

CTC is committed to a fair, clear and explicit recruitment and admissions policy which encourages participation from all sectors of society in a manner consistent with our Equal Opportunities Policy and Disabilities and Discrimination Policy.

- All admissions will be administered centrally at our office, with consistency of guidance and implementation of appropriate procedures which will be handled and administered by admission and registration officer.
- Records of acceptable entry qualifications will be maintained and any application requiring analysis will be handled within external hard drive to avoid unnecessary delay
- Our promotional materials will be relevant, accurate and accessible and provide information for learners to make informed decisions about their options
- Clear selection policies will be administered fairly, consistently and efficiently, with due consideration to confidentiality and privacy

REGISTRATION AND ENROLMENT

- Potential learners may contact the Centre through email, telephone or by walking into the Centre.
- They can obtain details about the qualifications, eligibility criteria, benefits and features online study features, course fees, duration, career pathway, etc. This can be through web sites, brochures, or the Centre itself.
- When they are ready to enroll, they may complete and Application form. We then conduct a pre-enrolment check, whereby the main aim is to establish the identity of the learner. This can be performed through various modes, such as **Zoom or face-to-face** meetings. We also request identity documents (such as a passport or driving license), and previous academic credentials. We may also ask for referee details so that suitable reference and academic checks can be made. Any information related to disabilities is also ascertained at this stage so that suitable learning arrangements can be made.

- After the student pays the course fees, the student is sent a confirmation letter confirming his/her course details, start dates, course fees, etc.
- In the event of prospective students not fulfilling the requirements for acceptance, CTC will provide the relevant reasons for non-acceptance.
- CTC reserves the right to refuse an application from any student on the following (not limited) grounds:
 - o Documents that don't pass validity checks
 - o the general interests of the wider community of students and staff
 - o If a student is unable to meet the entry requirements for the course

APPEALS AND COMPLAINTS CONCERNING THE RECRUITMENT, SELECTION AND ADMISSION PROCESS

a) Appeals

Students may appeal against the admission decision; this may apply particularly where a prospective student's application has been rejected. CTC will acknowledge the appeal against an admission decision and would aim to respond within 5 working days. This process is handled by the training Team.

b) Complaints

Prospective or existing students may make a complaint about the recruitment, selection and admission process by filling up the complaints form. The form should be completed in full and e-mail

Ali@Cordoba.Center who is the CEO Of Cordoba Training Center.

APPLICANTS WITH SPECIAL NEEDS/DISABILITIES

Applicants with disabilities and/or additional learning needs are considered on the same academic grounds as all other applicants. Prospective students will be requested to self-declare such needs while filling up the application form.

ADMISSIONS POLICY

RECOGNITION OF PRIOR LEARNING

CTC also makes provision for prospective students to evidence prior learning and for this to be recognized.