staff



## **Learner Recruitment & Registration Policy**

### **Learner identification and data protection requirements**

As an approved centre Barndale House will verify the identity of all learners, and ensure that upon completion of the NCFE, ASDAN qualifications, procedures are in place to validate that the achievement is issued to the correct learner who completed the qualification.

All records of evidence used to identify learners will be retained for quality assurance purposes and in compliance with relevant data protection legislation.

### **Qualification and certification dates**

Barndale House will ensure that all contact information is correct and inform NCFE/ASDAN Customer Support team if there are any changes. We will keep up to date of any/all changes to the qualifications to ensure that learners are registered and certificated appropriately and in a timely manner.

### **QualHub Portal**

All learners' details will be checked to ensure they have been registered onto the correct qualification and NCFE will assign the unique qualification code.

## **Results and certification information**

### **Results**

Results will be processed and issued to the learners that have been registered to complete the Functional Skills/Lifeskills qualifications.

## **Registration and Certification**

In order to meet the requirements of the Registration and Certification policy we will ensure that:

- Registration and entry of learners for the qualifications will be done in an efficient and timely manner in line with NCFE published timescales.
- Appropriate, proportionate and reliable steps will be taken to confirm each learner's identity before registration takes place. This will include using appropriate visual identification methods.
- Compliance with the required deadlines for learner registration with NCFE before certification.



- Reasonable steps will be taken to ensure that all relevant staff understand how and when to register learners and claim for certification.
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- Reasonable steps will be taken to stop incorrect certificate claims being made by mistake or dishonest claims for certificates being made.
- Certification submission for claims only for learners who have met the requirements of the qualifications.
- A Learner ULN will be allocated by NCFE from the LRS

Certificates issued for all qualifications are the property of the learner. Barndale House will not withhold learner achievements.