

<b>Policy Name</b>	Admissions Policy
<b>Policy Code</b>	ETP 3.08
<b>Policy Author</b>	Head of Training & Quality
<b>Revision Number</b>	2
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<b>Expected Revision Date</b>	+2 Years

## 3.4 Admissions Policy

### 3.4.1 Admissions Policy Statement

Elevation Training operates an open admissions policy for learners who meet the entry requirements for Elevation Training programmes.

Elevation Training ensures:

- to provide full and comprehensive information and guidance in a professional and courteous manner
- inclusiveness and equality are central to Elevation Training admissions policy.
- to welcome a diverse range of applicants, do not discriminate and, in so far as is practicable, accommodate applicants who have specific needs.

Applicants who do not meet minimum entry requirements may be entitled to be considered based on professional experience, informal or non-formal learning.

Prior to admission, Elevation Training provides appropriate programme information to assist applicants in making an informed choice.

Elevation Training reserves the right of admission and may decide to modify, postpone or cancel learner admission at any time should the need arise.

If an applicant is not admitted, the applicant is informed of the reasons why their application was not successful. Unsuccessful applicants are entitled to appeal the decision not to admit them.

### 3.4.2 Scope

This policy applies to all applicants.

### 3.4.3 Who is responsible for implementing this policy?

The Programme and Compliance Manager is responsible for implementing this policy.

<b>Working Documents</b>
<a href="#">Recognition of Prior Learning Application Form</a>
Recognition of Prior Learning Procedure ( <a href="#">ETPR 3.07</a> )
<a href="#">Entry Requirements</a>
<a href="#">General Appeals Form</a>