

# Admission policy and procedures

## Purpose

Logic Institute ensures that all learners, advisors and other interested parties have access to clear and definitive information about the process of applying to Logic Institute for enrolment in courses or programmes. This policy is designed to ensure that Logic Institute's practices in relation to the registration and enrolment process are correct and consistent and comply with any applicable regulatory requirements.

This policy has relevance prior to acceptance or non-acceptance of a learner's application for a course or programme as well as for an appeal related to non-acceptance.

All staff dealing in any way with admissions to Logic Institute are expected to be familiar with and to follow the processes mapped out in this policy. It is expected that all applications to Logic Institute will be handled professionally, responsibly and in line with our Quality Management System.

## Policy Statement

1. The Institute is committed to keeping the Admission Policy and Procedure transparent for learners and stakeholders. It is the intention of the Institute to ensure applicants have a realistic opportunity of succeeding in their course of study.
2. Where a course or programme has admission requirements, these will be published with the course or programme outline on the Institute's website.
3. Admission to internationally approved courses or programmes run by Logic Institute as an agent have requirements of a suitable level of English language. Applicants are required to provide evidence of their English language competency that satisfies the requirements of the international institute or are to sit an English language admission test.
4. In the case of local course or programmes, these are open to all applicants and there may not be any admission requirements stipulated by Logic Institute. However:
  - a. If a learner is sponsored by Tamkeen, then there is adoption of the requirements of Tamkeen that the learner's employment position or already acquired qualification is relevant to enrolment in the proposed course or programme.
  - b. If a course or programme has been customized to a client's needs, then the admission requirements will be at the client's discretion.
  - c. If an individual opts to enrol for a course or programme and pay for themselves rather than being sponsored by Tamkeen, then Logic Institute will review their suitability based on their resume or CV.
5. Admission tests and/or an admission interview will be prepared and scheduled should there be a requirement to assess for placement on a course or programme.
6. Following acceptance onto a course or programme a learner will be required to complete a Training Needs Analysis form which will be provided to the trainer as input to possible modification of the way learning will be facilitated.
7. Learners are given information at an induction session and in a handbook on how they can best succeed in their course of study.

8. The Institute will consider the adjustments required for learners with special needs to be supported.  
Refer to Special Needs policy.
9. Applicants may appeal an admission decision by submitting an Appeal Application Form within one week of receiving the notification that they have not been accepted.

#### General Requirements of Admission:

- Applicants must complete the Registration Form
- Submit the Curriculum Vitae "CV"
- Take the placement test, personal interview or any other form of the assessment (If applicable).
- Learners who have achieved or have been expelled from LOGIC are not allowed to re-register in the same program.
- Applicants with special needs will be subjected to the "Special Needs Policy"
- Applicants must be of good conduct.
- Applicants must fulfil other requirements set by regulatory bodies and accrediting bodies for which Logic acts as an agent.

*NOTE: Language competency is required according to the language of instruction of the specific program of study.*

#### Admission Procedure/process

Step	Responsible	Requirement	Outcome
<b>1. All Learners are required to fill the Registration form along with TNA form If required; learner will have to do a (Placement test) and/or personal interview</b>  Note: the form can be founded in our website <a href="http://www.logic-institute.net/student-zone">www.logic-institute.net/student-zone</a>	Learner	<ul style="list-style-type: none"> <li>- Registration form</li> <li>- TNA form</li> <li>- Course or programme outline</li> <li>- Learner document "Learner Identity card, Learner Highest qualification and Curriculum vitae/Resume."</li> <li>- If required; schedule/appoint for the placement test and/or personal interview</li> </ul>	Complete all the admission requirements.
<b>2. Process the registration form</b>	Sales and marketing team	<ul style="list-style-type: none"> <li>- Filled registration form along with filled TNA form</li> <li>- Learner document</li> </ul>	Within two working days complete the process of admission and signed the registration form with remark if learner will be got

			rejected.
<b>3. Inform Learner about the admission outcomes and the right to appeal</b>	Sales & Marketing Team	- Admission outcome letter.	The learner will be aware of the outcome of the admission and to right to appeal. <u>Refer to an admission appeal procedure</u> <b>Note:</b> if learner is not accepted; LOGIC will include Appeal Application Form with the admission outcome letter.
<b>4. Admission Document control</b>	Operation Team	- Create a learner folder in Institute server include all documents submitted by learner.	Archive the admission documents.
<b>5. Admission process quality assurance</b>	IV committee	- Periodic (semi-annually) review against the registration process.	Ensure the effectiveness of admission process and improve efficiency.

## Admission Appeal Procedure

Step	Responsible	Requirement	Outcome
<b>1. The learner is required to fill the Appeal Application Form</b> Note: the form can be founded in our website <a href="http://www.logic-institute.net/student-zone">www.logic-institute.net/student-zone</a>  Send the filled Appeal Application Form to <a href="mailto:appeal@logichrd.com">appeal@logichrd.com</a>	Learner	- Appeal Application Form	Complete the requirement of admission appeal.
<b>2. Send acknowledgement of receiving the</b>	IV committee coordinator	- Acknowledgement Letter/email of receiving	With one working day Learner aware of receiving the appeal application

admission request.	appeal			form
<b>3. Process the Appeal Application Form</b>		IV committee	<ul style="list-style-type: none"> <li>- The filled Appeal Application Form</li> <li>- Registration form and learner documents</li> <li>- Meeting with sales and marketing team</li> </ul>	<ul style="list-style-type: none"> <li>- Collect the information about learner from the sales and marketing team and the reason for rejected and find out the proofing.</li> </ul>
<b>4. Send the findings for the confirmation committee</b>		IV committee	Findings report	Complete the findings by IV committee
<b>5. Accept or reject the admission appeal request.</b>		Confirmation committee	Admission appeal findings report issued by IV committee	<p>If admission appeal request accepted by the confirmation committee; the learner will be informed and will be back to the normal process of admission.</p> <p>If admission appeal rejected by the confirmation committee, the learner will be informed within one working days.</p>

## Scope and Responsibilities

### Responsibilities

- Confirmation Committee
- IV Committee
- Sales and Marketing Team
- Operation Team

### Scope of application

- Systemized the admission and appeal process

## Relevant Documents

- Registration Form
- TNA Form
- Appeal Application Form
- Outcome Letter

## Key Dates

This policy will be reviewed every 3 years.

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First approved: 02 January 2019

Next review date: 02 July 2022