



**Global Banking School**

**+44 (0) 207 539 3548**

[info@globalbanking.ac.uk](mailto:info@globalbanking.ac.uk)

[www.globalbanking.ac.uk](http://www.globalbanking.ac.uk)

**891 Greenford Road, London**

**UB6 0HE**

## **GBS Registration, Entry and Certification Policy**

**©2023 Global Banking School**

<b>Document title</b>	GBS Registration, Entry and Certification Policy
<b>Version</b>	V1.0
<b>Approved by</b> (Oversight Committee)	Academic Board
<b>Policy lead</b> (Staff member accountable)	Academic Registrar
<b>Date of original approval</b>	October 2023
<b>Date of last review</b>	NA
<b>Changes made at the last review:</b>	NA
<b>Date effective from</b>	November 2023
<b>Date of next review</b>	November 2024

#### **Related GBS policies**

- GBS Academic Appeals Policy
- GBS Access and Participation Statement
- GBS Assessment and Feedback Policy
- GBS Data Protection Policy
- GBS Equality and Diversity Policy
- GBS Records Management and Retention Policy
- GBS Recruitment and Admissions Policy and Procedure
- GBS Student Code of Conduct
- GBS Student Complaints Policy and Procedure
- GBS Student Charter
- GBS Student Disciplinary Policy
- GBS Student Protection Plan
- GBS Student Transfer Plan.
- GBS Support to Study Policy
- GBS Terms and Conditions
- GBS Tuition Fee Refund and Compensation Policy

#### **External Reference Points**

1. BTEC Centre Guide to Policies and Procedures for vocational qualifications 2023-2024, Accessed online at:  
<https://qualifications.pearson.com/content/dam/pdf/Support/Quality%20Assurance/btec-policies-and-procedures.pdf>
2. A guide to recruiting learners onto Pearson qualifications, Accessed online at:  
<https://qualifications.pearson.com/content/dam/pdf/Support/policies-for-centres-learners-and-employees/a-guide-to-recruiting-learners-onto-pearson-qualifications.pdf>
3. Edexcel Online Registrations BTEC / NVQ / Traineeships, Accessed online at:  
<https://qualifications.pearson.com/content/dam/pdf/Support/Work%20based%20learning/G7.%20EOL%20User%20Guide%20Registrations.pdf>

4. Recognition of prior learning policy and process, Accessed online at: <https://qualifications.pearson.com/content/dam/pdf/Support/policies-for-centres-learners-and-employees/recognition-of-prior-learning-and-process-policy.pdf>
5. FAQs on student registrations for all Pearson BTEC Higher Nationals, Accessed online at: <https://qualifications.pearson.com/content/dam/pdf/downloads/Higher-National-Annual-Fee-FAQs-for-Centres.pdf>
6. Policy for late registration, and late certification on withdrawn and expired Pearson qualifications, Accessed online at: [Late requests for awards | Pearson qualifications](#)
7. Withholding results and certificates from learners policy, Accessed online at: <https://qualifications.pearson.com/content/dam/pdf/Support/policies-for-centres-learners-and-employees/withholding-results-certificates-from-learners-policy.pdf>
8. Qualification and assessment Publication policy, Accessed online at: <https://qualifications.pearson.com/content/dam/pdf/Support/policies-for-centres-learners-and-employees/qualification-assessment-publication-policy.pdf>
9. Information Commissioner's Office, Accessed online at: <https://ico.org.uk>
10. UK Public General Acts, *Data Protection Act 2018*, Accessed online at: <https://www.legislation.gov.uk/ukpga/2018/12/contents/enacted>
11. UK Public General Acts, *Equality Act 2010*, Accessed online at: <https://www.legislation.gov.uk/ukpga/2010/15/contents>

## Contents

1. Introduction.....	5
2. Purpose .....	5
3. Scope .....	6
4. Roles and Responsibilities .....	6
5. Registration Procedure .....	6
6. Certification Procedure .....	7
7. Procedures .....	8
8. Certificate claims and Auditing Procedure.....	9
9. Information Manual.....	10
10. Monitoring and Review .....	10
11. Data Protection and Confidentiality .....	10
12. Alternative Format .....	10

# **Global Banking School Registration, Entry and Certification Policy**

## **1. Introduction**

- 1.1. Global Banking School (GBS) has a duty to maintain academic standards by ensuring the integrity of all aspects of registration, entry and certification processes and to ensure that the regulations and policies governing programmes at GBS are fully and fairly implemented.
- 1.2. This policy applies to all programmes leading to a GBS award and to Pearson programmes delivered by GBS. The policy includes some specific requirements for Pearson provision, and where there are such requirements, they are clearly identified.
- 1.3. This policy was developed with reference to external reference points (see above) and in line with relevant Pearson policies and regulations.

