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GBS Registration, Entry and Certification Policy

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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 Admissions Policy
- GBS Recognition of Prior Learning Policy
- GBS Student Code of Conduct
- GBS Student Complaints Policy and Procedure
- GBS Student Charter
- GBS Student Conduct 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 Policy for late registration, and late certification on withdrawn and expired Pearson qualifications, Accessed online at: [Late requests for awards | Pearson qualifications](#)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	Error! Bookmark not defined.
4. Roles and Responsibilities	6
5. Registration Procedure	7
6. Certification Procedure	8
7. Procedures	9
8. Certificate claims and Auditing Procedure.....	10
9. Information Manual	10
10. Monitoring and Review	11
11. Data Protection and Confidentiality	11
12. Alternative Format	11

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 delivered by GBS and the award of Pearson credit. 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. Scope

- 2.1. 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.

3. Purpose

- 3.1. The purpose of this policy is to provide information about registration, entry and certification procedures for GBS students.
- 3.2. For students registered on Pearson programmes, further aims are to:
 - 3.2.1. Ensure that processes are in place to register students on the correct programme within agreed timescales.
 - 3.2.2. Ensure that valid student certificates are claimed within agreed timescales.
 - 3.2.3. 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.
 - 3.2.4. Ensure that accurate, up to date and auditable centre BTEC registration, achievement and certification records are maintained with Pearson.

2.1.2. Ensure that these records are kept in accordance with Pearson requirements and the GBS Document Retention Scheme.

3.3. In order to do this, for students registered on Pearson programmes, GBS will:

- 3.3.1 Register each learner within the awarding body requirements.
- 3.3.2 Register each learner on the appropriate programme code, before any summative assessment activity is completed.
- 3.3.3 Provide a mechanism for programme teams to check the accuracy of learner registrations.
- 3.3.4 Make each learner aware of their registration status.
- 3.3.5 Inform the awarding body of withdrawals, transfers or changes to learner details.
- 3.3.6 Ensure that certificate claims are timely and based solely on internally verified assessment records.
- 3.3.7 Audit certificate claims made to the awarding body.
- 3.3.8 Audit the certificates received from the awarding body to ensure accuracy and completeness.
- 3.3.9 Keep all records safely and securely in accordance with the GBS Document Retention Scheme.

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 Academic Services Team is responsible for ensuring that student details held, including those held by Pearson, are accurate.
- 4.1.3. The Faculty senior management 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 Academic Registrar is 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. New students are invited to attend in-person enrolment where relevant documents are checked. Student details are confirmed via the GBS Student Records System (Thesis). Academic Services register new students onto the relevant modules for that year of study after the conclusion of the Cancellation period.
- 5.1.2. Student Attendance is confirmed with the Student Loan Company where relevant by the Student Finance Team for Pearson programmes, and with the partner university for all other programmes delivered by GBS.
- 5.1.3. The Academic 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 new students joining a programme of study will be fully enrolled as soon as all verification checks are completed and they are in attendance in timetabled classes. Returning students will be confirmed as Fully Enrolled upon confirmation of their attendance in timetabled classes and either, completion of Partner Registration, or, the completion and return of enrolment form for Pearson students.

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

- 5.2.1. Before Student Registration on Edexcel Online, checks must take place to ensure any registration limits stipulated by Pearson are not exceeded.
- 5.2.2. Student Registration on Edexcel Online takes place within 30 days of Programme start date.
- 5.2.3. Student Details are updated in Thesis with their unique Edexcel Registration Number and the student is provided with the registration number via email.

5.3. Temporary pauses to Registration (Interruption of Studies)

- 5.2. An interruption of study (IoS) involves taking a complete break from study for an agreed period of time, normally a period of one academic year to return at the same point in time to remain in their original cohort for SLC compliance reasons..
- 5.3. Applying for an interruption of study:

- (a) Pearson students only: in writing to the Registry team (HNDstudentrecords@globalbanking.ac.uk), detailing the reasons for applying and the intended date to return to study;
 - (b) Non-Pearson students: in writing and in accordance with the process specified by the relevant awarding body
- 5.4. Students will receive a written response to their GBS email account (and their personal email where one is recorded) within 10 working days for Pearson students, and in accordance with the process specified by the awarding body for all other students. Until the student has received approval of an interruption of studies, they continue to be considered an active student for regulatory purposes.
- 5.5. Any extensions to the one academic year of interruption must be by written approval of the Academic Registrar and is also subject to approval by the partner university for students other than Pearson. No student can have a period of interruption of study for longer than 2 years consecutively or have any interruption of study which would take them beyond the maximum period of registration.
- 5.6. Prior to the anticipated return to study date, Academic Services will make contact with the students to support their return to study. If a student does not return to study and does not engage with GBS they will be withdrawn from study.

6. Certification Procedure

- 6.1. GBS Certification procedures are as follows:
- 6.1.1. Student results are only confirmed when they have been ratified at the relevant Progression and Awards Board.
 - 6.1.2. The Certificate is scanned and the Academic Services Team will keep a copy in accordance with the GBS Document Retention Scheme, which is stored on the Academic Registry SharePoint site.
 - 6.1.3. Once certificates have been received and checked, students will be contacted and asked to confirm their postal address. Students are sent an email confirming the certificate has been posted and giving them the Royal Mail tracking number.
- 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 nominated members of the Academic Services Team claim 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. Keep all records safely and securely in accordance with the GBS Document Retention Scheme.

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

- 7.2.1 Register each student with 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.

7.3. Transfer

- 7.3.1. Students registered on Pearson programmes can transfer their registration and achievement to date between providers.

7.4. Withdrawal

Please refer to the Student Attendance, Engagement and Withdrawals Policy

7.5. Certification

- 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 GBS Exams Officer with the Academic Services Team. 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. After the Progression and Awards Board all results are entered into Edexcel Online.
 - 7.6.3. Certification and Unit Claims will be considered in line with relevant regulations.

8. Auditing Procedure – Pearson students only

- 8.1. This process is undertaken by the Academic 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.
 - 8.1.1. Students' final results and certification claims will be submitted to Pearson via www.edexcelonline.com after these have been first marked, internally verified and confirmed by the Progression and Awards Board (PAB),
 - 8.1.2. After receiving the certificates from Pearson, the Academic 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 the Governance Team at governance@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 dpo@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 Governance Team at governance@globalbanking.ac.uk.