ADMISSIONS POLICY

Policy Owner	**Compliance Manager**
Approved By	**Registrar**
Policy Date	**September 2023**
Review Date	**2 Years**

B-TIC

BUSINESS AND TECHNOLOGY INTERNATIONAL CAMPUS

Professionalism Simplified

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1.Introduction

B-TIC is highly responsible to maintain and improve the quality of the Qualifications delivery as per the standard and recommend of the Awarding Bodies.

We are fully committed to every compliance of all the agencies who regulate us thus we are highly dedicated in setting Policies with timely revisions to meet the regulatory requirements, assure the standards, guide and support Awarding Bodies and the Learners to achieve a world class learning experience.

2. Scope

This document is applicable for the following products:

B-TIC Campus   ☑

3. Audience

This document is for use by the following:
   a. B-TIC Staff
   b. Learners

Relevant Policies to be used in conjunction with,

1. B-TIC Appeal and Complaints Policy
2. B-TIC Academic Misconduct Policy
3. B-TIC Equality and Diversity Policy
4. B-TIC Glossary of Terms
5. B-TIC Reasonable Adjustment and Special Consideration Policy

4. Policy Statement

4.1 General

B-TIC operates an Admissions Policy which ensures equal opportunity that promote wider access to Higher Education to potential Learners.

B-TIC shall not have any admissions quota which advantage or disadvantage any group of Learners and B-TIC shall treat all Applicants with equal opportunity.

4.2 Standard Entry Requirement

Qualification	Formal Entry Qualification	English	Age (Years)
Level - 3	Level 2 Qualification	IELTS 5.0	16 Completed
Level - 4	Level 3 Qualification	IELTS 5.0	18 Completed
Level - 5	Level 4 Qualification	IELTS 5.0	18 Completed
Level - 6	Level 5 Qualification	IELTS 5.0	18 Completed
Level - 7	Level 6 Qualification	IELTS 5.0	21 Completed
Level - 8	Level 7 Qualification	IELTS 5.0	21 Completed

4.3 Admissions Criteria

Applicants should be able to meet the minimum entry Qualification, English, and age criteria as above.

Nonstandard Learners are given an opportunity to establish the entry Qualification via Life Experience Prior Learning through the following options,
    a. Challenge by Coursework/Exam
    b. Professional Discussion
    c. Prior Learning Portfolio Assessment set by B-TIC for admissions

The Applicant agrees to the Terms and Conditions of B-TIC at the time of accepting an offer of a place.

4.4 Applicants with a Disability and/or Additional Support Needs

Learners who have suffered educational hardship or disruption disabilities may receive Reasonable Adjustment or Special Consideration for admissions.

In the event that a candidate with a disability or additional support needs is deemed qualified and eligible for an offer of a place, B-TIC will contact the Applicant to discuss the additional support the Applicant is likely to require in order to manage their circumstances.

Applicants should be aware that in cases requiring physical works, it may not be possible to implement such adjustments in time for the beginning of the academic year for which the application has been made.

4.5 General Right to Refuse Admission

B-TIC reserves the right to reject an Applicant or withdraw any offer made based on Academic grounds or Applicant's behaviour during any part of the application process, if such behaviour is deemed to be unacceptable in accordance with B-TIC's Policy or any other relevant Policy of B-TIC or B-TIC values.

B-TIC reserves the right to refuse a place to an Applicant on the following grounds:
a. Where they have previously been excluded from B-TIC
b. Where there are outstanding debts to the organisation
c. Where information about the applicant is available concerning activities outside the law or the expression of beliefs which may pose a risk to others.
d. Where information given by the applicant is found to be falsified, misleading, or incomplete.
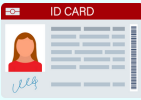
4.6 Learner Registration Error

Any error in Learner Registration should be notified within 10 working days.

The following errors should be rectified,
a. Name
b. Date of Birth
c. Address
d. Contact Details
e. Etc.

B-TIC shall correct the details within 10 working days.

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5. Process

1 — Interested Learner apply for the Qualification by filling the form online.

2 — On receipt of the application an automated acknowledgement email will be sent immediately.

3 — B-TIC will process the application, verify eligibility for entry in accordance with the Qualification.

4 — Nonstandard Learners are given an opportunity through Life Experience Prior Learning to establish eligibility if applicable.

5 — Eligible Applicants will have the Offer, Acceptance Form and Qualification Handbook.

6 — Learner signs the acceptance, keep a copy for their file and mail the acceptance to enrol for the Qualification.

7 — The Learner pays the registration fee to register and obtain the access to the LMS and Lecturers of the Qualification.

8 — B-TIC shall register the Learner with the Awarding Body within 28 days of the enrolment making the full Learner registration fee.

9 — Learners will receive their Unique Learner Number from the Awarding Body and access to B-TIC LMS from B-TIC.

Any error in Learner Registration should be notified within 10 working days.

End of Policy

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B-TIC has taken all effort to ensure that the Policy and information contained in this version of publication are true and accurate to the best of knowledge when published.

Disclaimer: However, Policies, Products and Services of B-TIC are subject to continuous learning and improvement frequently.Thus we reserve the right to improve the Policies, Products and Services accordingly. We cannot accept any responsibility for loss or damage of any nature upon the usage of this document.

Email- business@b-tic.org

Hotline: +44 7472 345331

www.b-tic.org