



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 Policy for late registration, and late certification on withdrawn and expired Pearson qualifications, Accessed online at: [Late requests for awards | Pearson qualifications](#)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

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- 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 registration, transfer, withdrawal

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,

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.

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.

11. Data Protection and Confidentiality

- 11.1. GBS is registered with [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.
- 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.