



Admissions Policy

CIPD Enterprises Ltd (CIPD Training)

Qualification candidates

&

Short course delegates

Admissions Policy

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1 Introduction

- 1.1 For this policy to be a reality for qualification candidates and short-course delegates, it is important that they are enabled to make informed choices about the courses or training they follow. The purpose of this policy is to ensure that all applicants are considered for courses and training on a consistent basis and can access information, advice and guidance as appropriate.
- 1.2 The policy should be read in conjunction with other relevant CIPD Training (CIPDT) policies and procedures including the Candidate Agreement.

2 Commitment

- 2.1 CIPD Training encourages and welcomes applications from all prospective candidates and delegates. CIPDT celebrates and values the diversity of its candidates and believes it benefits from attracting candidates and delegates irrespective of their race, gender, gender identity, sexual orientation, disability, religious or philosophical belief, age, marital, parental status or socio-economic class.
- 2.2 CIPD Training will treat all enquirers and applicants with respect and dignity and seek to provide an admissions system free from discrimination ensuring equality of opportunity for all individuals seeking a place on a qualification programme or short course.
- 2.3 CIPD Training will recruit candidates and delegates with integrity, providing impartial information and advice to enable enquirers and applicants:
- to make appropriate choices in line with their previous experience, qualifications and career aspirations
 - To understand the opportunities for progression

3 Definitions and Scope

The Admissions Policy applies to all applications made to all qualification programmes and short courses at CIPD Training and will be reviewed on an annual basis

- 3.1 CIPD Training will provide initial assessment and advice to candidates to ensure they are placed on an appropriate programme

4 Roles and Responsibilities

- 4.1 Responsibility for the implementation and monitoring of the policy lies with the Centre Manager in conjunction with the Business and Market Development Director.
- 4.2 All staff and CIPDT associates with responsibility for any aspect of the admissions process, including but not limited to Customer Services team, Employer Engagement team, Tutors, Markers and Centre staff, are accountable for ensuring that applicants are dealt with in accordance with the principles set out in the policy.

5 Key Principles & Entry Requirements

- 5.1 General information, advice & guidance – pre enrolment

All potential candidates have the right to expect free, impartial and accurate information from CIPD Training about available qualification programmes and short courses, such as:

- teaching and learning facilities including resources, workshop information, information technology and other resources
- course offering and the qualifications they lead to
- entry criteria
- how courses are organised
- teaching and assessment requirements
- support available for candidates with disabilities, learning difficulties and/or medical conditions
- approximate costs of studying

5.2 Applications

All applicants for qualification programmes will be required to complete an Application form for Qualification approval (AQA) as part of their initial assessment. This may be followed up with a telephone call or email from CIPD Training to ascertain further information and ensure that an applicant has selected the most appropriate qualification commensurate with their skills, experience and motivation.

AQAs also provide an opportunity to identify;

- any previous experience or certificated learning that might be recognised through exemption, credit transfer or recognition of prior learning
- whether the qualification or assessment process is suitable for the candidate, and if not, what else might be appropriate
- any reasonable adjustments needed

Qualification candidates must also provide a 100 word supporting statement outlining reasons for application along with future career/academic goals.

5.3 Supporting statements are not required for non-accredited short courses

5.4 The CIPD Training website has up to date information on:

- how and when candidates can enrol
- how much they will need to pay
- course duration
- entry requirements

5.5 Candidate Support

CIPD Training will discuss and assess individual support needs during initial assessment so that wherever possible, reasonable adjustments can be made. Applicants are encouraged to disclose a disability, learning difficulty and / or medical condition to ensure that appropriate support can be planned and put in place before the qualification programme or short course begins.

Decisions on course suitability will be made independently of the process for identifying and meeting support needs and will be based on each applicant's capability, learning needs and employment goals.

5.6 Entry requirements

In general, the level of an individual programme will determine the entry requirements. Applicants will be informed of any specific requirements for a programme at an early stage in their application process. CIPD Training is responsible for setting its own entry criteria as set out below. However, it is important to note these are for **guidance only**.

