

CERTIFICATE ISSUANCE AND VERIFICATION POLICY

Policy Owner	Quality Assurance and Compliance Department
Approved By	Governing Body
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B-TIC

**BUSINESS AND TECHNOLOGY
INTERNATIONAL CAMPUS**

Professionalism Simplified

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1. Introduction

B-TIC is highly responsible to maintain and improve the quality of all the Qualifications that we Design, Deliver, Assess, Quality Assure and Award as per the standard and recommend of the Regulators.

We are fully committed to every compliance of all the agencies who regulate us thus we are highly dedicated in setting Policies with timely revisions to meet the regulatory requirements, assure the standards, guide and support Recognised Centres and the Learners to achieve a world class learning experience.

2. Scope

This document is applicable for the following B-TIC products:

Ofqual Regulated Qualifications and Units	<input checked="" type="checkbox"/>
Quality Assurance Agency Regulated	<input type="checkbox"/>
B-TIC Quality Assured and Endorsed Courses	<input checked="" type="checkbox"/>

3. Audience

This document is for use by the following:

- a. Approved Centre Staff
- b. Assessors and Quality Assurers
- c. Learners

B-TIC

- a. Staff
- b. Registrar
- c. Quality Assurers

4. Regulations and Compliance

As set out in “Ofqual General Conditions of Recognition” requires Awarding Organizations to establish and maintain evidence of their compliance as Conditions for Recognition.

B-TIC builds and improve the Policy consistently to comply with and maintain evidences in cross reference to Regulations.

Policy cross reference to “Ofqual General Conditions of Recognition (OGCR). "Ofqual General Conditions of Recognition” shall fill the gaps in this Policy.

OGCR Reference	Page	Title of the Section
Condition - H6	115	Issuing Results
Condition - I3	135	The Design and Content of Certificates
Condition - I4	136	Issuing Certificates and Replacement Certificates

Relevant Policies to be used in conjunction with,

1. B-TIC Certificate Replacement Policy
2. B-TIC Glossary of Terms
3. B-TIC Pricing and Invoicing Policy

5. Definition

Certificate	An official document issued by B-TIC to the Learner on the completion of the Qualification electronically. It contains two types of documents, E- Certificate and E-Transcript.
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6. Policy Statement

6.1 Issuing Results

B-TIC issues each Learner and the Centre an E-Certificate and E-Transcript (Hereafter Called “E-Certificate”) on successful completion of the Qualification after EVQA within 10 working days (H6.1).

B-TIC shall comply with any notice in writing issued by Ofqual requiring to refrain from issuing results for a Qualification or Qualifications,

- a. Until such date as Ofqual might specify; and
- b. Until it has complied with such requirements as Ofqual might specify (H6.2).

6.2 Correcting Results

B-TIC shall correct the results issued,

- a. If there are any errors discovered through any Appeals Process;
- b. It is appropriate to correct that result, having regard to any guidance on making changes to incorrect results published by Ofqual and revised from time to time;
- c. Where it considers it appropriate to do so (H6.3).

6.3 The Design of the Certificate

The design of the Certificate shall comply with the Certificate requirements published by Ofqual Regulation and will be revised anytime in line with the Ofqual Regulation (I3.1).

6.4 Sample Certificate



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This is to certify that

Learner Name

Has been awarded the

B-TIC LEVEL 7

AWARD IN STRATEGIC LEADERSHIP

AWARDED: JANUARY 2024

Certificate No:

Learner Number:

Qualification Number: 240205

Total Credit: 120

A handwritten signature in black ink, appearing to read 'Susan S.V.', is positioned above the name and title of the Registrar.

**Susan S.V
Registrar**

The logo for the UK Register of Learning Providers (UKRLP) is located on the right side of the certificate. It features the acronym 'UKRLP' in a large, bold, blue font. To its right, the words 'UK Register of Learning Providers' are written in a smaller, blue, sans-serif font. Below the acronym is a solid blue horizontal bar.

UK Register of Learning Providers No:10095359

Web: www.b-tic.uk

Certificate Verification: registrar@b-tic.uk

Read the accompanying transcript in addition to this certificate

6.5 Sample Transcript



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Official Transcript

The Learner named below was Awarded the following Grade(s) in the Unit(s) shown

Name: Learner Name

Qualification Title: B-TIC L7 Award In Strategic Leadership

Learner Number:

Language of Assessment: English

Centre Number: 028

Unit No:	Unit Title:	Credit:	Level:	Grade:
7SL1	Strategic Leadership and Developing Leaders	20	7	Pass

Susan S.V
Registrar



UK Register of Learning Providers No:10095359

Web: www.b-tic.uk

Certificate Verification: registrar@b-tic.uk

6.6 Issuance of Certificate

The Certificate has a Unique Learner Number (ULN) that identifies the Learner and the Certificate (I3.2).

The Certificate displays the title of the Qualification known as Qualification Title (QT) as it is on the Register (it does not include any other QT) (I3.2).

The Language of Assessment will be clearly specified on the Certificate, if the Qualification Assessment is in another language other than English and the Learner Objective is not to gain skills/knowledge/understanding of that language (I3.4).

6.7 Verification of Certificate

Certificate can be verified for employment, higher education purposes and on other reasonable grounds.

Certificate and the Transcript should be scanned and mailed to registrar@b-tic.uk in order to get them verified. Verification will be completed in 10 days.

End of Policy

B-TIC has taken all effort to ensure that the Policy and information contained in this version of publication are true and accurate to the best of knowledge when published.

Disclaimer: However, Policies, Products and Services of B-TIC are subject to continuous learning and improvement frequently. Thus we reserve the right to improve the Policies, Products and Services accordingly. We cannot accept any responsibility for loss or damage of any nature upon the usage of in this document.



Email- info@b-tic.uk



www.b-tic.uk

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