



Registration of Certification Policy

East Birmingham Community Forum (EBCF)

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Document Control

Policy Owner: Human Resources

Approved By: Head of Quality

Contents

1. Purpose	3
2. Scope	3
3. Learner Registration	3
4. Certification Process	3
5. Responsibilities.....	3
6. Data Protection & Record Keeping	3
7. Monitoring & Review.....	3
8. Version Control	4

1. Purpose

This policy outlines the procedures and responsibilities for learner registration and certification to ensure compliance with awarding body requirements and regulatory standards.

2. Scope

This policy applies to all learners, staff, and stakeholders involved in the registration and certification process at East Birmingham Community Forum.

3. Learner Registration

- Learners must be registered with the relevant awarding body within the timescales specified by the awarding organisation.
- Learners must provide accurate personal details and any required supporting documentation during the registration process.
- A confirmation of registration will be provided to learners within **10 working days** after submission.
- Late registrations must be justified and approved by the Centre Manager.

4. Certification Process

- Certification claims will be made promptly upon successful completion of a qualification or unit.
- Learners' achievements must be internally verified before certification claims are submitted.
- Certificates will be issued to learners upon receipt from the awarding body.
- Lost or damaged certificates can be replaced following the awarding body's procedures, with potential costs borne by the learner.

5. Responsibilities

- Centre Manager: Ensures compliance with awarding body requirements and oversees the registration and certification process.
- Administration Team: Processes learner registrations and certification claims accurately and within deadlines.
- Assessors & Internal Verifiers: Ensure learner evidence meets required standards before certification claims.
- Learners: Provide accurate information and engage with the assessment process.

6. Data Protection & Record Keeping


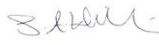

- Learner data will be stored securely in compliance with GDPR and awarding body requirements.
- Records of registration and certification claims will be retained for a minimum of [specified timeframe] as per regulatory guidelines.

7. Monitoring & Review

- This policy will be reviewed annually to ensure compliance with regulatory and awarding body requirements.

- Any updates or amendments will be communicated to all relevant staff and stakeholders.

8. Version Control

Version	Description of Change	Author	Date	Approved by
1.0	First version	S.Carragher	May 2022	S.Johnson
2.0	Version 2.0	S.Khan / Z.Sharif	July 20243	
3.0	Version 3.0	S.Khan / Z.Sharif	July 2024	
3.0	Version 4.0	S.Khan / J.Hall	January 2025	
5.0	Version 5.0	S.Khan	January 2026	S.Etheridge