

Procedure to ensure candidates enrol in appropriate courses

1 General

- 1.1 Regal International College acknowledges the need for students to enrol in appropriate courses to gain qualifications that best meet their needs. The following procedures have been set in place to ensure that the needs of the students are consistently met.
- 1.2 The areas covered by the pre-course enrolment procedure includes
 - Initial application
 - Appraisal of the student's needs
 - Identifying entry requirements for chosen course
 - Verification of qualifications
 - References
 - Enrolment process
- 1.3 All related documents are obtained, processed and properly documented to assist the process of proper course selection of the candidates
- 1.4 The course co-ordinator ensures that all prospective students are informed of the closing dates for admission and the date by which completed application forms must reach the college office. Special consideration is given when external circumstances affect these issues.

2 Initial application

- 2.1 Students are required to use the initial application forms by obtaining the same by contacting the college, if local, or by downloading it via the Internet by visiting the website of the college.
- 2.2 Basic information such as candidate's name, address, contact phone number(s), course interested in etc are obtained.
- 2.3 Appointments are fixed to have either personal or telephone based interviews.

3 Appraisal of the student's needs

- 3.1 Staffs involved in doing the initial interview are usually lecturers who deliver the courses or the administrative staff who are well informed not only about the courses offered but also about employment prospects for candidates completing particular courses.
- 3.2 Necessary advice, suggestions and guidance is provided at this stage to ensure that the students are aware of the pros and cons of the choices offered/ made.

4 Identifying entry requirements for chosen course

- 4.1 Once the prospective course of study has been decided, careful analysis of the pre-set entry requirements for the course, which vary from course to course, are compared to the candidate's current qualifications.

- 4.2 When the candidates meet the required criteria the next step of verification of qualifications is taken up.
- 4.3 When the candidates fail to meet a particular criteria all attempts are made to analyse the skills and abilities of the candidate and to match them to the course requirements.
- 4.4 For non-native English speakers some evidence of English language competence is sought through their school level studies.
- 4.5 Administering a test and interview carries out assessment of oral and written skills in English, which are essential to pursue any course.
- 4.6 If the candidates do not have sufficient language skills, a short pre-course training is provided to help them acquire the necessary language competence.
- 4.7 An internal examination is given to assess this. Candidates are also strongly recommended to sit for an external examination.
- 4.8 All courses require the candidates to be 16 +.
- 4.9 Most courses require 2-3 GCSE scores or overseas equivalents. Clarification about suitability of alternative qualification can be obtained from the college.

5 Verification of qualifications

- 5.1 All qualifications required for entry into courses are usually verified.
- 5.2 For overseas qualifications often attestation by the concerned University, educational institutions or government bodies is sought.
- 5.3 References regarding prior work experience, if relevant to the course to be undertaken by the candidate, are usually taken up before formal admission.

6 Enrolment process

- 6.1 Upon satisfactory completion of the preceding steps and payment of the agreed fees the student is officially enrolled for a specific course.
- 6.2 Students are responsible to provide true information about themselves, their educational qualifications and so on.
- 6.3 Students are responsible for their attendance to lectures and completion of assignments and projects once enrolled.