Student Recruitment and Admissions Policy and Procedure

Version V3.6

Student Recruitment and Admissions Policy and Procedure

1. Purpose

The purpose of this policy is to ensure that UKCBC's recruitment, selection, and admission process adhere to the principles of fair admission. They are transparent, reliable, valid, inclusive and underpinned by appropriate organisational structures and processes. The Student Recruitment policy envisages compliance to the regulations and standards of respective awarding organisations for the courses offered.

2. Definitions

Abbreviations and Acronyms

UKCBC	UK College of Business and Computing
RPEL	Recognition of Prior Experiential Learning
ULearn	The Virtual Learning Environment (VLE) and will support students through all aspects of their study.
Uconnect	An App that provides everything students need whilst studying with UKCBC.

Terms

Course Advisor
A member of the sales & marketing team who provides all relevant information to prospective students.

Recruitment
The recruitment team facilitate and initiate the students' application and enrolment process.

Admissions
The admissions team qualifies student eligibility, issue offer letters and facilitate with student enrolment process.

Learning outcomes
What the learner should know, understand or be able to do as a result of completing the unit.

Unit content
The unit content gives you the substance to devise and plan the programme of learning needed for the learning outcomes to be successfully achieved

3. Scope

This policy applies to:
- All prospective students
- UKCBC Management
- UKCBC Admissions
- UKCBC Student Services
- UKCBC Finance
- Department Programme Leaders

The following are affected by this policy:
- All potential students
- UKCBC Management
- UKCBC Admissions
- UKCBC Student Services
- UKCBC Finance

The following must understand this policy:
- All prospective students
- UKCBC Admissions
- UKCBC Student Services
- UKCBC Finance
- Department Programme Leaders

The Academic Dean has the ultimate executive responsibility for the effective development and implementation of the Student Recruitment Policy.

4. Policy Statement

A. Pre-admission

4.1. Offer impartial information advice and guidance to applicants.
4.2. Where possible, provide information to students with determination.
4.3. Alternative formats to assist in the enrolment process and ensure that all applications are dealt effectively and efficiently.
4.4. Provide information and assess learner supports that are needed in relation to:
- Student care
- Financial support
- Additional learning support
- Counselling and Career guidance support.
4.5. Provide clear and up to date programme specification
4.6. Ensure that any significant change in course arrangements (e.g. discontinuation, changes in content, cost or location) is communicated to the prospective student.

B. Admission

4.7. All full-time applicants and substantial part-time students will have an initial assessment to determine the appropriate level of study prior to enrolment.

4.8. Ensure that no student is treated less favourably on the grounds of disability, sexuality, gender, age and ethnicity.

4.9. Provide, as appropriate initial assessment.

4.10. Provide an environment which allows all potential applicants to declare whether they have a disability, in compliance with Equality and Diversity Policy.

4.11. Provide an environment which allows all potential applicants to disclose mental health issues and identify support requirements.

4.12. Ensure that all data collated during the admissions process will be confidential, as per the data protection policy and be stored no longer than necessary and shared on a need-to-know basis, prior to discussion with the individual student

4.13. Ensure that applicants are not admitted to the College unless their abilities, aptitudes and qualifications are commensurate with the requirements of the course.

4.14. Analyse the applicant's academic achievements, the spread of subjects studied, level of competence in any specific subject required for the course.

4.15. Ensure that students are not admitted to the College unless they agree to abide by the College rules of conduct as per the policies dictated in the Student Handbook and, if appropriate, individual learning agreement.

4.16. Facilitate Recognition of Prior Experiential Learning, particularly for mature students, based upon previous work experience, skills, aptitude, motivation and basic literacy and numeracy skills and, where appropriate, based on industry guidelines.

4.17. Reserve the right to refuse admission to potential students on the following grounds:
   a. Insufficient qualifications for the course or programme they have applied to join.
   b. the applicant has an unspent criminal conviction (which means that the College, in its reasonable opinion, considers that the applicant will endanger the College's duty of care to staff and students) or there are any other relevant issues.
   c. The applicant will endanger the College's duty of care to staff, and students as assessed through the College's Risk Assessment procedure.
   d. the applicant does not submit relevant identification documents such as passport and Emirates ID and other requirements
   e. Presentation of false documents or falsified documents to meet admission requirements

4.18. Reserve the right to refuse entry to a particular programme due to:
   a. Resource limitations
   b. Student numbers
   c. Course viability
   d. Location
   e. Deception or misrepresentation
   f. Outcome of a risk assessment and, where appropriate, will advise on an alternative programme of study.
   g. Specific physical, medical, social or curriculum needs which the college is not safely able to meet
   h. Suspected false documents submitted for admission

4.20 Provide unsuccessful applicants with a right of appeal which can be made within 10 working days from the notification of the application refusal and the appeals will be considered by a panel convened by the management, whose decision is final

