



SAIL Academy Exams:

Student Recruitment, Registration, and Certification Policy

SAIL Academy Exams: Internal Quality Assurance policy

Centre Name(s)	SAIL Academy
Date procedure first created	13/05/2025
Current procedure approved by	Daniel Goldstraw
Date of next review	13/07/2027

Key staff involved in the procedure

Role	Name
Head of Centre	Daniel Goldstraw (SENCo, DDSL)
Senior leader(s)	
Exams officer	Andrew Fulker

1. Purpose

This policy outlines how SAIL Academy ensures the fair, transparent and accurate recruitment, registration, and certification of students undertaking NCFE qualifications. It is designed to meet the expectations set out by NCFE, including compliance with quality assurance procedures, data accuracy, and access to appropriate support.

2. Scope

This policy applies to:

- All staff involved in the delivery and administration of NCFE qualifications
- All students enrolled on NCFE courses at SAIL Academy
- All external stakeholders including parents/carers, NCFE, and partner organisations

3. Recruitment

- SAIL Academy is committed to providing equitable access to NCFE qualifications for all students, including those with EHCPs and identified special educational needs.
- Prior to enrolment, students and parents/carers are provided with clear information about the qualification, entry requirements, assessment methods, and any progression opportunities.
- Suitability for a course is considered based on the student's individual needs, ability level, and long-term educational goals, ensuring that each student is matched to the most appropriate learning pathway.
- All students will be given the opportunity to make an informed choice through a structured options process that includes careers advice and guidance.

4. Registration

- Students are registered with NCFE within the timeframes set out by the awarding body.
- All student registration data is processed by the school's Exams Officer in coordination with teaching staff.
- The NCFE Portal is used to register learners with their ULN, book learners for external assessment, submit internal units for graded qualifications, claim certificates and view learner information. A register of learners is kept and monitored throughout the qualification. Any changes (e.g. withdrawals, transfers) are promptly updated on the NCFE system.
- Learners will be registered for qualifications in a timely manner in line with NCFE published timescales.
- The EO will take appropriate and reliable steps to confirm each learner's identity before registration takes place. This will include using appropriate visual identification.
- The EO will use the record of the learner's previous achievements to make sure that, where possible, credit transfer, exemptions and equivalences are applied, with the learner's consent.
- The EO will check to ensure learners have been registered on the correct qualification using the qualification code.

5. Certification

- Certification claims are made accurately and promptly once students have completed the qualification and been successfully internally and externally verified.
- The Exams Officer is responsible for processing all certification claims, checking for accuracy and ensuring certificates are received and distributed in a timely manner.
- The EO will only make certification claims for learners who have met the requirements of the

- qualification and/or product.
- Where applicable, unit certification is available for students who do not complete a full qualification.
- Certificates are securely stored until issued to the student and/or parent/carer.
- A log of issued certificates is maintained.

6. Equality, Diversity and Inclusion

- All recruitment, registration, and certification practices at SAIL Academy reflect the principles of equality and inclusion.
- Reasonable adjustments and access arrangements are applied in line with JCQ and NCFE guidance to ensure no student is disadvantaged.

7. Review and Monitoring

- This policy is reviewed annually by the Exams Officer
- Any updates or guidance issued by NCFE are implemented and shared with staff as appropriate.
- A record of registration and certification activity is maintained and available for external quality assurance review.