## **2. Purpose**

- 2.1. The purpose of this policy is to provide information about registration, entry and certification procedures for GBS students. For students registered on Pearson programmes, further aims are to:
  - 2.1.2. Ensure that processes are in place to register students on the correct programme within agreed timescales.
  - 2.1.3. Ensure that valid student certificates are claimed within agreed timescales.
  - 2.1.4. Construct a secure, accurate and accessible audit trail to ensure that individual student registration and certification claims can be tracked to the certificate which is issued for each student.
  - 2.1.5. Ensure that accurate, up to date and auditable centre BTEC registration, achievement and certification records are maintained with Pearson.
  - 2.1.6. Ensure that these records are kept in accordance with Pearson requirements and the GBS Document Retention Scheme.
- 2.2. In order to do this, for students registered on Pearson programmes, GBS will:
  - 2.2.1. Register each learner within the awarding body requirements.
  - 2.2.2. Register each learner on the appropriate programme code, before any summative assessment activity is completed.

- 2.2.3. Provide a mechanism for programme teams to check the accuracy of learner registrations.
- 2.2.4. Make each learner aware of their registration status.
- 2.2.5. Inform the awarding body of withdrawals, transfers or changes to learner details.
- 2.2.6. Ensure that certificate claims are timely and based solely on internally verified assessment records.
- 2.2.7. Audit certificate claims made to the awarding body.
- 2.2.8. Audit the certificates received from the awarding body to ensure accuracy and completeness.
- 2.2.9. Keep all records safely and securely in accordance with the GBS Document Retention Scheme.

### **3. Scope**

- 3.1. This policy applies to all students enrolled on higher education programmes at GBS, where a partner University policy does not apply. It covers registration, entry and certification.

### **4. Roles and Responsibilities**

- 4.1. The main responsibilities of various members of staff related to Registration, Entry and Certification can be found below:
  - 4.1.1. The Academic Registrar is responsible for timely, accurate and valid registration, transfer, withdrawal and certificate claims for students.
  - 4.1.2. The Registry Services Team is responsible for ensuring that student details held, including those held by Pearson, are accurate.
  - 4.1.3. The Associate Deans and Cohort Leads are responsible for ensuring that an audit trail of student assessment and achievement is accessible.
  - 4.1.4. For Pearson programmes, The Quality Nominee is a Quality Manager within the Academic Standards and Quality Office (ASQO).
  - 4.1.5. The Dean and the Academic Registrar are responsible for overseeing the registration, transfer, withdrawal and certificate claims for students to ensure that awarding body deadlines are met.

### **5. Registration Procedure**

- 5.1. GBS Registration procedures are as follows:
  - 5.1.1. Students are invited to attend in-person enrolment where relevant documents are checked. Student details are confirmed via the GBS Student

Records Management (SRM) system. At the point of enrolment, students are registered onto the relevant modules and entered into all associated summative assessments.

5.1.2. Student Attendance is confirmed with the Student Loan Company where relevant by the Student Finance Team.

5.1.3. The Registry Services Team and programme delivery staff are required to make sure that students are registered on the correct programme at the outset. GBS has various intakes during the Academic Year and students enrolling into programmes are registered within 30 days enrolment. The registration procedure is in place to facilitate accurate and timely registration.

5.2. The following points are additional for students registered on a Pearson award:

5.2.1. Student Registration/Transfer on Edexcel Online takes place within 30 days of Programme start date. A unique Edexcel Registration Number is generated.

5.2.2. Student Details are updated on GBS SRM System with their unique Edexcel Registration Number and the student is provided with the registration number via email.

## **6. Certification Procedure**

6.1. GBS Certification procedures are as follows:

6.1.1. Student unit results are confirmed at the Progression and Awards Board.

6.1.2. The Certificate is copied and scanned, GBS will file and keep a copy in accordance with the GBS Document Retention Scheme.

6.1.3. The Registry Services team will notify the student that their certificate has been received by GBS.

6.1.4. Once certificates are checked, students will be contacted and given the option to either collect their certificate from Campus or to have them posted using recorded delivery. If students collect from campus, they are asked to bring ID with them and have to sign to confirm they have taken their certificate.

6.2. The following points are additional for students registered on a Pearson award:

6.2.1. Following confirmation of results at the Progression and Awards Board the Exams Officer claims the Certificate/Units achieved on Edexcel Online.

6.2.2. Certificates will be received from Pearson via post. The Certificate/Notification of Performance is checked against the programme mark sheet document from

the relevant Progression and Awards Board and also checked against Student Records. If there are any discrepancies, Pearson is informed.

## **7. Procedures**

### **7.1. Overview of GBS Procedure requirements:**

- 7.1.1. Check all student information during the enrolment process.
- 7.1.2. Make each student aware of their registration status.