4.21 Ensure that the head, staff and shareholders do not use their influence in the admission of the learners.

5. Student Recruitment Process
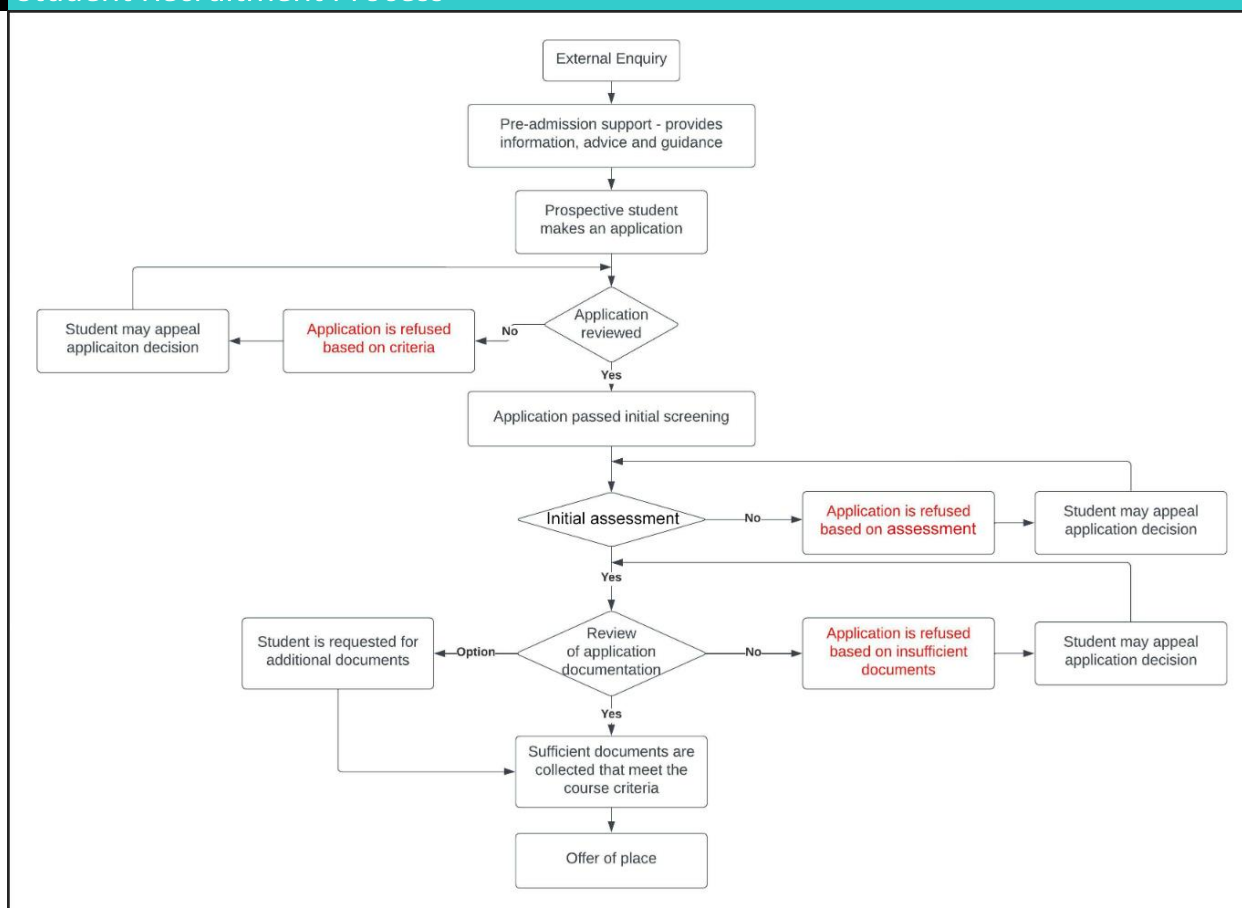
6. Admissions Procedure

Stage 1

Prospective students who are interested in studying with UKCBC can submit the enquiry or the pre-admissions support form to get more information about the courses that we provide. Their requests will be addressed by the admissions officers/advisors and will be provided with all relevant information, advice and guidance necessary for selecting the eligible course of their interest. The students are thoroughly briefed about the entry requirements for the course and evidence to be submitted to establish their eligibility of meeting entry requirements.

Stage 2

The students are required to apply either online through our website or make a paper application by submitting all the required documents as per the eligibility criteria set forth by the awarding body for the respective courses and with any additional information/evidence sought by the college.

The Eligibility Criteria of the awarding body is considered for admission and the comparison of the qualification level is made as per UAE regulatory requirements /UKNARIC recommendations and criteria. All student's documents are cross verified with originals and copies are filed in their respective files, in the form of soft copies and hard copies.

The students can apply for the course along with the following documents prior to the admission:
(a) Passport size photographs (recent)
(b) ID Proof [Copy of Passport/Emirates Identity Card/UAE Driving licence]
(c) Qualification documents (Authorised English translation required if the certificate(s) and the transcript(s) are in the native language)
(d) Work experience letter/reference from the employer/proof of self-employment for mature student
(e) English language ability evidenced by an English Placement Test (EPT) / assessment test conducted by the college
(f) Student visa/residence visa page
(g) Statement explaining the reason to study the selected course (Statement of Purpose) and
(h) CV

Stage 3

Students must complete initial assessment based on the courses they have applied for. Initial assessments are conducted to analyse their prior knowledge. For the courses under the awarding body Pearson, Students must provide evidence of their English language proficiency or complete the EPT conducted by the college, after the submission of all relevant documents as mentioned above. A Score of 50 % in English is essential. The English tests/ assessment is aimed to ensure that the students offered an admission have at least a CEFR B2 level of competency.

