



# EDEN GLOBAL BUSINESS SCHOOL, EGBS

## REGISTRATION AND CERTIFICATION POLICY

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<b>LAST REVIEWED</b>	<b>:</b>	<b>AUGUST 2033</b>
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<b>REVIEWED BY</b>	<b>:</b>	<b>PRINCIPAL / QA</b>
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## **Registration and Certification Policy**

### **1 Aim**

- 1.1 To register individual learners to the correct programme within agreed time scales.
- 1.2 To claim valid learner certificates within agreed time scales.
- 1.3 To construct a secure, accurate and accessible audit trail to ensure that individual learner registration and certification claims can be tracked to the certificate which is issued for each learner.

### **2 . Implementation**

In order to achieve the above, the training provider will:

- 2.1 register each learner within the awarding body requirements.
- 2.2 provide a mechanism for programme teams to check the accuracy of learner registrations.
- 2.3 make each learner aware of their registration status.
- 2.4 inform the awarding body of withdrawals, transfers or changes to learner details.
- 2.5 ensure that certificate claims are timely and based solely on internally verified assessment records.
- 2.6 audit certificate claims made to the awarding body.
- 2.7 audit the certificates received from the awarding body to ensure accuracy and completeness.
- 2.8 keep all records safely and securely for three years post certification

This policy will be reviewed every 12 months.

