



UK COLLEGE  
OF BUSINESS AND COMPUTING

## Student Registration Policy and Procedure

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## Introduction

UKCBC is fully committed to accuracy and consistency within the management of student data as demonstrated throughout its registration documentation with various awarding bodies. This document serves to guide the handling and management of student data and ultimately the certification of award where the student has achieved the relevant criteria. All data will be treated as sensitive throughout its processing and therefore the strictest levels of confidentiality will be observed

## Links to QAA Quality Code

This document is designed to underpin the process of registering students with the awarding bodies who will ultimately quality assure and certificate the qualification the student is studying. In doing so it takes reference from the Quality Code expectation **Part C** and **Indicator 7**

*Higher education providers set out their arrangements for managing academic standards and quality assurance and enhancement and describe the data and information used to support its implementation, and maintain records (by type and category) of all arrangements for delivering higher education with others that are subject to a formal agreement. **Part C***

## Links to other policies

The remainder of this policy will relate to the management of student data as it relates to Awarding Body registration process and regulations. UKCBC recommends that this policy and procedure is understood in the context of the wider maintenance of Student Data and Student engagement and particularly in relation to the following policies:

- Data Protection and Confidentiality Policy
- Student Certification Policy
- Student Code of Conduct and Charter
- Attendance and Punctuality Policy

## Scope and definition of Student Registration

Registering students with awarding bodies is the process of recording key biometric data in association with the details of the qualification being studied and the date that studies commenced. The details of this process may vary dependent on the awarding body of the qualification, however the process will be executed following close regard to personal data confidentiality. Throughout UKCBC, systems have been designed to ensure accuracy whilst confirming eligibility and genuine student commitment.

Records of student data are maintained on UKCBC Student Management System and can be processed through digital or paper-based registration processes. Where relevant, student biometric data will be maintained securely for 3 years after certification in line with awarding body requirements.

## Process of Student Registration

UKCBC recognises that the relationship with the student is jointly maintained by the awarding body based on the data provided by the college. It is in the best interests of the student, the awarding body and the college that the student's commitment to study and attendance are closely monitored in the early stages data are maintained on UKCBC Student Management System and can be processed through digital or paper-based registration processes. Where relevant, student biometric data will be maintained securely for 3 years after certification in line with awarding body requirements.

The process of registration is launched from the point where lessons are scheduled to commence at the start of a semester/academic year (not when students start attending). UKCBC has adopted the policy of registering the students with the awarding body who meet the academic standards and adhere to minimum 90% of attendance at the time of registration. Attendance is monitored thoroughly throughout the year, however it is particularly relevant during the initial stages of the new academic year. UKCBC recognises its significant responsibility to ensure all registered students are fully committed to their studies across the period of registration, resulting in credible progression and completion rates as required by HEFCE, Department for Business, Energy and Industrial Strategy and Pearson.

The head of administration reviews the list of students to be registered, considering attendance and engagement within the class setting over the first 30 days since start of teaching. The list of students with acceptable attendance and engagement are then uploaded to the Awarding Body Registration system. This includes relevant biometric data, qualification details and of course.

Receipt of registered students are provided by the awarding body including awarding body specific student identification numbers. These details are checked for accuracy and entered into the Student Management System for future utilisation and ensure a satisfactory student tracking, audit and achievement mechanism.

Registration plays a key role as only the registered learners with the awarding body are given access to the e-Learning and this is the key platform towards academic practices such as access to teaching material, assessment both formative and summative and towards coordination and communication.

The Head of Administration, in coordination with the Quality Nominee regularly monitors inactive or dis-engaged learners during the 30 day interval and also following awarding body registration. In all cases the college will endeavour to motivate and encourage students to engage in their studies and the college community. Only in extreme cases will the college seek to terminate a student's registration with the awarding body.

If students initially display below standard attendance and engagement in the first 30 days, but improve significantly following college support and intervention, then UKCBC will register the students late recognising a late registration surcharge may be applicable.

## Process chart of Managing Student Registration on Pearson Programmes