The college online assessments are approved by the Director of Studies of UK College of English (UKCE). Irrespective of the material submitted and by taking part in the initial assessment, all students are required to appear for the review process about the students' eligibility intentions to pursue the course, suitability etc. The students' certificates are verified by the staff and copies are obtained for documentation. The educational documents are cross verified with UKNARIC and / or reference checks are being made accordingly.

In cases where a student has been considered based on varied profile of achievement in the form of work experience/skills, they are required to demonstrate the same with supporting evidence from the employer.

In case of admission to ACCA the candidates are accepted to the course basis direct registration with ACCA by the student and the student has accepted the language of training as English. EPT / language test is not mandated based on the direct student registration with ACCA.

Stage 4

Students who fulfil the eligibility criteria will be issued with a *conditional offer of place*; and after the payment of their course fees, will be offered an *unconditional place* that leads to the enrolment on the selected programme.

The tuition fees can be paid through Bank Draft, or the payment can be made to our bank account (details in the offer letter). If the students are financially supported by any public funding bodies, or any other sponsorships, confirmation from the relevant body is required for the unconditional offer and enrolment.

Students can also seek assistance from our authorised student recruitment representatives for the submission of their applications to the college. Our marketing team works closely with these representatives, ensuring that they can provide valid information on courses, from the application procedure and admission deadlines. Students can contact our marketing team to confirm whether a representative is authorised by the college or not.

Those who apply directly to the college will be assisted by our course advisors from the marketing team. These advisors give the initial support to the applicants and guide them through the process by liaising with the admissions officers.

Post Admission Procedure

Once the applicant meets the requirements set forth by the awarding body as well as the college, they are offered a place that enables a smooth transition to become a current student. Upon acceptance of the offer letter, the student registration process in initiated and they are invited for induction. The induction enables the student an opportunity to meet their peers, to have guided tours organised by the student representatives and are also provided with all the relevant information, support and guidance on pastoral as well as academic support needs.

Induction programme includes a detailed Admin and Academic Induction. The admin side covers the details about the college, facilities, transportation and other support systems. During the academic induction, students are explained about the academic support facilities, ULearn, Uconnect, teaching and learning processes and assignments. Students are encouraged to introduce themselves to others and a few icebreakers are organised to make them comfortable and get familiar with the academic environment. The required consent forms are obtained from the students as per UKCBC Data protection policy and data sharing requirements from KHDA, DIAC and other regulatory / government bodies.

The College obtains student feedback on the Induction sessions. The feedback received from students are analysed and relevant actions for changes are initiated by the Head of Administration and shared with relevant departments.

The enrolment forms, the student files and all relevant documents will be analysed further and once it is established that the file is complete by meeting all the conditions as per the conditional offer letter, the students will be issued with identification cards and are enrolled for their teaching sessions.

The timetables for the respective scheduled classes will be handed over during the induction. Students attending their main course may be expected to attend additional workshops at different stages of their course, simultaneously with their main course of study, in order to develop their General, Academic or Business English communication skills.

> Documents used with reference to this procedure:
> 1. Enquiry and pre-admissions support form
> 2. Entry requirement check list
> 3. Application form
> 4. Copies of student documents
> 5. UKNARIC verification and proof of other related checks (if applicable)
> 6. Student assessment summary
> 7. Induction checklist

Procedures for the applicants who are returning to education

We encourage the applicants who are returning to education after employment. The applications from these aspirants will be considered against the standard entry criteria of the course that they are interested in; and demonstrating their suitability for the chosen course as per the Recognition of Prior Learning Policy.

As an ethical institution UKCBC recognise the importance of considering prior learning and will not force applicants to go through a course of learning when they already have the knowledge, understanding and competence to meet the
assessment criteria. The applicants are required to provide requisite evidence as well as a varied profile of achievement to meet the entry requirements, which could be in the form of relevant work experience. The applicants may also require demonstrating that they meet the required knowledge, understanding and skills by undertaking an assessment test within the subject area they are intending to study with us.

7. References

Title	Link
Equality and Diversity Policy and Procedure	
Information Advice and Guidance Policy	
Admissions Appeal Policy	
Student Registration and Certification Policy and Procedure	
Recognition of Prior Experiential Learning Policy	
QAA Quality Code	QAA Quality Code expectations Chapter B2

8. History of Versions

Version Number	Date	Link	Author	Comment or Reason for Modification
3.5	Aug 2018	Admissions Policy	NV/RFP	
	May 2018	Student Recruitment Policy		
3.6	Nov 2021	Admissions and Recruitment policies	SP	Merge the two to have a single policy
3.7	Aug 2022	Student Recruitment and Admissions Policy and Procedure	ST	Added clarity to some provisions