

Catch22 College Policy

Registration & Certification Policy Catch22 College

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Catch22 reserves the right to amend this policy, following consultation, where appropriate.

Policy Owner:	Catch22 Colleges
Queries to:	Will Duke-Oddy
Date created:	7th May 2025
Date of last review:	15 th January 2026
Date of next review:	31 st August 2026
Catch22 group, entity, hub:	Catch22 Colleges
4Policies level (all staff or managers only)	All Catch22 College Staff

Document Version Control & Changes

Version	Last modified	By	Changes Made
1.0	7th May 2025	Will Duke-Oddy - Quality & Curriculum Manager - OSH	New Policy Created
2.0	03/11/2025	<i>Tandia Costain – Compliance & Quality Manager</i>	

1. What is the policy about?

The purpose of this policy is to ensure that all Catch22 College learners are registered and certificated correctly and timely, and outlines the responsibilities of those that are involved with the process.

2. Who does this policy apply to?

This policy applies to all Catch22 Staff, Learners and Stakeholders.

3. Policy requirements

All learners need to be registered after their induction period for all accredited aims. If a learner has been registered with that awarding body previously as a Catch 22 college learner, they can continue to use this registration number, college administrators will be required to attach the new qualification aims to this number – *staff must follow awarding body guidance*. It is the responsibility of the administrator to ensure the learners are registered in a timely manner. At the end point of a learners qualifying period all registration details are to be sent to compliance along with all other documentation need to make this learner a live funded learner on Pics.

When registering learners ensure the following is recorded;

- Learner name - *Using the name that they have enrolled with and ensuring that names are spelt correctly*
- Learners DOB is recorded
- Learners gender
- URN Number (if applicable)
- They are not previously registered.
- PO number entered as reference
- Correct site address for delivery, exam and certification

Following completion of the above, learners information, including their registration number and above relevant data should be entered onto the 'Learner & Exams Tracker'.

Certification

It is the responsibility of the site administrator to claim learner certificates. These can be claimed once they have confirmation of either

- IQA report if there is Direct Claims Status (DCS)
- EQA report if no DCS

When certificating learners ensure the following

- The learner's name is correct
- They have only one registration number
- They are registered for the correct qualification and level

- Correct units are selected (if applicable)
- PO number entered as reference matches the one for registration
- The site address is correct

Certificates can be claimed throughout the academic year. If a certificate is claimed in error, please notify the Lead Teacher as soon as possible.

Staff should follow further guidance on 'QP Submission Guide', 'EoP Submission Guide' and 'Exam Booking Guide'.

4. Related policies

Quality Assurance of Teaching & Learning Strategy – Catch22 Colleges

Appeals Policy & Procedures – Catch22 Colleges

Assessment and IQA Policy – Catch22 Colleges

Fraudulent and Mistaken Claims Policy – Catch22 Colleges

Induction & New Start Policy – Catch22 Colleges

Internal Quality Assurance Strategy Policy – Catch22 Colleges

Leavers Policy – Catch22 Colleges

Malpractice, Maladministration and Plagiarism Policy – Catch22 Colleges

Quality Assurance of Teaching & Learning Strategy – Catch22 Colleges

Annex 1: Equality Impact Assessment

Catch22 is committed to always: avoiding the potential for unlawful discrimination, harassment and victimisation; advancing equality of opportunity between people who share a protected characteristic and those who do not; and, foster good relations between people who share a protected characteristic and those who do not.

An Equality Impact Assessment (EIA) is a tool for identifying whether or not strategies, projects, services, guidance, practices or policies have an adverse or positive impact on a particular group of people or equality group. While currently only public bodies are legally required to complete EIA's, Catch22 has adopted the process in line with its commitment to continually improve our equality performance.

1. Summary

This EIA is for:	Registration & Certification Policy Catch22 College
EIA completed by:	Will Duke-Oddy - Quality & Curriculum Manager - OSH
Date of assessment:	07/05/2025
Assessment approved by:	<Name>, <Position> [if required]

Objectives and intended outcomes

This EIA has been completed in order to ensure that the implications and potential impact, positive and negative, of the Registration & Certification Policy Catch22 College for all staff have been fully considered and addressed, whether or not the staff members share a protected characteristic.

2. Potential Impacts, positive and negative

Equality Area	Positive	Neutral	Negative	Summary
Age	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The policy applies equally to all members of staff regardless of age. It's not considered that the policy includes any guidance or rules that may impact either positively or negatively on any member of staff because of their age.
Disability	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The policy applies equally to all members of staff regardless of health/disability. It's not considered that the policy includes any guidance or rules that may impact either positively or negatively on any member of staff because of their disability.
Pregnancy & Maternity/paternity	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	It's not considered that the policy positive or negatively impacts on pregnant women or on staff on maternity or paternity leave.
Race (incl. origin, colour and nationality)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The policy applies equally to all members of staff regardless of their race, origin, colour or nationality. It's not considered that the policy includes any guidance or rules that may impact either positively or negatively in these respects.
Gender and Gender Re-assignment	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The policy applies equally to all members of staff regardless of their gender at any given time. It's not considered that the policy includes any guidance or rules that may impact either positively or negatively on any member of staff because of gender.
Sexual Orientation	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The policy applies equally to all members of staff regardless of their sexual orientation. It's not considered that the policy includes any guidance or rules that may impact either positively or negatively on any member of staff because their sexual orientation.

3. Negative impacts and mitigations

Negative Impact	Mitigation	Owner