

Student Records System at iQualifyUK

At iQualifyUK, we use Vtiger CRM as our primary student records management system, supplemented by Excel-based backups to ensure data integrity and accessibility.

Primary System: Vtiger CRM

Vtiger is a cloud-based Customer Relationship Management (CRM) system that enables efficient student data management, academic tracking, and administrative automation.

Key Features of Vtiger for Student Records Management:

1. Comprehensive Student Profiles:
 - Centralized database storing personal details, enrollment history, academic progress, and communication logs.
2. Course and Enrollment Management:
 - Tracks student registrations, course enrollments, attendance, and academic performance.
3. Document Management:
 - Secure storage of student records, transcripts, certifications, and compliance-related documents.
4. Communication & Support Tracking:
 - Integrated email, SMS, and support ticketing system to manage student interactions.
5. Workflow Automation & Reminders:
 - Automated alerts for important deadlines, fee payments, academic milestones, and compliance checks.
6. Reporting & Analytics:
 - Generates detailed reports on student performance, retention rates, and engagement metrics.
7. Data Security & Compliance:
 - Ensures compliance with GDPR and other data protection regulations, with role-based access controls for sensitive information.

Backup System: Excel-Based Data Storage

In addition to Vtiger CRM, iQualifyUK maintains Excel-based backups of critical student data. This ensures data redundancy and accessibility in case of technical issues.

Key Aspects of Excel Backup System:

- Regular Data Exports: Periodic backups of student records from Vtiger to Excel.
- Structured Data Storage: Organized spreadsheets covering enrollment details, academic progress, and contact information.
- Security Measures: Restricted access to Excel backups to maintain data privacy and integrity.
- Manual Audits & Reconciliation: Regular cross-checking between Excel and Vtiger to ensure data accuracy.

By combining Vtiger CRM with Excel backups, iQualifyUK ensures that all student records are secure, well-organized, and easily retrievable, meeting the compliance and operational needs of the proposed partnership with BNU.



+44 (0)20 3743 1808



info@iqualifyuk.com

Head Office: 9 Hills Road, Cambridge, England, CB2 1GE

Campus: Queensgate Centre, Orsett Road, Grays, Thurrock, RM17 5DF

Registered in England and Wales. Company Registration Number: 8525590



Approval

Policy Owner: iQualifyUK

Approved By: Board of Directors

Approval Date: 21/1/2025



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