

2024

FAST FORWARD VOCATIONAL TRAINING
LTD

STUDENT REGISTRATIONS AND IDENTIFICATION



01482 460464

PREPARED BY:

CALLUM THOMPSON - HEAD OF CENTRE



ADMIN@RACEWAYTRAINING.CO.UK

REVIEW DATE: 5TH SEPTEMBER 2025

Student Registrations, Identification and Records

- Systems in place to ensure the accurate and timely registration of learners in accordance with published policies and timelines as set out by the awarding bodies.
- Students are registered upon beginning the course in the time framework set out by each individual awarding body. Students are required to provide identification at the beginning of the course and prior to each unit of the qualification.
- Student identification will be documented prior to enrolment and checked against the documented copies at the beginning of each new unit.
- Any students taking examinations as part of the course will be asked to provide identification before examinations commence in line with current best practice.
- Student information will be stored in line with GDP Regulations and will not be passed to third parties unless specific recorded permission has been granted by the student.
- Fast Forward will make any entry restrictions known to the learner and will ensure learners are recruited and registered on the appropriate qualifications in accordance with the individual qualification specifications.
- Fast Forward will securely hold and transmit details of assessment outcomes to the awarding bodies.
- Student assessment and verifications will be held by Fast Forward for a minimum of three years in line with the awarding bodies' practices.
- **ONLY** Teresa Bibby and Callum Thompson will have access to Edexcel Online, all correspondence of a sensitive or private nature regarding students will be sent or received using the correct channels. No generic email addresses are to be used where unauthorised staff may hold the password.



FAST FORWARD VOCATIONAL TRAINING

LTD

Providing a safe, exciting and
engaging opportunity for young
people to achieve.

In partnership with TeamSport Indoor karting

TeamSport
..E KARTING

119 - 121 Wincolmlee
Hull
HU2 8AH

01482 460464