Level	Prior qualifications expectation	Study skills expected	Professional role / experience expected
L3 Foundation	No formal requirement	Ability to study at L3 / 'A' Level	HR / L&D administrator, co-ordinator or other role with HR/L&D exposure
L5 Intermediate	No formal requirement	Ability to study at L5 / Foundation Degree (second year of an undergraduate degree)	HR / L&D manager, supervisor, consultant or other advisory role
L7 Advanced	Minimum L5 / Foundation Degree is beneficial	Ability to study at L7 / postgraduate degree level & ability to apply critical thinking and reasoning	HR / L&D senior consultant or manager with some strategic responsibility or experience

5.7 Confirmed places

The offer of a place on a CIPD Training programme of study will be subject to applicants:

- satisfying pre-course entry requirements, including completion of a supporting statement, booking by the published deadline and submitting evidence to support an application as required
- meeting programme-specific entry requirements of any qualification programme or short course and meet any other admissions criteria
- having arrangements in place to pay the relevant course fees
- being available for course dates

5.8 The offer of a place does not guarantee that the qualification programme or short course will run. Should a qualification programme or short course be cancelled, the applicant will be offered an alternative programme / course if appropriate and available, or a refund of any fees paid if no alternative is available.

5.9 Right to Refuse an Application or Enrolment

Under certain circumstances CIPD Training may reserve the right to refuse an application. Applications from prospective qualification candidates or short course delegates who fall into this category will be given full consideration before any such refusal.

5.10 CIPD Training reserve the right to refuse admission to any applicant who:

- is unable to meet entry requirements
- has needs which cannot be met by reasonable adjustments
- has a known history of high risk behaviour which poses a threat to the health and safety of themselves or other candidates or staff
- has previously been excluded from this or another training institution
- has previously attended a CIPD Training qualification programme and not completed courses, including assessments without good reason
- has previously been subject to CIPD Training Academic Misconduct or disciplinary procedure and not followed communicated outcomes
- has outstanding debts with CIPD Training
- provides false or misleading information on application or enrolment

The above list is indicative, and is neither exhaustive nor exclusive. CIPD Training reserve the right to make a final decision on whether or not to accept an application for study.

5.11 In the event CIPD Training offers a place and subsequently discovers that a candidate has falsified information or breached the candidate and delegate conduct policy, CIPD Training reserve the right, in line with CIPD Training's withdrawals policy, to withdraw an offer or place whether or not the qualification programme or short course has commenced.

5.12 Any applicant who is not accepted on to a qualification programme or short course will be notified and given reasons. Applicants who are not satisfied with the decision are advised to follow CIPD Training's Complaints procedure.

6 Monitoring

6.1 The monitoring process will be used to ensure that all applicants are treated fairly and equally

6.2 To measure progress, CIPD Training, in line with the General Data Protection Regulation will collect the following information;

- success and failure rates for admissions to programmes
- complaints by candidates / sponsors in relation to the admissions process
- candidate satisfaction surveys

7 Review

This policy will be reviewed annually and updated as necessary.

8 Breach of the Policy

CIPD Training takes seriously any instances of non-adherence to the policy. Any policy breaches will be investigated, and where appropriate, action will be considered.

9 Access to the Policy

The policy will be published on the CIPD Training website and on the CIPDT Virtual Learning Environment.

10 Reference to other policies, procedures and guidelines:

- CIPDT Academic Misconduct policy
- CIPDT Access to Assessment & Reasonable Adjustments policy
- CIPDT Assessment policy
- CIPDT Assessment Appeals policy
- CIPDT Attendance policy
- CIPDT Booking Terms & Conditions
- CIPDT Candidate Agreement
- CIPDT Candidate & Delegate Conduct policy
- CIPDT Complaints policy
- CIPDT Equality and Diversity policy
- CIPD Privacy policy
- CIPDT Withdrawals policy