



## Policies and Procedures

Operations Department

**Admissions Policy and Procedure**

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## Admissions Policy and Procedure

### 1. Admission

To be eligible for admission to a programme of study at Future Focus Ltd, the candidate must satisfy the eligibility criteria for entry to the particular programme of study as indicated on the website.

### 2. Course participants

#### **Regular Course Participants**

Eligible students who have satisfied the entry requirements.

#### **Probationary Course Participants**

This refers to prospective students, who at the time of application for a qualification, are still awaiting results listed under the general entry requirements listed on the website. Students will be required to provide proof that they are awaiting their final results.

Students must sign a *Risk Form* (annex). They must also provide proof of course completion before being eligible to apply for the final certificate.

Once a Probationary Course Participant obtains all the necessary general entry qualifications, they will be considered as Regular Course Participants.

### 3. EU/ EEA/ Home Applicants and International Applicants

Future Focus Ltd welcomes applications from worldwide learners. For the purpose of admissions, applicants from EU and EEA countries are considered as nationals. Learners from countries outside EU/EEA/Home are classified as international applicants. International course participants who intend to move to Malta for study reasons, for the duration of the programme, require an authorisation from Identity Malta in order to be able to study locally.

All applications can be made via the website ([www.futurefocus.com.mt](http://www.futurefocus.com.mt)) or in person (8, Triq l-Imħażen, Floriana).

Once an application is accepted, an *Acceptance Letter* is issued together with the relevant receipts as soon as payment is registered by Future Focus.

Students will be sent information on how to access the *Induction Session* prior to the date of the first session as stipulated in the *Acceptance Letter*. The Registrar can request further information or evidence as part of the admissions procedure.

#### **International students**

International Course Participants are sometimes referred to as 'Third Country Nationals (TCN)'

Applications from international students are assessed and an offer is issued. If the prospective student accepts the offer, a request for payment will be made and once this is received, a school enrolment letter will be issued as requested by *Identità*.

## 4. Recruitment and admissions

Future Focus Ltd is committed to the provision of timely, accurate and appropriate pre-entry information and support to prospective course participants. Information relating to the commencement date, main objectives, learning outcomes, MQF level, total hours of learning, number of ECTSs, teaching methodologies, coursework and assessment procedures can be found on the website. More detailed information will be provided during the Course Induction Session.

Future Focus Ltd is committed to providing a fair and efficient admissions service that admits prospective course participants irrespective of their background, age, disability, ethnicity (including race, colour and nationality), gender (including gender reassignment, marital status, pregnancy or maternity), religion, belief, sexual orientation (including civil partnership status). Applicants will not be disadvantaged in any way provided they have used this procedure. Future Focus Ltd is committed to the 5 key principles of Fair Admissions (Schwartz, 2004): transparency, minimising barriers to entry, selecting for merit, potential and diversity, professionalism and using assessment methods that are reliable and valid

Applications will be generally assessed on criteria specific to the course of study for which an application has been made and then on a first come first served basis. Prospective course participants are advised to check information on course specific entry requirements which are published on the website ([www.futurefocus.com.mt](http://www.futurefocus.com.mt))

## 5. Relevant documents

- [Course application](#)
- [Student agreement](#)
- [Student acceptance](#)
- [TCN](#)
- [Bank details](#)