



# Admission POLICY

ACCULEARN TRAINING Limited  
T/A  
Cranbrook College

ACCULEARN

**Reviewed:** May 2019

Acculearn trading limited T/A Cranbrook College is committed to achieving an educational and working environment which provides equality of opportunity and freedom from discrimination on the grounds of race, colour, nationality, ethnic origin, gender, marital status, disability, religious or political beliefs, age, sexual orientation or social or economic background.

### **Introduction**

- ❖ This policy applies to the admission of all categories of students. All Admission Officers (i.e.- person responsible for admission) and others responsible for the selection of students are required to comply with this Policy.
- ❖ ACCULEARN is committed to fair and explicit procedures for the recruitment and admission of students which are implemented consistently.
- ❖ Applications are welcomed from students irrespective of background.
- ❖ Policies and practices for the recruitment and admission of students are designed to secure a good match between the abilities and aptitudes of students and the demands of the programme.
- ❖ The Training Centre aims to offer a supportive service to all applicants and prospective applicants, providing clear and helpful pre-entry information and advice to allow students to apply for a programme appropriate to their needs, interests and academic qualifications and potential.

### **Implementation**

- ❖ Awarding bodies are responsible for setting the entry criteria for their programmes. Decisions on applications are made by Admissions Tutors on behalf of the programme leaders. For all programmes, the selection process will take into account:
  - i. the student's potential to succeed in his or her chosen programme of study

- ii. actual or expected academic or professional qualifications and grades
  - iii. relevant work or other experience
  - iv. where appropriate an interview
  - v. qualifications in the use of the English language.
- ❖ Admissions decisions will be made as quickly as possible. However, where programmes attract large numbers of applications, there may inevitably be a delay, although every effort is made to keep this to a minimum.
  - ❖ In cases where the Training Centre is unable to offer an applicant's original choice of course, he/she is sign posted or referred to other credible institution. In some cases prospective student considers related programme.

#### Applicants with Disability and Additional Needs

- ❖ ACCULEARN is committed to achieving equal opportunities for all of its students and actively encourages potential students who may be disabled or who may have an additional need to make an application to study here. The Training Centre continues to ensure that disabled students meet their full academic potential and are not discriminated against either during the admissions process or in their subsequent time as students at the Training Centre by reason of being disabled or having an additional need.
- ❖ Students should ensure that they have sufficient information on which to base decisions about programme acceptance and necessary support. Whilst every effort will be made to accommodate an individual's needs for support, in exceptional circumstances it may not be possible to make reasonable adjustments to enable a programme to be accessed.

### **Entry Requirements for BTEC Firsts**

For learners who have recently been in education, the entry profile is likely to include one of the following:

- a BTEC Level 1 qualification in Business or a related vocational area

- a standard of literacy and numeracy supported by a general education equivalent to four GCSEs at grade D-G
- other related Level 1 qualifications
- related work experience.
- More mature learners may present a more varied profile of achievement that is likely to include experience of paid and/or unpaid employment.

### **Entry Requirements for BTEC Nationals and NVO**

For learners who have recently been in education, the profile is likely to include one of the following:

- a level 2 BTEC qualification in business or a related vocational area
- a standard of literacy and numeracy supported by a general education equivalent to four GCSEs at grade A\*-C
- other related level 2 qualifications
- related work experience.
- More mature learners may present a more varied profile of achievement that is likely to include experience of paid and/or unpaid employment.

### **Academic Sovereignty of Admission Process:**

At ACCULEARN we ensure the Academic sovereignty of admission process. The Admissions officers have the independence to turn down any recommendations to approve a student application under circumstances where all entry requirements are not satisfied. The integrity of the admissions process is evaluated at different stages and through different individuals

**Flow Chart of Responsibilities and Stages during Admission Process**