### **7.2. The following points are additional for students registered for a Pearson award.**

- 7.2.1 Register each student within Pearson within 30 days of their programme start date.
- 7.2.2 Inform Pearson of withdrawals, transfers or changes to student details.
- 7.2.3 Ensure that certificate claims are timely and based solely on internally verified assessment records.
- 7.2.4 Audit certificate claims made to Pearson.
- 7.2.5 Audit the certificates received from Pearson to ensure accuracy and completeness.
- 7.2.6 Keep all records safely and securely in accordance with the GBS Document Retention Scheme.

### **7.3. Transfer**

- 7.3.1. Students registered on Pearson programmes can transfer their registration and achievement to date between providers. For further details, please see the GBS Student Transfer Plan.

### **7.4. Withdrawal**

- 7.4.1. For students registered on Pearson programmes, GBS will advise Pearson and the Student Loan Company when a student leaves before programme completion. Withdrawal will not normally prevent the registration from being reopened at a later date if it is agreed by the Progression and Awards Board that the student can resume their studies.

### **7.5. Certification and Unit Claims**

- 7.5.1. It is the responsibility of the student to keep GBS updated of any personal contact details and changes to ensure the information printed on certificates is correct. If students do not notify GBS of any changes and the details on their certificate are incorrect, they will be responsible for contacting Pearson or other awarding body



to request the printing of a new certificate and will be liable for the charges incurred.

7.5.2. GBS reserves the right to require a student to return their certificate where it is deemed necessary e.g. in cases of fraud or proven academic misconduct.

7.5.3. If a replacement certificate is required, students need to apply directly to GBS or other awarding body and will be liable for the charges incurred.

7.6. The following points are additional for students registered on a Pearson award:

7.6.1. Full award or unit certification is claimed through Edexcel Online by the Exams Officer. If a student achieved any credits during their studies but is not eligible for an award, upon the External Examiner visit, credits will be claimed according to Certification Process as specified above. Claims can be made at any time of the year.

7.6.2. For students who want to enrol for a top up programme at GBS prior to certification, the Registry Services Team will download a confirmation report from Edexcel Online and use this to confirm that students have passed their award.

7.6.3. After the Progression and Awards Board all results are entered onto Edexcel Online.

7.6.4. Certification and Unit Claims will be considered in line with relevant regulations.

## **8. Certificate claims and Auditing Procedure**

8.1. This process is undertaken by the Registry Services Team, who enter the results records onto the system for final award certificate claims normally within 15 working days of the Progression and Awards Board.

8.2. Final award certificate claims should be authorised by receiving the grade sign off sheet of applicable students as approved by the Progression and Awards Board and or the External Examiner and audited by the Associate Dean (Assessment) to ensure accuracy and completeness.

8.3. The following points are additional for students registered on a Pearson awards:

8.3.1. Students' final results and certification claims will be submitted to Pearson via [www.edexcelonline.com](http://www.edexcelonline.com) after these have been first marked, internally verified and confirmed by the Progression and Awards Board (PAB), and where

necessary, signed off for certification by the External Examiner or Standards Verifier.

- 8.3.2. After receiving the certificates from Pearson, the Registry Services Team will audit each award against the verified assessment results published after the PAB to ensure that accuracy and completeness have been maintained.

## **9. Information Manual**

- 9.1. The Entries and Information Manual is published by Pearson each year and provides detailed information for Exams Officers about registration and certification procedures for all Pearson programmes. This can be found at the following address: <http://qualifications.pearson.com/en/support/support-topics/centre-administration/information-manual.html>

## **10. Monitoring and Review**

- 10.1. This policy may be amended by GBS at any time. For any queries related to the monitoring and review of this policy, please contact [asqo@globalbanking.ac.uk](mailto:asqo@globalbanking.ac.uk).

## **11. Data Protection and Confidentiality**

- 11.1. GBS is registered with the Information Commissioner's Office as a Data Controller. Details of the School's registration are published on the [Information Commissioners website](#). GBS as a Data Controller shall implement appropriate technical and organisational measures to ensure that processing of personal information is performed in accordance with the UK General Data Protection Regulations (UK GDPR) and under the Data Protection Act 2018 (DPA).
- 11.2. By submitting an appeal, students are agreeing that GBS can process, use, and share information it contains to enable the appeal to be considered. Information may also be shared with relevant people to facilitate actions and recommendations after investigation. For Data Protection purposes and compliance matters, please contact [dpa@globalbanking.ac.uk](mailto:dpa@globalbanking.ac.uk).
- 11.3. All documentation relating to Registration, Entry and Certification will be kept confidential and shall be disclosed only to those persons who have a right to the information by virtue of their role.

## **12. Alternative Format**

12.1. This policy can be provided in alternative formats (including large print, audio and electronic) upon request. For further information, or to make a request, please contact the Academic Standards and Quality Office at [asqo@globalbanking.ac.uk](mailto:asqo@globalbanking.ac.uk).