



The COUNTY HIGH SCHOOL *Leftwich*

Achieving Excellence for all

Aspiration Kindness Pride

Document Control Sheet

Document Type	Policy
Document Name	BTEC Registration & Certification
Originator	Laura Measures
Approved by	Quality of Education
Review interval	Annual
Date of last review	Autumn 2025
Date of next review	Autumn 2026
This document is part of the group which include	BTEC Assessment BTEC Blended Learning BTEC Assessment & Internal Verification BTEC Malpractice BTEC Appeals
Equality Act 2010 fully considered	Yes
EIA Form Completed	Yes

The County High School Leftwich
Granville Road, Northwich, Cheshire, CW9 8EZ
Telephone: 01606 333300

BTEC Registration & Certification Policy

1. **Aim:** To register individual learners to the correct programme within agreed timescales. To claim valid learner certificates within agreed timescales.
2. To construct a secure, accurate and accessible audit trail to ensure that individual learner registration and certification claims can be tracked to the certificate which is issued for each learner.
3. In order to do this, the centre will:
 - 3.1. register each learner within the awarding body requirements
 - 3.2. provide a mechanism for programme teams to check the accuracy of learner registrations
 - 3.3. make each learner aware of their registration status
 - 3.4. inform the awarding body of withdrawals, transfers or changes to learner details
 - 3.5. ensure that certificate claims are timely and based solely on internally verified assessment records
 - 3.6. audit certificate claims made to the awarding body
 - 3.7. audit the certificates received from the awarding body to ensure accuracy and completeness
 - 3.8. keep all records safely and securely for three years post certification.

PEARSON registration process

1. Log-in to EDEXCEL Online using the following link:
<https://www.edexcelonline.com/Account/login.aspx>



EDEXCEL ONLINE

Log in

Username:

Password:

☐ I accept the [Terms & Conditions](#)

[Forgot password?](#)

[Change password?](#)

Log in

[Will it work on my computer ?](#)

Service status

Available

System availability is 24/7

Need help logging in, or don't have log in details?

If you have any issues then please get in touch
[Contact us](#)

- From the 'Select Qualification' drop-down select 'BTEC' from the list.



Pearson

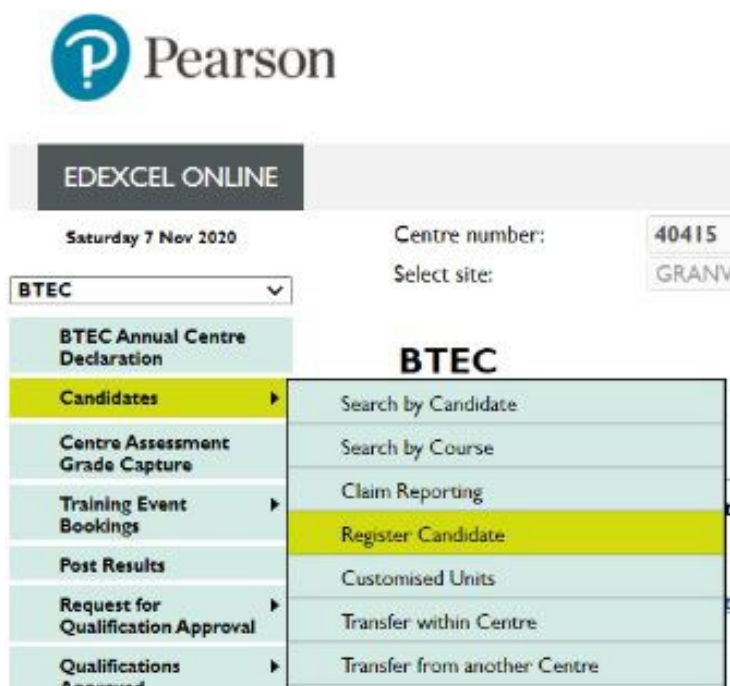
EDEXCEL ONLINE

Saturday 7 Nov 2020

Select Qualification ▼

- Centre Accounts ▶
- Training Event Bookings ▶

- Select 'Candidates' then 'Register Candidate'.



Pearson

EDEXCEL ONLINE

Saturday 7 Nov 2020

Centre number: 40415

Select site: GRANV

BTEC ▼

- BTEC Annual Centre Declaration
- Candidates** ▶
 - Search by Candidate
 - Search by Course
 - Claim Reporting
 - Register Candidate**
 - Customised Units
 - Transfer within Centre
 - Transfer from another Centre
- Centre Assessment Grade Capture
- Training Event Bookings ▶
- Post Results
- Request for Qualification Approval ▶
- Qualifications Approved ▶

- The 'Enrolment Date' always defaults to 01 September yyyy – change this to the actual date that you are enrolling students. The deadline for registering students is 1st November. The 'Order Number' box can be populated with the Purchase Order number (supplied by Finance dept.) but it isn't compulsory. Tick the confirmation box and press 'Next'.

EDEXCEL ONLINE

Saturday 7 Nov 2020

BTEC

BTEC Annual Centre Declaration

Candidates

Centre Assessment Grade Capture

Training Event Bookings

Post Results

Request for Qualification Approval

Qualifications Approved

Tracking

External Verification

Qualification Review

Centre number:

40415

THE COUNTY HIGH SCHOOL, LEFTWICH

Select site:

GRANVILLE ROAD (40415 - Edexcel)

Register Students



Registration Type:

☒ Full Award ☐ Individual Units

Enrolment Date:

01 September 2020

Order Number:

☐ I confirm that the enrolment date shown is correct for the learners I am registering. I agree that our centre will abide by Pearson's terms and conditions for the payment of fees, including any late fees that may be due if registrations are made after the published deadlines. I understand that providing incorrect or incomplete information is a breach of Pearson's terms and conditions and may be considered maladministration.

