



TYPE: POLICY AND PROCEDURE

SUBJECT: ADMISSIONS
REFERENCE: LWP02

DATE OF POLICY: 1st October, 2020

LAST REVIEWED:

APPROVED BY: Board of Directors

POLICY

REGISTRATION & ADMISSIONS POLICY

A. POLICY & SCOPE

Learning Works (LW) adopts a registration and admissions policy in order to ensure that associated processes are implemented consistently and in a transparent manner. The entry requirements for each programme guide Learning Works whether the candidate is eligible or not. Learning Works determines the selection criteria which are formulated and presented to the Malta Further and Higher Education Authority (MFHEA) during the programme accreditation process. Where further proof of eligibility of a candidate is required eg in the oral and written proficiency in English, an interview with the candidate where this proficiency is assessed.

B. ELIGIBILITY

Learning Works defines the entry requirements of respective programme and publishes this information on the public domain normally on the Institution's website www.learningworks.edu.mt. In order for students to be admitted and ultimately registered for the programme the eligibility criteria must be respected and include one (or a combination) of the following:

1. *Qualifications*

All qualifications are required to be pegged with the European Qualifications Framework in terms of programme level and total amount of credits. In the case of foreign qualifications, students are required to obtain an MQRIC statement from MFHEA in order to provide evidence that the eligibility criteria in terms of qualifications are met.

2. *Maturity Clause*

Learning Works does not apply a maturity clause. However, students who possess wide experience obtained at work or in other fields of activity may benefit for recognition of prior learning.

3. *Recognition of Prior Learning*

Students who request recognition of prior learning are required to provide evidence of their work experience and/or projects. This evidence is analysed on a case by case basis and is not an automatic criteria for eligibility.

4. *Verification of Student's identity*

As part of the admissions and registration policy, Learning Works ensures the identity of enrolled students by asking for their identification card and/or passport. Details within such documents are checked by an administrative officer at Learning Works to ascertain the veracity of identity of enrolled students during the process of admission at Learning Works.

Once enrolled a student is provided with the credentials to enable him/her to access the institution's VLE. These credentials are unique for every student.

All applications and admissions are handed by administrative team at Learning Works under the direction of the Executive Administrator. Students who are deemed to possess the required eligibility criteria are registered into the programme.

C. APPEALS

Students who are considered not to possess the required eligibility criteria are informed by Learning Works by means of an electronic communication. Students have the possibility to appeal decision by providing a written request to the Head of Institution. The decision of the Head of Institution on any cases of appeals is definite and final.

Charlo Bonnici
CEO