



Delivering Your Learning Strategy.

GCA Course Close and Certification Policy

May 2019



Policy Statement

Course Closure Date

Courses will be closed for participation on the end date specified, depending on the duration of the courses. All activities and quizzes will be made inaccessible to participants after this date has passed (specifically midnight UAE time). Exceptions (for facilitated courses only) will be provided only if a participant has requested an extension from the facilitator or GCA based on a genuine reason. This reason will need to be validated by the GLO and line manager concerned. Course lessons and resources will be available in the course library for participants to access for their future reference.

Grading and Certification

Facilitated courses: When the course finishes, facilitators will take two days to finalise the grading. Only those who achieve 70% or more (and therefore pass the course) will have the option to download their certificate. In the case of extensions (again only based on prior notice and approval by line manager, GLO and GCA), assignments will be graded after course completion (which will also be timebound).

Self-paced courses: The course certificate will be available for download once the participant has completed the course (within the specified time period). All transcripts will be sent to GLOs by GCA after courses have been completed.