Recruitment and Admissions Policy

Overview
This policy and supporting procedures will apply to admissions to all programmes of study at Kilberry Computing Ltd. trading as iAccess. This policy sets out to define the minimum standards that all applicants can expect when seeking information, advice, guidance and enrolment at iAccess. To this effect, we recognise that this must be implemented through two closely related, but distinct areas: Recruitment and Admissions.

Rationale
iAccess is committed to supporting the education and training of the learners, and employees it is contracted to serve. As part of this commitment, we operate admissions in line with internal quality assurance, awarding bodies organisations requirements and procedures which seek to eliminate barriers to access through provision of high-quality advice and guidance.

Recruitment
In addition to having quality staff, it is fundamental that the recruitment of learners is conducted in such a way so as to maximise the opportunity for a learner to be able to apply, whilst ensuring that the academic standards expected are met. We approach this by accepting applications from as diverse a range of learners as possible to apply to the courses we offer, whilst maintaining the integrity of the educational standards set by iAccess and awarding organisations.

We are committed to ensuring that it recruits learners with integrity irrespective of their age, ethnicity, gender, sexual orientation or any other arbitrary diversity characteristic. It will make every effort to support learners who have special requirements by detailing the support available with their studies. The only prerequisite imposed is the ability of the candidate to satisfy the entry criteria for the course.

Promotion
iAccess aims to exploit varied avenues to promote and further our recognition in the wider community. The mechanisms outlined below represent the long-term goals of modes of promotion:

- Actively encouraging word-of-mouth promotion through learners
- Maintenance of an accurate and user-friendly website
- An active presence on social media (e.g. Facebook.)
- Presence at events intended for learner recruitment
- Conducting of our own targeted recruitment drives
- Development of Professional Relationships

We recognise that further development of professional relationships is a mechanism for improving the recognition and provision of services provided. It enables us to embed learning in a real-life context and add value to course provision.

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This involves the following:

- Developing mutually beneficial relationships with local businesses (e.g. advertising, discount schemes etc) enabling us to organise opportunities for professional development with their staff.
- Further develop positive relationships with accrediting bodies through regular participation at events and curricular feedback direct entry routes to a diverse audience and ensure that the entry requirements are met with integrity.
- Develop relationships with UK universities and recognition of our programmes as entry routes for their courses via direct entry, foundation schemes and top-up programmes.

Admissions Core Principles

- iAccess provides clear and effective information about all programmes to ensure that applicants make informed and appropriate choices;
- Provides applicants with access to detailed information about learning programmes, including entry criteria, programme content, assessment, specific programme requirements and progression/career opportunities as well as cost, fees and charges
- Provides effective advice and guidance services to underpin the admissions process,
- Ensure that, where an applicant's preferred programme is not available, or appropriate, the applicant is given advice about other institutions which may be able to provide a suitable programme.
- Agree and publishes clear procedures for all aspects of the admissions process

Admissions Conditions

- Applicants to iAccess courses will be required to meet the entry and other requirements for the courses, including those examining or validating bodies and third party partner organisations.
- Where a course is oversubscribed, there will be clear and objective criteria for admissions.
- Applicants will agree to pay programme course fees. They will be advised of costs and charges prior to enrolment (please refer to Payment and Refund policy and procedure).
- iAccess reserves the right to seek further or relevant information about a learner.
- Applicants will only be admitted if they agree to iAccess seeking, in certain circumstances, such necessary information. We may in certain situations prohibit admissions from the information gained.
- iAccess welcomes applications from learners with learning difficulties and/or disabilities. However, in specific circumstances, a learning difficulty or disability may prevent a learner from enrolling on a specific programme. In such cases, iAccess will provide advice and guidance in finding an alternative programme of study. iAccess will make reasonable adjustments to ensure support for any applicant with learning difficulties and/or disabilities to assist in the admission and enrolment process and in the progression and completion of studies.
- The applicant's age requirement will be determined by the programme(s) to which they are seeking enrolment.

Appeals procedure

Applicants who wish to appeal against a decision made regarding admission to an iAccess programme will have a right of appeal.
https://i-access.uk/wp-content/uploads/2021/08/Appeals-Policy.pdf

Equal opportunities

iAccess will ensure that its admissions arrangements operate within the spirit and letter of its Equality and Diversity Policy.
https://i-access.uk/wp-content/uploads/2021/08/Equality-Diversity-Policy.pdf

Resources

iAccess will ensure that within available resources, adequate staffing and equipment is available and deployed to provide recruitment and admissions processes to standards agreed within this policy framework.

Quality

The quality standards will be monitored and reviewed annually and modified where necessary. A summary of quality standards will be made available to staff and students.

Review

By Kilberry Computing Ltd. trading as iAccess Management Team annually
Admission Policy 0.2