



RAWDA COLLEGE

Rawda College Admission Policy

1. **Introduction:** This Admissions Policy outlines the procedures and guidelines for recruiting learners and assisting them in selecting the appropriate qualification at Rawda College, which delivers qualifications accredited by ATHE. The aim of this policy is to ensure that learners are recruited ethically and provided with the necessary support to make informed decisions about their qualifications.
2. **Recruitment Process:**
 - **Advertising and Promotion:** Rawda College will engage in transparent and accurate advertising and promotion of its courses through various channels, including the college website, social media, and printed materials. Information provided will include details about the range of qualifications offered, entry requirements, learning outcomes, and potential career paths.
 - **Information Sessions:** The college will organize information sessions for prospective learners to provide them with comprehensive information about the qualifications offered. These sessions will be conducted by qualified staff members who are knowledgeable about ATHE's specifications and entry criteria. The dates and venues of the upcoming sessions are available on the College's website.
 - **Rawda College has two intakes during each academic year:** in January and September. The current deadline for application is published on our homepage. Prospective learners will complete an application form, providing relevant personal and educational information. Applicants will be assessed against the minimum entry requirements as listed in the respective qualification specification. Rawda College will ensure that assessments are fair, unbiased, and based on ATHE's guidelines.
 - **Assessment of the learner's English skills** will be an important part of the recruitment process. With a strong emphasis on writing skills (as the ATHE qualifications require assignment-based assessment), learners must have an appropriate standard of English to enable them to access relevant resources and complete the unit assignments. The required level of English is specified in the respective ATHE Qualification Specification.



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- **Details of the assessment will be sent to the applicants within 10 working days** after the deadline for application. The initial assessment of the candidates will be completed within 20 working days, and decisions will be communicated to the candidates by email in 3 working days.

3. Enrollment:

- We have established a dedicated guidance and counseling team to assist our learners in selecting the appropriate qualification based on their academic background, career aspirations, and individual preferences. The guidance team will use ATHE's specifications and entry criteria as a foundation for their recommendations.
- Once a learner has received guidance and decided on a qualification, they will be enrolled in the chosen course. The enrolment process will involve signing the Learning Agreement, provision of a photographic ID, agreeing to the college's terms and conditions, and paying the applicable fees. The fee structure is available on request from the Registrar of Rawda College.
- **The College must register the learners with ATHE within 28 days of enrolment.**

4. Record Keeping:

- Rawda College will maintain accurate and up-to-date learner records in a secure electronic format. These records will include personal information, academic history, course details, assessment results, and any additional support provided to the learner.
- The College will adhere to all relevant data protection laws and regulations (including the Data Protection Act 2018 of the UK) to ensure the confidentiality and security of learner records. Access to learner data will be restricted to authorized personnel only.

5. Learner Induction Process:

- Rawda College will conduct a comprehensive induction program for all new learners. The program will:
 - Introduce learners to the college's facilities, support services, academic expectations, and code of conduct.
 - Provide detailed and practical academic writing sessions to ensure learners have a clear understanding and knowledge of referencing conventions, the importance and methods of authentic assignment writing, and the methods and



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consequences of plagiarism, including the use of AI-assisted tools.

- Provide an overview of the chosen qualification, including its structure, content, curriculum, assessment plan, and assessment methods.
- During the induction process, learners will be informed about the various support services available, such as academic tutoring, counseling, and accessibility accommodations. This information will empower learners to seek assistance as needed throughout their educational journey.

6. Policy Review:

- This policy will be reviewed annually to ensure its effectiveness and alignment with ATHE's specifications and any regulatory changes.
- Rawda College regularly collects feedback mechanisms from learners on the recruitment and qualification selection process. This feedback will be used to enhance the overall experience for future learners.
- By adhering to this Recruitment and Qualification Selection Policy, Rawda College is committed to providing a transparent, supportive, and effective recruitment process that assists learners in making informed decisions about their educational pathways and ensures their success in achieving their chosen qualifications.

Policy Version 1 was issued on 01/02/24 by Director of Education.

This policy is effective from 01/02/24

Next review is due on 31/01/25