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Malta**

## **GBS Learner Recruitment, Registration and Certification Policy**

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**Version Control**

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<b>Related policies</b>
<ul style="list-style-type: none"> <li>• GBS Student Complaints Policy and Procedure</li> <li>▪ GBS Student Charter</li> <li>▪ GBS Student Code of Conduct</li> <li>▪ GBS Equality and Diversity Policy</li> <li>▪ GBS Extenuating Circumstances Policy and Procedure</li> <li>▪ GBS Good Academic Practice and Academic Malpractice Policy</li> <li>▪ GBS Admissions Policy</li> </ul>
<b>External Reference</b>
N/A

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## **GBS HE Malta Limited Learner Recruitment, Registration and Certification Policy**

### **1. Policy Statement**

1.1 Learner recruitment, registration and certification procedures are in place to enable GBS HE Malta Limited to comply with the registration and certification requirements of our awarding body and prevent inaccurate or false registrations, external assessment entries or certification.

### **2. Scope**

2.1 The aim of the policy is to:

- Ensure that learners will be recruited onto qualifications that will benefit them, that will meet their aims and aspirations and that they have the capability and opportunity to achieve.
- Ensure that individual students are registered on the correct programme with agreed timescales.
- Ensure that valid student certificates are claimed within the timescales specified by the awarding body.
- Ensure that individual learner registration and certificate claims are accurate and secure.
- Construct an accessible audit trail to ensure that student registration and certification claims can be tracked to the certificate, which is issued for each student.

2.2 In order to do this, GBS will:

- Recruit learners with integrity.
- Register each learner within the awarding body requirements.
- Provide a mechanism for programme teams to check the accuracy of learner registrations and external assessment entries.
- Make each learner aware of their registration status.
- Inform the awarding body of withdrawals, transfers, or changes to learner details.
- Ensure that certificate claims are timely and based solely on internally verified assessment records.
- Audit certificate claims made to the awarding body.
- Audit the certificates received from the awarding body to ensure accuracy and completeness.
- Keep all records safely and securely for three years post certification.

### **3. Recruitment**

3.1 Before recruiting learners onto a qualification, GBS will check that all learners:

- Meet the eligibility criteria that is set.
- Understand that the programme they are recruited on leads to a nationally recognised qualification and that this meets their needs and aspirations.
- Understand the requirements of the qualification they will be undertaking, including how they will be assessed and the need to adhere to academic requirements such as referencing.
- Be given the correct information and advice on their selected qualification.

Have language skills that meet the required level for the assessment.

- Understand what options are available to help them successfully meet the assessment requirements for example, using evidence from previous learning and experience or whether learners with disabilities and/or long-term health conditions will require reasonable adjustments to meet the assessment requirements.

#### 4. Registration

4.1 GBS will register each student within the awarding body requirements and provide a mechanism for programme teams to check the accuracy of the student registration. All learners undertaking Bath Spa University qualifications, must be registered prior to the awarding bodies set deadline in the first year of the qualification.

4.2 The registration process is as follows:

- Within two weeks of the first year of the qualification, all confirmed student list to be forwarded to the Examination Officer by the relevant Programme Leader.
- The Examination Officer is to register the students through the appropriate means.
- Confirmation of registration to be obtained by the Examinations Officer.
- GBS will make each learner aware of their registration status. Once the relevant Programme Leader has checked the accuracy of the entries, the learners are to be provided with confirmation of their entry. If there are any inaccuracies, the student should inform their programme leader, who will then liaise with the Examination Officer to correct any errors, as appropriate.

4.3 GBS will inform the awarding body (Bath Spa University) of withdrawals, transfers, or changes to student’s details.

4.4 GBS will inform the awarding body where any reasonable adjustments or special consideration can be applied for individual students.

#### 5. Certification

5.1 Before GBS can claim certification for any learner, the following must be completed:

- a) The learner must have completed all the necessary components for the programme.
- b) Any outstanding Internal Verification procedures must have been carried out.

5.2 The process for claiming leader certification is as follows:

The below timeline describes the process for the issue of physical certificates and relates to students completing all summative assessment by the first agreed deadline.	
Award stage	Anticipated timeline
All work due for completion of year/ programme is submitted by the student by the final deadline date set.	

The Programme Leader oversees the marking of assessments and internal moderation/verification of grading.	All activities must take place prior to Assessment Board.
The Programme Leader(s) liaises with the Bath Spa University appointed External Examiners in order that sampling of summative assessment, grading decisions and internal moderation/verification takes place.	
The Programme Leader submits all confirmed grades to the Assessment Board.	
The Assessment Board takes place to ratify final grades, exemptions, and final outcomes / awards / progression.	
GBS submits transcript of grades and outcomes agreed at Assessment Board to its Examination Officer.	Within 1 week following assessment board
Examination Officer process grades electronically.	Within 2 weeks of receipt of Assessment Board transcripts.
Bath Spa University confirm award and send certificate to the campus students are registered at.	This stage is beyond the control of GBS.
Programme Leader/Programme Administrator to check student names on certificates and notifies the Examination Officer if errors found.	Within 1 week
Programme Administrator checks if student has completed Exit Survey.	Within 1 week
GBS Librarian to check if student has returned books.	Within 1 week
IT to check if student has returned laptop.	Within 1 week
Finance Team to check if student has paid all tuition fees.	Within 2 weeks
GBS to issue certificates to students.	Within 4-6 weeks of receipt of certificates from Bath Spa University

## 6. Record Keeping

6.1 GBS will keep all records safely and securely for 3 years post certification.

## 7. Audit

7.1 GBS is to review the implementation of the above procedures for recruitment, registration, and certification at key points throughout the academic year.

8.1 As part of the internal verification process, claims will be sampled to prevent fraudulent or inaccurate claims. Where any inaccurate, early/late, and fraudulent registrations or certification claims are discovered, the Examination Officer will report this to the CEO to instigate malpractice procedures and report to Bath Spa University.

## **9. Monitoring and Review**

9.1 This policy may be amended by GBS at any time.

## **10. Alternative Format**

10.1 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:

- **Name:** Student Welfare Management Team
- **Position:** Student Welfare Officer/Manager