Flow Chart of Admission Process

```
┌──────────┐      ┌──────────┐                          ┌──────────┐
│  First   │ ───> │  Need    │ ───────────────────────> │ Conduct  │
│ Contact  │      │ Analysis │                          │ Student  │
└──────────┘      └────┬─────┘                          │Interview │
                       │                                └────┬─────┘
                       v                                     │
                  ┌──────────┐      Satisfied                │       Not Satisfied
                  │ Signpost │                   ┌───────────┴──────────┐
                  │          │                   v                      v
                  │ Referral │            ┌────────────┐        ┌────────────────┐
                  └──────────┘            │Application │        │Signpost/Referral│
                                          └─────┬──────┘        └────────────────┘
```

First Contact → **Need Analysis** → **Conduct Student Interview**

Need Analysis → **Signpost / Referral**

Conduct Student Interview:
- Satisfied → **Application**
- Not Satisfied → **Signpost / Referral**

Satisfied

Application → **Initial Assessment**

Initial Assessment:
- → **Do Student File Checklist**
- → **Induction**
- → **Signpost / Referral**

Do Student File Checklist → **Enter into e-database** → **Save and file as appropriate** → **Review and update change of circumstance every term** → **Review and update change of circumstance every term** → **Assessment/ PROGRESSION**

Induction → **Course/ ALN** → **Learner Progress Review** → **Assessment/ PROGRESSION**