



Policies and Procedures

Operations Department

Review of Applications Procedure

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Review of Applications Procedure

1. Application by students

Submission of applications takes place within our Administration Office. The terms and conditions are explained, and the student is informed of all relevant policies and procedures which our Centre adheres with. An application form is filled and signed by the student. We attempt to make the application process student friendly, and their acceptance is confirmed at registration subject to conditions specified hereunder.

2. Processing of Applications

The application form is checked to ensure it has been properly filled in. A deposit is paid, and the student is given the option to pay the remaining balance by instalments. This payment agreement is signed, and a copy is given to the student.

Review of applications takes place on the day that they are submitted. Where all supporting documents have been submitted together with application, these are checked against the entry requirements of the particular course and then such registration is deemed to be complete and shall be filed within the course records.

The supporting documents required consist of:

- The student's CV
- A copy of the student's ID card
- Copies of original certificates as per the chosen course's requirements

Quality Assurance Policies and Procedures

Where such documents are not presented, the application form is kept in the “Pending Applications” file and cannot be processed. Where the student wishes to reserve a place within the course, a deposit is paid however acceptance is not confirmed until all pending documentation is presented as per the course entry requirements. Once the student comes back to us with all relevant documents, the application is processed in the regular manner.

As part of the entry requirements, students may be requested to undergo a proficiency test. The application may be filled in at this stage for reservation purposes however, acceptance is subject to the result obtained in the test.

3. Procedure following Application

Apart from filing hard copies of registration forms and applications, student details are inputted within our data system, outlining the student’s:

- Name
- Date of birth
- Address
- Phone number
- Email address
- Course applied for, and group number
- Name of workplace

Upon registration and acceptance, the student is given the date and time of commencement of course and is informed of an induction session that will take place at the start of lectures. Students wishing to pay the course in full can do so prior to the first session. Others may opt to pay the monthly instalment.

Quality Assurance Policies and Procedures

Whilst prospective students may have shown their interest in our Centre and may have expressed their wish for commitment when enquiring about courses, actual registration becomes effective upon formal and regular completion of application. Registration or reservation of places within courses cannot be done over the phone but must be duly held within our Administration Office.

Procedure to be followed by prospective students:

- i. Applications are to be filled in at our Administration Office.
- ii. You are conditionally admitted once you meet all the admission requirements.
- iii. Your application is checked and if all requirements are satisfied, it is confirmed.
- iv. You will receive a student number/course number
- v. If you have not submitted the required documents, you will be requested to do so in order to finalise your application.
- vi. Your application form is processed, filed and data is stored.
- vii. Any correspondence will be sent by email, however acceptance is confirmed on the day of registration.
- viii. You will need to leave a deposit and can opt for payment by instalments due on the first day of the course. Alternatively, you may pay in full the remaining balance.
- ix. You will be given your study material and timetable during the first lesson which will start with an induction session.