

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:

For those paying by monthly instalment, registration will take place only after 2 payments have been received; OR 1 assignment has been submitted.

For those who pay in full, registration will take place 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.

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 the above conditions have been met, two monthly email reminders will be sent to learners to update their profile.

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 – 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

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programme and once receipt and clearance of this, the learners will be registered accordingly.

ELCAS courses via the VLE – learners will be registered in accordance with the general principles above.

For those learners working through our Virtual Learning Environment, 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.

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.

ELCAS 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.

LEARNER WORK RETENTION

Learner work is retained for a period up to six years and is backed up on our Office 365 Exchange server and within the VLE on the Amazon Web Server. Learner work is analysed for annual course review and standardisation (see below), in line with Awarding Organisation requirements.