



Policies and Procedures

Operations Department

Research Ethical Approval Policy

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Policy Approver	QAC	Revised Date	26/07/2024

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1. Admission Processes and Criteria

At Future Focus Ltd. implementation of the admission process takes place in a fair and just manner. In accordance with our Diversity/Equal Opportunities Policy, Future Focus grants fair access to all applicants. Future Focus is committed to a Policy of Equality and Diversity as per Chapter 456 of the Laws of Malta that respects the identity rights and values of each individual and opposes all direct and indirect discrimination within the organisation. We believe everyone is entitled to a working and learning environment that promotes dignity and respect. This commitment is reflective of good management.

At Future Focus, we allocate places on the basis of the published criteria. Each course will have an outline of the requisite entry requirements. In line with our Review of Applications Policy and Procedure, the applicant is asked to provide copies of his/her certificates and a copy of the CV. Proof of identification is also required. All such documents are filed and kept at the Centre. Together with the copy of ID card and copies of certificates, the applicant will fill in a student acceptance and an agreement form.

Prospective students are informed of their right of complaint as per our Complaints Policy and Procedure and also about their right to appeal a decision. The management reserves the right to refuse an application. The procedure is fully transparent and reasons shall be communicated to such applicants. Any applicant refused a place at the Centre has a right of appeal in line with Future Focus' Student Appeals Policy and Procedure.

The student is also made aware that Future Focus has in place a policy that underlines the Process for Withdrawal and which outlines the procedure should

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a qualification be withdrawn by either Future Focus or the accrediting body. In addition to this we have a procedure in place for student withdrawal. Future Focus takes all reasonable steps to protect the interests of students in the case of such a withdrawal. This will include taking all necessary steps to prevent centre or qualification approval from being withdrawn. We ensure full cooperation with the Awarding Body in cases where either the centre or the Awarding Body decides it needs to withdraw the Centre from its role in delivering a qualification. This co-operation will be provided whether the withdrawal is voluntary or via the application of sanctions.

2. Induction of Students

Future Focus offers students induction as the primary phase of the guidance and support services provided to students from before they join our Centre and this continues throughout their course. The induction process is explained within our Student Induction Policy and it aims to ease the transition to studying. The decision to start a course is an important one for the student, hence we place much significance on this choice. Here at Future Focus a prospective student is given guidance as to which course would best suit his/her needs in accordance with the particular desired pathway. Before a student is admitted, the student is given guidance with regards to entry requirements, which are discussed and ascertained so that the appropriate pathway is chosen. Success of the student is our ultimate aim, therefore, we ensure that this end may be accomplished.

The induction programme assists with:

- i. Confirming with the students that they have made the right choice of course.

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- ii. Initiating and progressing each student's personal study plan
- iii. Organising the study plan of the class as a team.

The student is given an Agreement Policy which is read and queries are addressed. The course is discussed and the outline is explained; duration of hours which must be dedicated to course work and placements is discussed with the student. The student is prepared for the commitment undertaken; attendance is mandatory and this is noted during classes on the attendance sheet.

Students are provided with all relevant and current information upon application. An Application Form and a Student Acceptance Form are read out and explicated during the induction session, duly filled and signed by the students, and filed. A copy of these forms together with a folder containing information about their chosen area of study is given to each student before the actual induction day, to allow for review. Before and during induction all students are provided with support and advice with particular reference to their course of study. This is a vital aspect of the induction programme, where the range of services on offer are made known to students and they are made aware of how they can obtain access to these.

Classes are held once a week. Students are informed about the importance of time management between classes. They are encouraged to create, and adhere to, a study schedule.

Assignments are given throughout the course to ascertain knowledge of study units covered. Sometimes there is also a final exam. To this end, students are advised to read their textbooks and to refer to other sources regarding the topics being discussed. Taking notes in classes is also encouraged.

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During the induction phase, students are introduced to the skills, knowledge and demands of their programme. They are also introduced and are made to feel comfortable with their classroom setting, so that students become accustomed to, and can feel part of the training Centre.

In effect, the induction session takes place as a foundation to the course and welcomes all students, by setting an introductory and friendly atmosphere, which will help familiarise the students with their surroundings and ensure that students are supported to prepare effectively to meet the demands of their chosen course/unit of study and eventual career path.