

Learner Recruitment Policy and Procedures

1. Introduction

ABP is committed to providing a clear and concise procedure confirming that applications are welcomed from all prospective applicants with the motivation to learn and the potential to succeed. We are committed to ensuring equality of opportunity for all individuals seeking a place on a programme, and will ensure that all applications are dealt with on an individual and contextual basis making reasonable adjustments where necessary.

This policy applies to ABP's Admissions team and its concerned Senior Officers.

2. Admission Requirements

2.1 Criteria for Admission

- 2.1.1 The applicant meets the specific entry requirements of a programme or course;
- 2.1.2 The applicant meets all other admissions criteria;
- 2.1.3 The applicant attends an orientation and completes the interview process, where required by a specific programme or course;
- 2.1.4 The applicant agrees to pay any fees required (admission is conditional upon the payment, or agreed arrangements for the payment, of any fees by the due date);
- 2.1.5 There are places available on the programme of study i.e. target numbers have not yet been met;
- 2.1.6 The applicant accepts the offer of a place within specified timescales;
- 2.1.7 The applicant agrees to ABP's Terms and Conditions at the time of accepting an offer of a place;
- 2.1.8 The applicant attends their designated Enrolment date, or proposed alternative ahead of the commencement of the academic year;
- 2.1.9 References that are satisfactory to ABP are received about the applicant;
- 2.1.10 Applicants under the age of 16 will not usually be permitted entry to a full-time course at ABP.

3. Right to Refuse an Applicant

Under certain circumstances the college may reserve the right to refuse a place to an applicant for the following reasons:

- Where there are convictions that have not been spent or can never become spent.
- Where they have previously been excluded from ABP or another education institution.
- Where there are outstanding debts to ABP.
- Where information about the applicant is available concerning activities outside the law or the expression of beliefs which may pose a risk to others.
- Where information given by the applicant is found to be falsified, misleading, or incomplete.

This is not an exhaustive list, and any applications from prospective students who may fall under this section will be given full consideration by the ABP's Admissions team in conjunction with the relevant Senior Officers of ABP.

ABP welcomes students with disabilities and learning difficulties, and they will not be refused a place on the grounds of their disability, unless under exceptional circumstances as defined under applicable laws in the Constitution of Bangladesh, where ABP is not able to reasonably meet learners needs.

Applicants who disclose a disability or learning need will be asked to make an appointment with a member of the Learning Support Team who will assess their needs and look at any reasonable adjustments that may need to be put in place.

4. Criminal Convictions

4.1 Where applicants have advised us of any criminal convictions the college will follow the process below:

- 4.1.1 Additional information will be requested on a form to be completed and returned;
- 4.1.2 Where necessary a risk assessment may be requested from a qualified professional source;
- 4.1.3 A decision not to admit an applicant due to unacceptable risk will be at the discretion of ABP's Admissions team.