



Admissions Policy

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Section A: Introduction

1 INTRODUCTION

- 1.1 The aim of this document is to outline policies adopted by Point Blank for Admissions.
- 1.2 Point Blank is accredited by Pearson/Edexcel and the admissions policy reflects the determination to enrol learners with integrity on the accredited courses run under the BTEC framework.
- 1.3 This policy is to be used for all admissions enquiries, accredited or otherwise, ensuring a fair and equal admissions procedure for all learners.
- 1.4 The admissions process is the responsibility of the Course Advisors who report to the Managing Director. These two roles form the Admissions Team. Admissions staff will be appropriately trained in Edexcel regulations.
- 1.5 Point Blank also recognises the benefits, to the School and to the wider community, of recruiting a diverse population of students and aims, in so doing, to ensure a wide participation.

2 COMMUNICATION OF THE POLICY

- 2.1 The Admissions Team are made fully aware of the contents of this statement/policy and its purpose at the 'pre-course' stage of all Point Blank programmes. The policy will be published on the Point Blank website two months ahead of an academic year.

3 REVIEW OF THE POLICY

- 3.1 The Company reviews the policy annually and may revise it as and when necessary in response to customer feedback, changes in Pearson/Edexcel practices or changes in legislation. Our review of the policy will ensure that our procedures continue to be consistent with the regulatory criteria and are applied properly and fairly in arriving at judgments.

Section B: Policy Statement

1 OUR STATEMENT TO LEARNERS

- 1.1 As a Pearson/Edexcel approved centre we ensure that the accredited qualification will suit your academic needs and be at an appropriate level for you, based on our published entry requirements.
- 1.2 All course admission enquires, accredited or otherwise, will be treated in accordance with the admissions policy.
- 1.3 Our admissions team will help guide you through our range of courses, helping you choose an appropriate course for you.

2 POLICY AND IMPLEMENTATION

- 2.1 Point Blank makes every effort to ensure that all learners are enrolled on an appropriate course in terms of academic level, course length, course cost and course intensity.
- 2.2 The admissions team conduct initial informal interviews with potential students to check their level of experience and qualifications ahead of advising on suitable courses.
- 2.3 The admissions team will clearly explain course costs and funding options available to students.
- 2.4 Point Blank will publish entry requirements clearly on their website alongside each accredited qualification.
- 2.5 Point Blank will take into account 'Recognition of Prior Learning' when assessing a student's suitability for a course.
- 2.6 Edexcel BTEC 'top-up' registrations will be used where applicable to allow students to progress onto larger BTEC programmes during the course of their studies at Point Blank.
- 2.7 The learner induction period and first month of the course will be used to ascertain whether a student is on the correct course at an appropriate academic level.
- 2.8 Where applicable, students deemed to be on an inappropriate course will be offered a transfer to a course that suits their needs.
- 2.9 Codes of admission practice will ensure that selection procedures are structured to operate efficiently and promptly having regard for the situation of each candidate. Formal interviews will normally only be offered to candidates for whom it is considered an interview is desirable.

- 2.10 Decisions on admissions of candidates with no qualifications will be based on recognition of prior learning and relevant experience.
- 2.11 If students with prior level 3 qualifications in the same, or similar, subject apply and request RPL for some learning outcomes then the Programme Leader and Head of Education will decide on the validity of the evidence
- 2.12 If a student has a prior BTEC qualification at a smaller size then the Programme Leader will use these previously achieved units towards the new, larger, BTEC qualification
- 2.13 The admission of international students will be undertaken in accordance with published national codes of practice and Home Office regulations.

Approval Given By: **Jules Brookes**

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