Next

- Select the relevant Programme of study from the drop-down list and select 'Next'.

EDEXCEL ONLINE

Saturday 7 Nov 2020

BTEC

BTEC Annual Centre Declaration

Candidates

Centre Assessment Grade Capture

Training Event Bookings

Post Results

Request for Qualification Approval

Qualifications Approved

Tracking

External Verification

Quality Review & Development

Quality Management Review

Licence Agreement

BTEC Lead Standard Verifier

EDI Basedata

Onscreen Testing

External Assessment

Centre number:

40415

THE COUNTY HIGH SCHOOL, LEFTWICH

Select site:

GRANVILLE ROAD (40415 - Edexcel)

Register Students



Registration Type:

☒ Full Award ☐ Individual Units

Enrolment Date:

01 September 2020

Order Number:

Programme:

--Select--

- BVHS2 Digital Information Technology - £62.10 Pearson Btec Level 1/Level 2 Tech Award (120 Glh)
- DHLZ4 Art And Design Skills - £93.15 Pearson Btec Level 2 Certificate (180 Glh)
- DHLZ5 Art And Design Skills - £107.95 Pearson Btec Level 2 Extended Certificate (240 Glh)
- DHLZ6 Art And Design Skills - £144.40 Pearson Btec Level 2 Diploma (360 Glh)
- DHLZ7 Creative Media Skills - £93.15 Pearson Btec Level 2 Certificate (180 Glh)
- DHLZ8 Creative Media Skills - £107.95 Pearson Btec Level 2 Extended Certificate (240 Glh)
- DHLZ9 Creative Media Skills - £144.40 Pearson Btec Level 2 Diploma (360 Glh)
- HCK63 Creative Digital Media Production - £62.10 Pearson Btec Level 1/Level 2 First Award (120 Glh) - Nqf
- HCK64 Creative Digital Media Production - £107.95 Pearson Btec Level 1/Level 2 First Cert (240 Glh) - Nqf
- KFM31 Creative Digital Media Production - £138.00 Pearson Btec Level 1/Level 2 First Ext Cert (360 Glh) - Nqf
- KFM32 Creative Digital Media Production - £157.00 Pearson Btec Level 1/Level 2 First Diploma (480 Glh) - Nqf
- ZDV58 Digital Games Production - £147.20 Pearson Btec Level 2 Technical Diploma (360 Glh)
- ZDV59 Digital Media Production - £147.20 Pearson Btec Level 2 Technical Diploma (360 Glh)
- ZDV60 Digital Audio/Visual Production - £147.20 Pearson Btec Level 2 Technical Diploma (360 Glh)
- ZPJ78 Creative Media Production - £62.10 Pearson Btec Level 1/Level 2 Tech Award (120 Glh)

Next

- Select 'Register by Spreadsheet'. This is the easier way of registering multiple students rather than individually.

Register Students



Registration Type:

☒ Full Award ☐ Individual Units

Enrolment Date:

01 ▼ September ▼ 2020 ▼

Order Number:

Programme: BVHS2 Digital Information Technology - £62.10 Pearson Btec Level 1/Level 2 Tech Award (120 Glh) ▼

[Register Online](#)

[Register By Spreadsheet](#)

Back

- The student data needs to be uploaded with key information - download the 'Full Award' spreadsheet. Some of the data required in the spreadsheet needs to be obtained from SIMS via the 'Design Report' route, other fields are standard defaults. Pearso can be contacted for further clarification.

Clipboard		Font		Alignment		Number					
L8		f									
	A	B	C	D	E	F	G	H	I	J	K
1	Centre Reference	Firstname	Lastname	Gender	DOB	Unique Learner Number	Completion Date	Study Mode	Collaborative	LSC code	Combination
2	1000	Joe	Bloggs	M	03/01/1994	1234567890	31/07/yyyy	A			A

From SIMS design a report to obtain: Centre Reference (exam number), First name, last name, Gender, DOB, ULN. The Completion Date is 31/07 in the year of certification. Study Mode and Combination are always 'A'.

- Once the spreadsheet has been uploaded the list of students is displayed. Select 'Register' and then select 'Confirmation Report'. This displays as a PDF that can then be saved for future reference.

EDEXCEL Certification process

1. Follow steps 1 to 2 in the registration process earlier in this document.
2. Select 'Candidates' then 'BTEC Bulk Grade Reporting'.
3. From the Programme List select the correct session and click Next

Centre number:	40415	THE COUNTY HIGH SCHOOL, LEFTWICH
Select site:	GRANVILLE ROAD (40415 - Edexcel) ▼	

Programme List ?

Session	2019/20 (M Registrations) ▼
Programme	BVHS2: DIGITAL INFORMATION TECHNOLOGY ▼
Programme Description	BVHS2 DIGITAL INFORMATION TECHNOLOGY PEARSON BTEC LEVEL 1/LEVEL 2 TECH AWARD (120 GLH):2

Refine Learners
Centre Reference

Next

4. Select all the candidates and click Next.
5. Establish with the Subject Leader which of the Units they will be claiming for and tick the box next to the relevant units. Ensure that the correct Level is chosen where applicable. Make a note of each Unit Code.
6. Choose the award date mm/YY and this should populate for all students.
7. For each student choose the relevant unit grade (P/M/D) but make sure the correct grade is used for the correct unit.
8. Once finished the grades for all students select 'Confirm grades and make claims'.