

1.0 Policy

To deliver its strategic policy aims of excellence in: Quality of Practice, the Learner Experience, Stakeholder Relationships, Innovation and Cost Management, Advance Assessments (AA) has a policy of complying with the Ofqual General Conditions of Recognition. In particular, with respect to this procedure, compliance with condition **G5: Registration of Learners**.

In addition, Advance Assessments has a policy of complying with the UK Quality Code for Higher Education. In particular when registering Learners for an assessed qualification, as described in this procedure, compliance with Quality Code Principle 9 from the UK Quality Code for Higher Education.

The UK Quality Code sets out the following Expectation:

Principle 8 Operating partnerships with other organisations.

Providers and their partners agree proportionate arrangements for effective governance to secure the academic standards and enhance the quality of programmes and modules that are delivered in partnerships with others. Organisations involved in partnership agreements agree and communicate the mutual and specific responsibilities in relation to delivering, monitoring, evaluating, assuring, and enhancing the learning experience.

The use of a documented registration procedure is part of AA's planned compliance with the Ofqual conditions and the HE Quality Code.

2.0 Procedure

2.1 The Assessment Manager is responsible for implementation of this procedure.

2.2 When a training provider (Centre) wishes to register a cohort of one or more Learners for a qualification or published assessment plan, Form AA_OF_06 will be completed showing names and details of all Learners included in the cohort, the name of the employer (where applicable), the name of the training provider (Centre) and the Learner email address. This forms part of the AA Conflict of Interest Policy and Procedure, AA_OP_06. The form is also used to make any requests for reasonable adjustments required by individual Learners. To maintain data security, form AA_OF_06 should be uploaded through the secure upload channel on the AA online platform.

2.3 Training Providers and Centres are responsible for verification of each Learner's identity. AA takes no responsibility for Learner identity verification where a Learner is registered by a Training Provider or Centre.

2.4 Once the conflict of interest check is completed, any issues resolved and the Assessor(s) and Internal Verifier(s) appointed, the Assessment Manager will return to the training provider (Centre) to confirm acceptance of Advance Assessments' contract terms for the qualification and assessments. This is required before Learners may be registered on the AA online assessment platform. The Assessment Manager will issue an invoice for the Learner registration fee in accordance with Policy and Procedure AA_OP_21: Fees and Invoicing Policy and Procedure.

2.5 The Assessment Manager will use the email addresses supplied on Form AA_OF_06 to register Learners on the AA online platform. The platform provides each Learner with a private assessment evidence upload and assessment area. Online examination areas are password protected and will only be unlocked when AA has confirmed that the examination is due to start, and an approved invigilator is present (online if appropriate).

- 2.6 For EPAs: When the Learner cohort is approaching the anticipated EPA process start-date, the Assessment Manager will contact the Training Provider to request confirmation that the Gateway requirements for the relevant EPA standard have been met using AA form: AA_OF_GWD_STXXXX (where STXXXX is the relevant standard number).
- 2.7 The dates, times and locations of examinations and other assessment activities for each Learner will be agreed between AA, the training provider (Centre), and the employer (where appropriate). Once agreed, the Assessment Manager will record these details and, by email, inform the Learner, Assessors, and Internal Verifiers of the details.
- 2.8 The Assessment Manager will enter deadlines for submission of Learner assessment evidence on the AA online platform.
- 2.9 On receipt of a request through their organisation's email system, employers, and training providers (Centres) may have access to the Advance Assessments online assessment platform, enabling them to have oversight of the activities of Learners assigned to them.
- 2.10 Learners are required to confirm their identity immediately prior to any assessment taking place using photo-identity. Where assessments take place at an AA recognised Centre, the Centre is responsible for confirmation of a Learner's identity.
- 2.11 Assessments will be conducted according to policy and procedure AA_OP_05 Assessment Internal Verification and Moderation. Where appropriate the relevant EPA assessment plan will be complied with. The relevant AA assessment plan and protocol(s) will also be complied with. The Assessment Manager is responsible for the management of this process.
- 2.12 On the completion of an assessment, the Assessment Manager will set the grade Achieved in the relevant feedback area for each Learner and upload the relevant feedback form for the assessment to the Learner's feedback area on the Advance Assessments online platform. The platform will automatically inform the Learner that feedback is available.
- 2.13 For EPAs: when the Advance Assessments online platform has been updated as described in item 2.12, the Assessment Manager will inform the Apprenticeship assessment service of the results of the completed assessment through its online system.
- 2.14 For qualifications other than EPAs: when the online platform has been updated as described in item 2.12, the Assessment Manager will issue the appropriate digital certificate using AA's online certificate production facility.
- 2.15 For EPAs: employers will have Apprenticeship Certificates posted to the named manager and address details given for each Apprentice on Form: AA_OF_GWD_STXXXX (where STXXXX is the relevant standard number) by the Apprenticeship assessment service. Advance Assessments accepts no liability for delay caused by the provision of an incorrect postal address.
- 2.16 Learner registration details will be held on the Advance Assessments online assessment platform for six years after completion. Data will be held in accordance with the GDPR and Policy AA_OP_10, Privacy and Data Protection.

3.0 Forms associated with this procedure

AA_OP_13
Learner Registration Policy and Procedure

- 3.1 Form AA_OF_GWD_STXXXX – Gateway completion and reasonable adjustment declaration
- 3.2 Form AA_OF_05EPA_STXXX – End Point Assessment Feedback and Record
- 3.3 Form AA_OF_05IV_STXXX – End Point Assessment Internal Verification

AA_OP_13
Learner Registration Policy and Procedure

4.0 Document Revision History

4.1 Following improvement identifications and review with colleagues, the Assessment Manager is responsible for revisions of this policy/procedure and completion of the table below, before issue of the amended policy/procedure.

Date (most recent first)	Revision(s)	Reason for revision(s)	New Version Number	Approved by (Initial)
15/03/2025	Item 2.13 correction to: '...as described in item 2.12...' Item 2.14 added	Error Clarification of procedure for non-EPA qualifications.	2025/01	G.M.
24/10/2024	Item 2.3 added.	Clarity of responsibility for identity verification of Learners registering on an AA qualification.	2024/02	G.M.
24/10/2024	New procedure name. Item 1 QAA code details updated to reference 2024 code. Item 2.5 updated to clarify that it applies to EPAs. Item 2.9 Learner identity confirmation by Centres (where applicable) added. Items 2.12 and 2.13 'For EPAs' added.	Clarification to allow procedure to apply to include general qualification registration. Latest version Clarification to allow procedure to apply to include general qualification registration. Clarification. Clarification.	2024/01	G.M.
28/12/2022	Item 1 'apprentice' referred to in policy replaced by term 'learner'. Details of protocols no longer included.	Co-ordination with AA strategy documents and other policies	2022/01	G.M.

AA_OP_13
Learner Registration Policy and Procedure

12/07/2021	References to Ofqual condition of recognition G5 added. Section 2.3 reference to AA_OP_21 added. Sections 2.10 and 2.11 added. Details of protocols added to section 3.	Clarification of compliance with Ofqual General Conditions of Recognition. AA_OP_21 is a new policy and procedure created to ensure compliance with Ofqual General Condition of Recognition G5. These sections reference new developments in the Advance Assessments online system. New protocols added to provide operational information to Independent End Point Assessors.	2021/01	G.M.