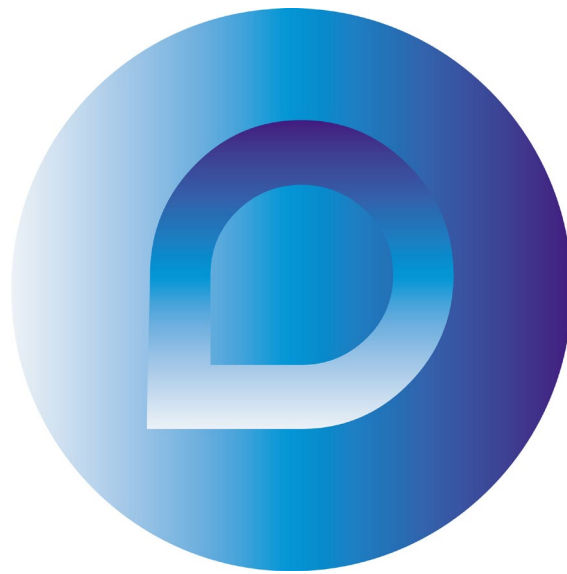


# Registration Policy

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**Reviewed: November 2021**

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Reviewed:	25/11/2021
Expiry Date:	24/11/2022
Next Review:	June 2022
Appraised:	22/07/2019
Next Appraisal:	August 2022

## Registration Policy

### Aim:

1. To register individual learners to the correct programme within agreed timescales.
2. To claim valid learner certificates within agreed timescales.
3. 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.

### In order to do this, Learn by Design will:

- Carry out identity checks of learners at enrolment.
- Register each learner within the awarding body requirements.
- Provide a mechanism for programme teams to check the accuracy of learner registrations.
- Make each learner aware of their registration status.
- Inform the awarding body of withdrawals, transfers, or changes to learner details.
- Ensure that certificate claims are timely and based solely on internally verified assessment records.
- Audit certificate claims made to the awarding body.
- Audit the certificates received from the awarding body to ensure accuracy and completeness.
- Keep all records safely and securely for three years post certification.

### Review:

This policy will be reviewed annually by the BDG HR function / Office Manager and Governance and Compliance Manager.