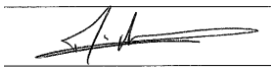
Registration and certification Policy

Policy Owner: **Mandeep Athwal**

Full Name	Position	Signature	Date	Review Cycle
Mandeep Athwal	CEO		01.09.2024	Annual

School of Coding: Registration and Certification Policy

1. Introduction

This policy outlines the procedures and requirements for student registration, certification, identity checks, criminal record checks, ULN (Unique Learner Number) procedures, and the student induction process at the School of Coding. The purpose of this policy is to ensure that all students are properly registered, their identities are verified, and they meet all necessary legal and educational requirements before beginning their studies.

2. Registration Process

2.1 Application Submission

- Prospective students must complete the School of Coding's official application form, which can be accessed online or obtained from the admissions office.
- The application form must be filled out accurately, providing all required personal information, including full name, date of birth, address, and contact details.

2.2 Identity Verification

- All applicants must provide valid identification documents as part of the registration process. Acceptable forms of ID include a passport, driving licence, or national identity card.
- The School of Coding will verify the authenticity of these documents, ensuring they match the information provided in the application form.

2.3 ULN (Unique Learner Number)

- All students will be assigned a Unique Learner Number (ULN) upon registration. The ULN is a 10-digit reference number that is used to access the Personal Learning Record (PLR).
- The ULN must be used in all official correspondence and documentation related to the

student's academic progress and certification.
- If a student has previously been issued a ULN, they must provide this number during registration. If they do not have a ULN, the School of Coding will generate one on their behalf.

3. Criminal Record Checks

3.1 Disclosure and Barring Service (DBS) Check

- All students enrolling in courses that involve working with vulnerable groups, such as minors or individuals with special needs, are required to undergo a Disclosure and Barring Service (DBS) check.
- The DBS check must be completed and cleared before the student is allowed to participate in any activities involving vulnerable groups.
- The cost of the DBS check will be borne by the student, unless otherwise stated by the School of Coding.

3.2 Convictions and Warnings

- Students with prior criminal convictions must declare these during the application process. Failure to disclose such information may result in the termination of their registration.
- The School of Coding reserves the right to refuse admission to any student whose criminal record indicates a potential risk to the school community or its partners.

4. Certification Process

4.1 Assessment and Grading

- Students must successfully complete all course requirements, including assessments, projects, and examinations, to be eligible for certification.
- The grading criteria and assessment methods will be clearly communicated to students at the beginning of each course.

4.2 Issuance of Certificates

- Upon successful completion of a course, students will be awarded a certificate of achievement or completion, depending on the level and type of course.
- The certificate will include the student's full name, the course title, the date of completion, and the School of Coding's official seal.
- Certificates will only be issued to students who have fulfilled all academic and financial obligations.

5. Student Induction Process

5.1 Orientation Programme

- All new students must attend the School of Coding's induction programme, which is designed to introduce them to the school's policies, facilities, and support services.
- The induction programme will cover essential topics such as course expectations, assessment procedures, health and safety, and student support services.

5.2 IT and Systems Training

- Students will receive training on how to access and use the School of Coding's digital platforms, including the student portal, online learning resources, and communication tools.
- IT support will be available to assist students with any technical issues they may encounter during their studies.

5.3 Code of Conduct

- As part of the induction process, students will be introduced to the School of Coding's Code of Conduct. This document outlines the behavioural expectations for all students, including the importance of academic integrity, respect for others, and adherence to school policies.
- Students will be required to sign a declaration stating that they have read, understood, and agree to abide by the Code of Conduct.

6. Monitoring and Review

This policy will be reviewed annually to ensure it remains up-to-date and aligned with current legislation and best practices. The School of Coding's administration team will be responsible for implementing and monitoring compliance with this policy.

7. Contact Information

For any queries or further information regarding the Registration and Certification Policy, please contact the School of Coding's admissions office.