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GBS Registration, Entry and Certification Policy

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Document title

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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.

5.

- 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**

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 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 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.
- 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.