

LEARNER RECRUITMENT, REGISTRATION AND CERTIFICATION POLICY

Footprint School of Business (FSOB)

Policy Review Date: 1 April 2026

Next Review Date: 1 April 2027

1. Purpose

This policy establishes a structured and transparent framework for the recruitment, registration, and certification of learners at Footprint School of Business (FSOB).

It ensures that:

- Learners are recruited appropriately and meet qualification requirements
- Registration processes comply with awarding body (NCFE) requirements
- Certification is accurate, timely, and based on verified achievement
- Learners are protected from disadvantage at all stages of their journey

2. Scope

This policy applies to:

- All learners enrolled on FSOB programmes
- All qualifications delivered under awarding organisations (e.g. NCFE)
- All staff involved in recruitment, enrolment, administration, and quality assurance

3. Regulatory and Quality Framework

This policy aligns with:

- NCFE requirements for learner registration and certification
- Ofqual General Conditions of Recognition
- UK GDPR and Data Protection requirements
- FSOB Internal Quality Assurance (IQA) processes

4. Learner Recruitment (NCFE CRITICAL REQUIREMENT)

4.1 Recruitment Principles

Building on your existing approach , FSOB ensures that recruitment is:

- **Transparent:** Clear and accurate information is provided
- **Fair and inclusive:** No discrimination in access
- **Appropriate:** Learners meet entry requirements
- **Ethical:** No misleading or pressurised recruitment practices

4.2 Information, Advice and Guidance (IAG)

FSOB provides comprehensive IAG to ensure informed decision-making:

- Course content, structure, and expectations
- Entry requirements and progression routes
- Assessment methods and workload
- Career opportunities and outcomes

Learners are supported through:

- Website information and guidance materials
- Direct enquiries and advisory support
- Pre-enrolment guidance where required

4.3 Initial Assessment and Suitability

Prior to enrolment:

- Learners' prior qualifications and experience are reviewed
- English, numeracy, and digital skills may be assessed (where applicable)
- Learner suitability for the programme is confirmed

This ensures that learners:

- Are capable of achieving the qualification
- Are placed on appropriate programmes

4.4 Equality and Accessibility

Recruitment processes ensure:

- Equal access for all learners
- Reasonable adjustments for applicants with additional needs
- Compliance with the Equality, Diversity and Inclusion Policy

4.5 Documentation and Audit Trail

FSOB maintains records of:

- Applications and enrolment forms
- Initial assessments
- Eligibility checks

These are retained for EQA and audit purposes.

5. Learner Registration

5.1 Enrolment Process

As outlined in your existing process, learners complete:

- Application and registration via the portal
- Acceptance of terms and policies
- Payment of fees (where applicable)

5.2 Identity Verification

FSOB ensures programme integrity through:

- Identity checks (where required)
- Verification of learner details

5.3 Registration with Awarding Organisation

FSOB ensures that:

- Learners are registered with NCFE within required deadlines
- Accurate learner details are submitted

- Qualification codes and units are correctly recorded

5.4 Induction and Onboarding

All learners receive a structured induction covering:

- Programme expectations
- Assessment requirements
- Academic integrity and plagiarism
- Complaints and appeals procedures
- Reasonable adjustments and support

5.5 Record Keeping

FSOB maintains accurate records of:

- Registration details
- Enrolment documentation
- Learner agreements

Records are securely stored and available for audit.

6. Learner Progress Monitoring

FSOB ensures that:

- Learner progress is tracked through ILPs and reviews
- Attendance and engagement are monitored
- Early intervention is implemented for at-risk learners

This supports retention and achievement.

7. Certification

7.1 Principles of Certification

FSOB ensures that certification is:

- Accurate and based on verified evidence

- Timely and compliant with awarding body requirements
- Secure and traceable

7.2 Pre-Certification Checks

Before claiming certification:

- All assessment decisions are internally verified (IQA)
- Learner achievement is confirmed
- Records are checked for accuracy

7.3 Claiming Certification

FSOB ensures:

- Claims are submitted within awarding body deadlines
- Correct learner details are used
- Only eligible learners are certificated

7.4 Unit Certification and Partial Achievement

In line with your current approach :

- Learners completing individual units may receive unit certification
- Partial achievement is recorded accurately

7.5 Certification Records and Storage

FSOB maintains:

- Certification claim records
- Awarding body confirmations
- Learner achievement data

Records are retained for a minimum of **3 years** for EQA purposes.

7.6 Certificate Distribution

- Certificates are securely distributed to learners
- Records of distribution are maintained
- Lost certificates are handled in line with awarding body procedures

8. Quality Assurance and Compliance

8.1 Internal Quality Assurance (IQA)

- Sampling of registration and certification records
- Verification of assessment decisions
- Monitoring of compliance

8.2 External Quality Assurance (EQA)

FSOB provides evidence of:

- Recruitment processes
- Registration records
- Certification accuracy
- Audit trails

8.3 Continuous Improvement

Feedback and data are used to improve:

- Recruitment processes
- Learner onboarding
- Certification accuracy

Findings are recorded in:

- Self-Assessment Report (SAR)
- Quality Improvement Plan (QIP)

9. Roles and Responsibilities

Centre Manager:

- Overall responsibility for compliance

Quality Lead / IQA:

- Monitor assessment and certification processes

Administrative Staff:

- Manage registration and certification records

Tutors/Assessors:

- Support learners and ensure accurate assessment

10. Risk Management and Learner Protection

FSOB ensures:

- Learners are registered correctly and on time
- No learner is disadvantaged due to administrative errors
- Contingency plans are in place for disruptions

11. Non-Compliance and Errors

Where errors occur:

- Immediate corrective action is taken
- Awarding body notified where required
- Root cause analysis conducted

12. Monitoring and Review

This policy is reviewed:

- Annually
- Following EQA visits
- Following regulatory changes