

Admissions policy

Applications are welcomed from prospective students who have met the entry requirements of a programme and therefore can participate in, and are motivated to succeed in further and higher education. Decisions about admitting students are taken on the basis of:

- Likelihood of success, as shown through past academic performance;
- Motivation, as mentioned in the personal statement;
- Assessment of prior attainment, according to the specifications of the awarding body;
- Potential to benefit from participation in the programme.

The college treats all personal information of staff and students confidentially and has adopted a 'Personal Information Policy', to comply with the Data Protection Act 1998.

The college is committed to treating all applicants fairly and in this regard has adopted an 'Equal Opportunities Policy'. Prospective students should also be aware of our 'Health and Safety Policy'.

Please read the 'Fair Processing Notice'

Applicants are required to mention any unspent (as defined by the Rehabilitation of Offenders Act 1974) relevant criminal convictions that they may have, such that the application can be assessed on an individual basis.

Please inform us during the application process about any help that you are likely to require, so that the college can assess what additional support may be needed.

General Goals of Admissions Team

The admissions team exist to facilitate the enrolment of students into the college's programmes.

- Provide accurate information about the options available to prospective students, as well as information about fees, accommodation, facilities etc.
- Respond to student enquiries within one working day.
- Advise prospective and existing students of additional support options, academic, pastoral or financial.
- Monitor the marketing efforts of the college.

Initial Application Procedure

1. College 'Application Form' received by the Admissions Team. Acknowledgment letter sent within 48 hours. Letter will include an up-to-date brochure of the programme applied for, with a copy of the Agent's code of conduct. Letter will inform applicant that anything that an agent may have informed them about, which is not mentioned in the brochure, may not be

correct and that they should seek confirmation from the college if unsure.

2. Applicant details entered onto database.
3. Basic check of programme entry criteria and applicant's qualifications.
 - a. If entry criteria have been met, email sent to applicant requesting copies of supporting documents. Documents which are not in English should be translated to the English language and then certified.
 - After documents have been checked, an offer letter is sent advising applicant of the further enrolment procedure.
 - If the applicant requires a visa to enter the UK, the applicant is sent a letter advising them to make an initial deposit payment. Once such payment is received then a Confirmation of Acceptance to Study (CAS) letter can be issued. Applicant is advised to bring original supporting documents with them when they travel.
 - b. If entry criteria have not been met, the applicant is informed of this and offered alternative more appropriate options, if available.
4. If application is for an online course, then the applicant may be advised to send supporting documents by courier to the college for checking. The applications team will promptly return the documents by courier to the applicant.
5. Where applicable, the applicant's original documents are seen by college staff and are visually checked as to whether they appear genuine. The awarding body will be contacted to confirm whether the award and certificate are genuine.
6. The Admissions Team along with the Centre Manager and the Programme Director decides whether the applicant is offered a place. All new applications must be approved by the Centre Manager and the Programme Director initially, before an offer is made. The Centre Manager can request an interview or a further examination of the applicant's evidence. The Programme Director can also request an interview.

Enrolment Procedure

1. It is important that applicants are aware of what to expect of the college and that they do not carry any incorrect expectations. Therefore, when the applicant arrives at the college for enrolment, or sent an offer letter in the case of online students, they will be informed that anything that an agent may have informed them about, which is not mentioned in the brochure, may not be correct and that they should seek confirmation from the college if unsure. They will be asked whether they were told anything by an agent that does not appear in the brochure, for the purpose of monitoring the agent.
2. Admissions Team will update students of any relevant changes that may occur from the time of enrolment until the time when the course actually starts.
3. Students are not enrolled with the awarding body for their programme until the first payment has been made, according to the terms of their offer letter.
4. Students who are applying for Advanced Entry or 'Top-up' courses must be made aware of the awarding body's policies with regard to credit transfers and recognition of prior attainment.

- a. Furthermore, they must provide evidence of work undertaken as part of their previous award that they are hoping to get credit transfer for.
 - b. Such evidence will need to be more than the title of the module and the course handbook. Acceptable evidence will be exam scripts, submitted assignments, or class-notes.
 - c. All evidence will be reviewed by a member of the academic staff before a decision is made whether to make an application to the awarding body for credit transfer.
 - d. Credit transfer will only be possible for modules where evidence can be provided that more than 80% of the module's learning objectives have been met through prior study.
5. If a student decides to accept an offer of a place, then they will be informed of the induction and orientation process.
6. During the induction process students will be:
- Introduced to the 'Student Handbook' and programme specification for their chosen programme, all of which are available on the college website.
 - Informed about the programme's assessment methods and their weighting.
 - Informed about the complaints and appeals procedures of the college and the awarding body.
 - Informed about the unfair practice procedures of the college and the awarding body.
 - Informed that mitigating exceptional circumstances should be reported to course leaders before any college exam or verification boards sit to consider student attainment.

This policy should be read in conjunction with the 'Cancellation, Refunds and Charges Policy' of CTM.

This Policy is subject to annual review

Last reviewed: November 2013

Next review: November 2014

	Signature	Position
Reviewer		Principal
Content Checker		
Proof Reader		