

Admissions Policy

We recognise that the first vitally important step is ensuring that students can make an informed decision and enrol on the course which best meets their needs, ambitions, and abilities. This policy sets out our commitment to this.

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General Principles

Malta ICOM Educational aims to recruit with integrity and provide a high-quality educational experience for students. This policy is consistent with the Malta ICOM Educational Equality & Diversity Policy¹.

Malta ICOM Educational will apply the principles embedded in this policy statement to all learners, including full and part time.

Prospective students will receive:

- Accurate, up-to-date, and detailed information about course provision and additional services and facilities
- Appropriate information, advice, and guidance where necessary or requested, which will enable applicants to make informed decisions about their options
- Initial assessment, where appropriate, to assist in ensuring that students are enrolled on the correct level of course
- Access to clear entry criteria
- Induction to the course Malta ICOM Educational services and facilities upon enrolment
- Communications which are courteous, prompt, and clear

All decisions relating to admissions will be based on:

- Best interests of the applicant
- Impartiality
- Equality of opportunity
- Confidentiality and disclosure protocols
- Transparency
- Accessibility

All applicants will be invited to disclose additional support needs at application when having their one-to-one tutorial on enrolment. All such disclosures will be treated as confidential, and permission will be sought to pass relevant information to other appropriate members of staff.

Malta ICOM Educational will make every effort to provide reasonable adjustments to both services and curriculum delivery to meet the needs of students. Information disclosed will be used to enable access to our courses, not to discriminate. Our ability to make reasonable adjustments may be limited if permission is not granted to share information about any personal need.

Due to the practical nature of the course students are encouraged to disclose any disability at enrolment.

Applicants are required to select from a list of options as follows:

¹ Appendix 46. Equality and Diversity Policy and 47. Equality Objectives.

- No disability.
- A social/communication impairment such as
- Asperger's syndrome/other autistic spectrum disorder.
- Blindness or serious visual impairment uncorrected by glasses.
- Deafness or serious hearing impairment.
- A long-standing illness or health condition such as cancer, HIV, diabetes, chronic heart disease, or epilepsy.
- A mental health condition, such as depression, schizophrenia, or anxiety disorder.
- A specific learning difficulty, such as dyslexia, dyspraxia, or AD(H)D.
- A physical impairment or mobility issue, such as difficulty using arms, or using a wheelchair or crutches.
- A disability, impairment or medical condition that is not listed above.
- Two or more impairments and/or disabling medical conditions.

In the first instance, this information will help to establish whether any special arrangements might be needed to facilitate the selection process, and subsequently to open a dialogue with the applicant about needs and adjustments. These questions are based on the UK fitness to practice standards as there is no direct guidance yet set out by the Forum for Osteopathic Regulation in Europe (FORE).

Information, Advice & Guidance

Prospective students will receive accurate, current, and detailed information about courses which will be given impartially and without prejudice.

Course information will include:

- Course contents
- Entry requirements
- Mode of attendance
- Assessment procedures
- Qualification outcome
- Costs (of both course and any additional items, e.g., Specialist clothing, equipment or materials)
- Opportunities for work placement
- Progression routes
- Other information e.g., Residential visits

Malta ICOM Educational information will include:

- Malta ICOM Educational facilities, including Learning Resources
- Financial and welfare support
- Grants, benefits, or allowances to which learners may be entitled
- Additional learning support
- Accommodation
- Methods of payment

Information will be provided to the public through:

- Malta ICOM Educational Publications
- Malta ICOM Educational Website
- Open days/evenings, Taster Days
- Marketing and community activities.

Application and Interview

- Applications are administered by the Student Recruitment Director and the Student Recruitment and Progression Committee.
- All applicants who have applied by 31st January will be offered an interview for a place to study at Malta ICOM Educational. Applicants who apply after this date will be offered an interview if places on suitable courses are still available.
- To avoid discrimination there is a clear structure for each interview.
- Interviewers are expected to be prepared for their interviews and to be able to accommodate individual needs. Where necessary, and by arrangement, Malta ICOM Educational will provide; language interpretation, a communicator or other form of support which may be required.
- The interviewer will consider any available record of achievement, prior accreditation, credit transfer or reference.
- Applicants who require further advice or guidance following the interview or who are unlikely to meet the entry requirements, will be offered further advice with a view to finding an alternative course.
- When the course is full, and/or a waiting list is held or when the course has significantly changed, applicants will be informed immediately and given appropriate advice.
- Clear details of arrangements for enrolment and induction of new students will be communicated to successful applicants in a timely manner. This will include information on action to be taken if applicants do not achieve the results specified in the offer of a place.
- All information collated during the admissions procedures is regarded as confidential and will not be disclosed to other parties without the prior agreement of the applicant.
- All records will be stored securely in accordance with Malta ICOM Educational's Data Protection Policy.

