



Registration & Certification Policy

General Principle:

Integer Training Limited is committed to ensuring that assessment arrangements are carried out in strict accordance with the relevant awarding body requirement.

Procedure for Registering Learners:

- Integer Training will check learner ID prior to awarding body registration.
- Integer will ensure that learner registrations are completed accurately by suitable qualified and competent personnel, at an appropriate time of the course, and prior to learner assessment of any type, with the appropriate awarding body.
- Integer will ensure that learner registration dates and numbers, and results outcomes, are recorded accurately on the learning management system (Onefile).
- Integer will ensure all system errors are reported to the Quality Manager (Jacky Maynard) with a complete account of the circumstances of the error, including the exact text of any error messages given by the Awarding Body

Procedure for Receipt of Certificates:

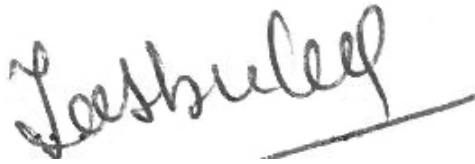
- Details of certificates received in office will be entered on the LRM (OneFile) and processed within 10 working days of receipt.
- Integer will ensure that an electronic copy of certificate/s are retained within the relevant learner file.

Policy for the Issue of Certificate

- Integer will ensure that achieving learners receive their certificate(s) within 10 working days of receipt of all certificate/s for their learner's programme.
- In cases where certificates are held in office awaiting additional certificates relating to a learners' learning programme, this will only relate to the full set of certificates from the same learner programme (i.e., one programme only).
- Certificate(s) will be sent to candidates by 1st or 2nd class post (depending upon the timescale) unless an alternative arrangement has been previously agreed, or e-certificates will be sent to the learner by email, if this has been agreed with the learner in advance.
- Where agreed in advance with the learner and employer, Integer may forward certificates to the learner's employer. In these instances, the employer must sign an agreement to issue certificates to achieving learners within 10 working days of receipt by them. Employers should personally hand certificate to learners, or posted certificates via 1st or 2nd class mail, with proof of posting. Only certificates for learners who are still in their employment with the said employer will be forwarded to the employer. Should certificates be forwarded for learners that are no longer employed by the employer, they should be returned to Integer immediately.

The Senior Management Team will be responsible for implementing and monitoring the effectiveness of this policy. It is, however, the duty and responsibility of all employees working for Integer Training Limited, in whatever capacity, to promote this Policy within their own spheres of responsibility.

Declaration: I will review and revise this policy as necessary and at regular intervals:

A handwritten signature in black ink, appearing to read 'Jasbir Behal', with a horizontal line drawn underneath it.

Signature of Jasbir Behal, Managing Director, Integer Training Ltd

Date: 15 January 2026

Version No: RC21011501 Review Date: 15/01/2026