



Lincoln Bishop University

Document Administration

Document Title:	Apprenticeship and Externally Awarded Qualification Registration & Certification Policy	
Document Category:	Policy	
Version Number:	2.0	
Status:	APPROVED	
Reason for Development:	To provide a framework for registering an apprentice/student, and processing certification.	
Scope:	This policy applies to staff, apprentices and students.	
Author/Developer:	Deputy Dean: Apprenticeships and Partnerships	
Owner:	Deputy Dean: Apprenticeships and Partnerships	
Assessment: (where relevant)	<u>Assessment Type:</u> Equality Assessment Legal Information Governance Academic Governance	<u>Assessment Status:</u> COMPLETE NOT REQUIRED NOT REQUIRED NOT REQUIRED
Consultation: (where relevant)	<u>Consultation Type:</u> Staff Trade Unions via HR Students via Students' Union Any External Statutory Bodies	<u>Consultation Status:</u> NOT REQUIRED COMPLETE NOT REQUIRED
Authorising Board:	Senate	
Date First Authorised:	13 December 2017	
Reviewed & Effective From:	10 June 2026	
Next Review Due*:	June 2029 – <i>unless required earlier</i>	
Document Location:	University Website	
Document Control:	All printed versions of this document are classified as uncontrolled. A controlled version is available from the University Website.	
Alternative Format:	If you require this document in an alternative format, please contact policy@lincolnbishop.ac.uk	

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APPRENTICESHIP AND EXTERNALLY AWARDED QUALIFICATION REGISTRATION & CERTIFICATION POLICY

VERSION CONTROL TABLE

<u>Version Number</u>	<u>Date Authorised</u>	<u>Summary of Key Changes</u>
1.0	13 December 2017	Policy first introduced and approved by Senate
2.0	10 June 2026	Policy review and amended to reflect current practices



APPRENTICESHIP AND EXTERNALLY AWARDED QUALIFICATION REGISTRATION & CERTIFICATION POLICY

1. AIM

- 1.1. Lincoln Bishop University is committed to ensuring that standards of registration and certification are consistent, transparent and in line with the requirements of an apprenticeship and/or awarding bodies.

2. OBJECTIVE

- 2.1. To ensure all apprentice/student registrations and certification claims are accurate, open and transparent.

3. SCOPE

- 3.1. The policy covers all apprenticeships and courses offered through Lincoln Bishop University, that incorporate registration with external qualification awarding bodies and related Federations and Institutes.

4. REGISTERING STUDENTS WITH AN AWARDING BODY

- 4.1. All apprentices/students undertaking an apprenticeship or courses with embedded externally awarded qualification(s) must be registered in accordance with the published deadlines of the awarding body.
- 4.2. The apprentice/student identified will be verified prior to enrolment with the University and registration with the external awarding body.
- 4.3. The Apprenticeship Office is to register the students through the appropriate means.
- 4.4. Once registration is confirmed, cohort lists are to be returned to the relevant University assessor(s) detailing the names of the apprentices/students and the course the apprentices/students are registered for.

5. REGISTERING APPRENTICES/STUDENTS WITH THE DEPARTMENT FOR EDUCATION (DfE)

- 5.1. Registration will fall in line with published policy, deadlines and related requirements. These registrations will be undertaken by the Apprenticeship Office.



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6. TRANSFERRING OF APPRENTICES/STUDENTS ON APPRENTICESHIPS

6.1. Transfer of an apprentice/student between programmes at Lincoln Bishop University

- 6.1.1. An apprentice/student registration may be transferred between apprenticeship programmes approved at the centre with current open validity for registrations; Lincoln Bishop University must ensure that the apprentice/student is able to complete the programme on to which transfer is made, i.e. that arrangements for accreditation prior of learning on the existing programme can be made.

6.2. Transfer of an apprentice/student to another centre

- 6.2.1. An apprentice/student may transfer to another apprenticeship centre to enable the apprentice/student to complete the same programme of study. For a certificate to be awarded, the apprentice's/student's record at the final centre must show all the completed units. Prior to transfer, it is essential that a comparison of units previously undertaken is made against the requirement of the new programme. The apprentice/student must be advised of any additional work that may be needed to meet in full the requirements of the receiving centre. The initial centre must ensure that all completed units are notified to the awarding body, and that all the relevant assessment records are passed to the receiving centre. The receiving centre should not process the transfer until all previous achievements have been notified.

7. CERTIFICATION OF APPRENTICES/STUDENTS

- 7.1. Before Lincoln Bishop University can claim certification for any student, the following must be completed:
- 7.1.1. the apprentice/student must have completed all necessary components of the course;
 - 7.1.2. any outstanding Internal Quality Assurance procedures must have been carried out;
 - 7.1.3. any amendments/actions, as identified within the Standards Verification Report, have been carried out, e.g. the report requires the centre to check other assessments, apprentices/students to improve work etc;



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- 7.1.4. all the apprentice's/student's grades on the relevant University system are to be checked by Faculty Administration to ensure accuracy.

8. CERTIFICATION TIMELINE

- 8.1. All certification claims must be completed in line with funding, course and standard guidelines.