Waiting List Criteria

- A waiting list is established when sufficient acceptances have been received such that if last year's conversion figure is applied, this year's target enrolment figure would be met.
- A conversion to waiting list letter is sent to those who have not yet accepted their offer of a place.
- Where a waiting list already exists, applicants invited to interview are informed that this is the case, either by phone or letter.
- When an offer on a waiting list has been made, a specific 'Waiting List' decision letter and acceptance form is sent to the applicant.
- Applicants are allocated a number on the waiting list dependent on the date of receipt of their written acceptance.
- The waiting list is capped at 20.

Decision

All decisions relating to admissions will be based on:

- Best interests of the applicant
- Impartiality
- Equality of opportunity
- Confidentiality & disclosure protocols
- Transparency
- Accessibility

- Decisions on applications are made based on potential to succeed, based on the abilities, aptitudes, skills, qualifications, and experiences of applicants. There should be no discrimination against any applicant.

- Clear, unambiguous decisions will be communicated to the applicant as soon as possible.

- Clear, detailed notes of the interview will be recorded on the Record of Interview (RoI).

Securing an Offer

Once an offer has been made applicants must return their Acceptance Form within 3 weeks of the date of the letter to secure their place.

Applicants who do not return their form may still be able to enrol at Malta ICOM Educational but a place on the programme is not guaranteed.

Assessment and Accreditation of Prior Learning

Prior Learning assessment is the responsibility of the Student Recruitment and Progression Committee. The applicant must provide a full transcript of any prior learning so that detailed mapping can be made by the committee. Students will be considered on merit, knowledge, and skill. Entry will be considered into year 2 or 3 only.

Enrolment

- Clear details and instructions will be available and communicated effectively to prospective students.
- Explicit information on fees/costs and methods of payment will be given to prospective students before enrolment.
- The enrolment process is planned and implemented in an effective and efficient manner to minimise inconvenience to the applicant.
- Sufficient and appropriate members of staff will be present during the main enrolment period to ensure prospective students receive full and accurate information and advice.
- There is a planned programme of inductions for late enrollers.

Monitoring and Review

To monitor and improve the advice and guidance process, Malta ICOM Educational will:

- Conduct regular surveys to gain feedback from enquirers, applicants, and students.
- Monitor and action plan any complaints received.
- Carry out self-assessment.
- Consider the effect of the Admissions Policy and entry criteria, when reviewing student success rates.

- Monitor changing patterns in the application market, availability of and demand for different modes of study and qualifications offered by applicants.
- As part of Equality and Diversity monitoring, compare the recruitment levels and success rates of applicants/students from minority and disadvantaged groups with those of the majority.
- Summarise and review data regarding applications, offers made and enrolments on a course-by-course basis to inform future recruitment strategy and curriculum development.

Roles & Responsibilities

- The Student Recruitment and Progression Team will be responsible for processing enquiries, full-time and part-time, applications and enrolments.
- Academic staff will assist the Student Recruitment and Progression Team where necessary/appropriate.
- Academic staff will provide accurate, updated information about their course, the numbers of offers to be made and the entry qualifications.
- All staff involved in the admissions process will offer places to applicants who they are confident will benefit from the course and achieve the standards required for success.
- Malta ICOM Educational will ensure, through training and staff development, that those staff involved in advice and recruitment are competent to carry out their roles and responsibilities.
- Malta ICOM Educational accepts that it is not possible to plan for every situation which might arise in the admissions process but strives to ensure that it provides a fair and equitable service to all prospective students.
- Malta ICOM Educational has policies and procedures² in place for responding to applicant complaints about the admissions process and will ensure that all members of staff involved in advice and guidance are familiar with these procedures.

² Appendix 57. Student complaints and grievance procedures and 49. Complaints procedure