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**IFD College Registration & Certification Policy**

**Aims**

* To register individual learners to the correct programme within agreed timescales.
* To ensure assessments are completed, within the agreed timescale.
* To claim valid learner certificates within agreed timescales.
* To construct a secure, accurate and accessible audit trail to ensure that individual learner registration, entries and certification claims can be tracked to the certificate which is issued for each learner.

**To do this, the IFD College will:**

* Register each learner to meet with AIM requirements.
* Register each learner on the appropriate course, at the start of teaching and prior to any assessment activity.
* Ensure registration data with AIM is accurate and up to date.
* Ensure internal and/or external assessments are accurate and timely, meeting agreed timescales.
* Ensure that certificate claims are timely to meet AIM time frames.
* Keep and maintain accurate learner records safely and securely for three years post certification.

Policy introduced September 2024

To be reviewed annually