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

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[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 Policy for late registration, and late certification on withdrawn and expired Pearson qualifications, Accessed online at: [Late requests for awards | Pearson qualifications](#)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.

## Contents

1. Introduction.....	5
2. Purpose .....	5
3. Scope .....	6
4. Roles and Responsibilities .....	6
5. Registration Procedure .....	7
6. Certification Procedure .....	8
7. Procedures .....	8
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 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 p

- 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.



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, GBS will make contact with the student 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 unit results are confirmed at the Progression and Awards Board



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

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.

## 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 [asgo@globalbanking.ac.uk](mailto:asgo@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 [asgo@globalbanking.ac.uk](mailto:asgo@globalbanking.ac.uk).