

Admissions Policy

Version number 1.0

1. Purpose

- 1.1** Law Training Centre's Admissions Policy states its position on key matters relating to admissions in a clear and transparent way, seeking to minimise barriers for prospective learners. The policy is underpinned by appropriate institutional structures and processes and complies with relevant legislation.
- 1.2** Law Training Centre's Admissions Policy covers applications for places on all Law Training Centre programmes. Entry requirements vary according to the programme and level being studied and are available to students at enquiry stage. Law Training Centre follows its own admissions process which aims to ensure that all of its prospective learners have access to their chosen programme of study.
- 1.3** All information given to potential learners regarding their programme of study is easily accessible, clear, relevant and current and informative to ensure any prospective learners are able to make the correct choice of study consistent with any previous qualifications achieved, job roles and aspirations. The Law Training Centre support team will establish requirements and offer impartial advice and guidance to learners on the type of qualification and level of qualification most suited to their circumstances.
- 1.4** The Admissions Policy aims to:
- i.** Be clear and comprehensive.
 - ii.** Benefit the applicant experience and to influence recruitment, progression and retention.
 - iii.** Minimise barriers for all applicants.
 - iv.** Ensure that all staff involved with the admissions process comply with relevant legislation.

2. Scope

- 2.1** This policy applies to the admission of learners to any course offered by Law Training Centre.
- 2.2** Where a programme is validated by an awarding body then entrance is based on the requirements of that awarding body.
- 2.3** The policy is to provide information to potential learners and also to provide a framework for all staff involved in the admissions activity.

3. Equality of opportunity

- 3.1** Law Training Centre encourages and welcomes applications from all prospective learners and values the diversity of its learners. It aims to ensure that there is equality of opportunity for all applicants, regardless of nationality, age, gender, ethnicity, disability, sexuality, marital status, political or religious belief or other unjustifiable grounds.
- 3.2** Applicants with a disability or specific educational need are considered using the same entry requirements as for all other applicants. Disabilities or specific educational needs are captured on the enrolment form to enable Law Training Centre to make any reasonable adjustments, as necessary. Please see our Reasonable adjustments and special consideration policy for further information.

4. Entry requirements

- 4.1** Law Training Centre expects that learners will have the required knowledge and skills to study their programme of choice. For example, a learner wishing to study a Level 6 programme will need to have completed the relevant Level 4 qualification or have appropriate credits.

- 4.2** All current courses delivered by Law Training Centre have require that the applicant is aged 18 or over on the start date of their course.
- 4.3** Where a course is validated by a partner institution or other awarding body then course entry is based on the requirements of that body.
- 4.4** Entry requirements for course validated and awarded by Law Training Centre will be at the sole discretion of Law Training Centre when such courses are available.
- 4.5** Applications are assessed on an individual basis and admission to a Law Training Centre course is based on an assessment of the applicant's relative merits and abilities. The principal academic criterion for determining a candidate's suitability for admission to a course is that there is a reasonable expectation that he or she will be able to fulfil the learning outcomes of the programme and achieve the standard required for an award. Law Training Centre will look for evidence of academic achievement as well as personal and work/professional experience that provide an indication of ability to meet the academic demands and any professional requirements of the programme.
- 4.6** Applicants' application forms are normally treated as confidential and will only be used by Law Training Centre for the purpose of making a decision on admission. Law Training Centre reserves the right, however, to inform other relevant parties for the purposes of preventing fraud and impropriety e.g. Police, Home Office, UKVI.
- 4.7** Law Training Centre may, at its discretion, vary its standard offer, taking into account the individual circumstances of applicants and may, if it has just cause, withdraw any offer to study on one of its courses.

5. Accreditation of prior learning (APL)

- 5.1** Applicants to a course may be eligible for exemptions through the accreditation of prior learning. Exemptions are considered pre-enrolment by the Director of Strategy to ensure that the applicant is applying to enrol on the correct and most suitable programme and at the correct level.
- 5.2** Exemptions for previous studies are dependent upon the provision of accurate and relevant transcripts being provided to Law Training Centre. Exemptions from particular units must be agreed by the appropriate authority prior to completion of enrolment. Please see our Exemptions Policy for further information

6. Readmission to a course

- 6.1** A learner who has been previously withdrawn from a course, for any reason other than expulsion, may be considered for readmission to the same programme in exceptional circumstances and on a case by case basis, subject to a written case being made.
- 6.2** If a learner has part paid, Law Training Centre would consider allowing that payment as credit against current fees as long as the learner has not been away from study for longer than 6 months. Each case is considered on an individual basis.
- 6.3** Where readmission with credit for prior learning is sought, cases will be considered in accordance with the Law Training Centre's normal regulations with regard to exemptions as outlined in the Exemptions Policy.

7. Admissions process

- 7.1** The applicant should complete our online enrolment form which will be processed by our enrolment team within 2 working days.
- 7.2** On receipt, the completed enrolment form is checked and processed, and an invoice raised for the appropriate fees.
- 7.3** Once the fees have been paid and the terms and conditions accepted, the learner will be provided with access to the relevant online study materials within 2 working days. Study texts for some courses will be couriered to learners which could take up to 10 working days.
- 7.4** All invoices are due upon receipt. The invoice is correct at the time of issue. If our course fees change (including discounts, scholarships, or course content), we reserve the right to amend any invoices that are overdue in line with up to date courses and pricing.

- 7.5** If enrolment is not completed (e.g. outset fees not being paid), Law Training Centre will follow up with reminder emails or an email and a phone call.
- 7.6** Where an applicant believes that their application has not been dealt with fairly, appropriately or in accordance with Law Training Centre's policies, principles and procedures, they should first put their case in writing to info@ltkent.co.uk. If the matter cannot be resolved, then applicants should follow Law Training Centre's Complaints procedure set out in our Complaints Policy.

8. Monitoring

- 8.1** Data relating to student admission, progression and retention is gathered and analysed annually and used to inform programme teams through the annual monitoring process. This data is also provided to the regulators as required.
- 8.2** The Admissions Policy is reviewed by the Academic Board on an annual basis to ensure that the policy and process are fit for purpose.