

# Learner Registration Policy and Procedures

## 1. Introduction

ABP is fully committed to accuracy and consistency within the management of learner data. This document serves to guide the handling and management of learner data and ultimately the certification of award where the learner 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.

## 2. Learner Registration: Definition and Process

### 2.1 Student Registration:

- 2.1.1 Registering students 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 depending on the qualification; however, the process will be executed following close regard to personal data confidentiality. Throughout ABP, systems have been designed to ensure accuracy whilst confirming eligibility and genuine learner commitment;
- 2.1.2 Records of learner data are maintained on ABP Learning Management System and can be processed through digital or paper-based registration processes. Where relevant, learner biometric data will be maintained securely for 3 years after certification in line with ABP's data protection policies.

### 2.2 Registration Process:

- 2.2.1 It is in the best interests of the learner and ABP that the learner's commitment to study and attendance are closely monitored in the early stages and such data are maintained on the ABP Learning Management System and can be processed through digital or paper-based registration processes. Where relevant, learner's biometric data will be maintained securely for 3 years after certification in line with ABP's data protection policies;
- 2.2.2 The process of registration is launched from the point where lessons are scheduled to commence at the start of a course of study toward a qualification;
- 2.2.3 Attendance is monitored thoroughly throughout the year, however it is particularly relevant during the initial stages of the new course of study. ABP recognises its significant responsibility to ensure all registered learners are fully committed to their studies across the period of registration, resulting in credible progression and completion rates;
- 2.2.4 The concerned Senior Officer reviews the list of learners to be registered, considering attendance and engagement within the class setting over the first 30 days since start of teaching;
- 2.2.5 Registration plays a key role as only the registered learners with ABP 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;
- 2.2.6 The concerned Senior Officer, in coordination with the Internal Quality Assessor regularly monitors inactive or dis-engaged learners during the 30 day interval. In all cases ABP will endeavour to motivate and encourage learners to engage in their studies and with other

learners in the class. Only in extreme cases will ABP seek to terminate a student's registration;

- 2.2.7 If learners initially display below standard attendance and engagement in the first 30 days, but improve significantly following ABP staff support and intervention, then ABP will register the students late. A late registration surcharge may be applicable.