

## REGISTRATION POLICY

### Individual Learners on the VLE

It is the policy of The Business School (UK) Ltd that all learners who are enrolled for a qualification programme will be registered with the relevant awarding organisation based on the following:

1. For those paying by monthly instalment, registration will take place only after 4 payments have been received; OR 1 assignment has been submitted.
2. For those who pay in full, registration will take place, ideally, within 6 weeks of payment receipt and clearance. It should be noted that where employers are invoiced for learner provision, access to the VLE is not allowed until full payment is received and cleared.
3. For those who pay by module, registration will take place only when 1 full module payment has been received and cleared.

All registrations are dependent on learners' completing the necessary declarations and updating their profile to provide relevant information. If profiles are not completed within three months of enrolment, learners will be suspended.

Registration details include full names, email addresses, dates of birth, ethnicity and disability declarations, employment details, in line with Awarding Organisation requirements. The company has a Data Protection Policy in place and is registered with the Information Commissioners Office (Registration Reference ZA215562), and is GDPR compliant. The Privacy Notice is available on our VLE.

### COURSES ON THE VLE

It is the policy of The Business School (UK) Ltd that all learners on a course on the VLE will be registered in accordance with payment schedules agreed and as above.

ELCAS courses via the VLE – learners will be registered in accordance with the general principles above and will be deemed to have paid in full once their personal contribution is received and cleared, the CAN has been received and invoices raised to fund the ELC have been paid in full.

For those learners working through our VLE, accounts are set up using personal email addresses, user names and passwords, and communication is through the messaging system within that VLE. Learners are required to log in at every event – multi-factor authentication (MFA) is required.

Learners can only access learning material, assessment materials, feedback and results from their own log-in, using MFA.

Learners access to their course will be withdrawn up to one month after the given period of the course – information on this can be found on the Course Information within the course or on the Briefing Information on our website at [www.thebusinessschool.uk.com](http://www.thebusinessschool.uk.com)

Learners access to their course will be suspended if no activity, participation or log-on has taken place for a period of 3 months. If learners wish to open up their access again, please contact us on [training@thebusinessschool.uk.com](mailto:training@thebusinessschool.uk.com) or call on 0116 367 4858. We are aware that learners experience work challenges, operational commitments and personal circumstances may require them to take a break from learning and we will make all endeavours to accommodate these within the course time periods.

## **COURSES – FACE TO FACE**

It is the policy of The Business School (UK) Ltd that all learners on a course delivered on a face to face or blended basis – in other words, who represent a cohort for a specific programme/client – will be registered in accordance with payment schedules agreed. This is likely to be a % upfront invoice of the whole programme and once receipt and clearance of this, the learners will be registered accordingly, and normally prior to any attendance on a face to face element.

For ELCAS-funded courses on a face to face basis – all learners will be registered at the start of the course, following completion of registration forms during induction (normally within 7 days). This will include the registration of a personal email address and only work sent from these specific email addresses is accepted as authentic learner work. In addition, signatures are added to mark-sheets and assignment submission. These learners will be deemed to have paid in full once their personal contribution is received and cleared, the CAN has been received and invoices raised to fund the ELC have been paid in full. It should be noted that registration will take place immediately after induction to ensure access to assessment, materials and external quality assurance leading to certification.

## **LEARNER WORK RETENTION**

Learner work is retained for a period up to six years and is backed up within the VLE on the Amazon Web Server in the UK. Learner work is analysed for annual course review and standardisation in line with Awarding Organisation requirements and relevant TBS policies and procedures.

## **REGISTRATION EXTENSION**

All learners should endeavour to complete their course with three months to spare at the end of their enrolment period to account for quality assurance and certification purposes.

Awarding Organisations have strict policies regarding extension to registration, which must be based on extenuating circumstances and with evidence provided. The following will apply:

1. Requests for extensions to registration periods must be received at least six months prior to the end of the period.
2. Learners must have successfully completed at least 50% of their course
3. Extension periods will be agreed with us, and there will be no opportunity for additional extensions.
4. Work commitments will not generally be accepted as a reason for extension.
5. Requests for registration extension must be in writing to [training@thebusinessschool.uk.com](mailto:training@thebusinessschool.uk.com) and contain an indication of how long the extension required is.