



DPN Learner Recruitment, Registration & Certification Policy

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Last Reviewed	January 2026
Reviewer	Janus Howard
Next Review Date	January 2027

DPN LEARNER RECRUITMENT, REGISTRATION & CERTIFICATION POLICY

RECRUITMENT

Aim

- To provide potential learners will appropriate initial information, advice, and guidance (IAG) to make appropriate choices
- To ensure there is a fair and consistent approach to recruiting with integrity across all qualifications.

To do this, DPN will:

- Ensure all learners meet set eligibility criteria, including any age restrictions.
- Ensure all learners understand whether the programme leads to a regulated qualification, what that qualification can lead to and whether it meets their needs and aspirations.
- Ensure all learners understand the requirements of the qualifications they will be undertaking.
- Ensure the learner has appropriate language skills (where the language of assessment is not their first language)
- Ensure the learner is aware of options to meet assessment criteria e.g. evidence of prior learning/experience, reasonable adjustments (see Recognition of Prior Learning Policy, Special Considerations & Reasonable Adjustments Policy)

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- Carry out diagnostic assessments to ensure that:
- The qualification is at the right level for that learner
- The learner has the capability and opportunity to achieve.

DPN Procedure for Recruitment

1. Potential learners will be provided with appropriate initial information, advice, and guidance from Recruiters to ensure the qualification/course is appropriate.
2. Learner eligibility for the course will be validated by the Administration Department.
3. Learners will complete relevant initial and diagnostic assessments to confirm the qualification is at the right level and the learner has sufficient capability and opportunity to achieve.
4. Further assessment may be carried out to confirm any additional learning support needs.

1. REGISTRATION & CERTIFICATION

Aim

1. To register individual learners to the correct programme within agreed timescales.
2. To ensure valid learner certificates are processed within agreed timescales.
3. To construct a secure, accurate and accessible audit trail to ensure that individual learner registration and certification claims can be tracked to the certificate which is issued for each learner.

To do this, DPN will:

- Register each learner within the awarding body requirements
- Register each learner on the appropriate programme code, before any assessment activity is completed, if appropriate.
- Provide a mechanism for programme teams to check the accuracy of learner registrations.
- Make each learner aware of their registration status
- Inform the awarding body of withdrawals, transfers, or changes to learner details
- Monitor release of certificates
- Audit the certificates received from the awarding body to ensure accuracy and completeness
- Keep all records safely and securely for three years post certification.

DPN Procedure for Registration with the End Point Assessment Organisation (apprenticeships)

1. Admin will register the apprentice via the ACE360 platform within 1 month of the apprentice start date.
2. A screenshot of the registration will be retained in the apprentice's folder.

Deletion of Learner Registration due to withdrawal from apprenticeship

1. Programme Manager confirms withdrawal with Admin
2. Admin withdraw the apprentice from ACE360 as part of the withdrawal process.

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3. A screenshot of the deletion is retained in the apprentice's folder.

Certification - Mandatory Units

1. Apprentice will be advised by BCS that their e-certificate is available on their BCS Portal
2. The apprentice will download and send a copy of this to DPN Internal Quality Assurance Manager. This is then saved into the apprentice folder and the milestone tracker updated.
3. Apprentices will take a screenshot of the Google Analytics e-certificate and send a copy of this to DPN Internal Quality Assurance Manager. This is then saved into the apprentice folder and the milestone tracker updated.

Certification - Apprenticeship

On successful completion of end point assessment, the EPAO will liaise directly with the ESFA to release the certificate to the apprentice. This will be within 5 days of the result if it is a Distinction, 20 days for Merit or Pass (to allow for the appeals process) and usually sent to the employer address on ACE360.

DPN will liaise with the apprentice on notification of the result to confirm that the employer address is correct and will advise BCS if an alternative postal address should be used.

If the apprentice has not received their certificate within stated timescales, DPN will liaise with the EPAO on their behalf to resolve the situation.

Certification - Bootcamp

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On successful completion of the Bootcamp course, DPN will release e-certificates to learners via email within 20 days of result release.

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