

(NOTE: Throughout this document, THE TEACHER TRAINER LTD is referred to as TTT)

TTT POLICY DOCUMENT

Fair Access and Admissions Policy

Transparent, fair and equitable decisions about who can enrol on TTT qualifications.

Document Control

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Policy Owner	Phenil Mehta, Centre Manager
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Approved By	Phenil Mehta, Centre Manager
Classification	Public
Applies To	Prospective learners, sponsors, employers and TTT admissions staff

Fair Access and Admissions Policy

1. Purpose

This policy sets out how TTT makes decisions about who may enrol on its qualifications and short courses. It ensures that admissions are transparent, fair, equitable and lawful, that prospective learners receive accurate information before committing and that TTT meets its duties under the Equality Act 2010, the Consumer Contracts Regulations 2013 and the centre requirements of each Awarding Organisation with which TTT is registered.

2. Scope

This policy applies to:

- All prospective learners enquiring about or applying for any TTT qualification or short course
- Sponsors and employers funding enrolments
- TTT staff and associates involved in marketing, enquiries, enrolment and initial assessment
- All delivery modes, including fully online, blended and employer-cohort delivery

3. Definitions

The following terms carry the meanings given throughout this policy.

Admission	The decision by TTT that a prospective learner may enrol on a specified qualification or short course.
Entry Requirement	The minimum knowledge, qualification, experience or age requirement specified by TTT or the Awarding Organisation for a particular course.
Pre-Enrolment Information	The information TTT provides to a prospective learner before they commit to enrolment, sufficient for them to make an informed decision.
Initial Assessment	The process by which TTT identifies a prospective learner's starting point, prior learning and support needs, as set out in the Initial Assessment and Induction Policy.
Sponsor	An employer, public-sector body or other organisation paying for or authorising a learner's enrolment.
Licence to Practise	A qualification that, on certification, authorises the learner to perform a regulated activity. Admission to such qualifications may carry specific restrictions.

4. Policy Statement

TTT is committed to the following principles and commitments.

1. Admissions decisions are based solely on the ability of the prospective learner to benefit from the course, meet the published entry requirements and complete the qualification safely and successfully.

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2. No prospective learner is treated less favourably because of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex or sexual orientation (the nine protected characteristics under the Equality Act 2010).
 3. TTT publishes clear, accurate and accessible pre-enrolment information so every prospective learner can make an informed decision before committing.
 4. Reasonable adjustments are considered at enquiry and admission stages, in line with the Accessibility and Reasonable Adjustments Policy.
 5. Where TTT identifies during recruitment that a prospective learner is unlikely to be able to demonstrate attainment in all parts of the assessment, this is communicated clearly and the learner is supported to make an informed decision, in line with Ofqual's centre requirements.
 6. TTT complies with the Consumer Contracts Regulations 2013, ensuring pre-contractual information covers the nature of the service, price, delivery mode, duration and the 14-day right to cancel.
 7. Admissions decisions are documented, with reasons recorded and are subject to appeal under the Appeals Policy.
 8. Prospective learners' personal data is handled under the UK GDPR in line with the Data Protection Policy.

5. Pre-Enrolment Information

Before enrolment, TTT provides every prospective learner with:

- The title, level, credit value and Awarding Organisation of the qualification
- The course duration, commencement window and key deadlines
- Entry requirements and any prerequisite qualifications or experience
- Assessment methods, including any practical observation or examination requirements
- Delivery mode and the technical requirements for online participation
- Fees, payment terms and the 14-day right of cancellation
- The availability of reasonable adjustments and support
- Any restrictions relating to licence-to-practise qualifications
- The full Course Terms and Conditions and signposting to related policies

6. Entry Requirements

Entry requirements vary by qualification and are published in each course's pre-enrolment material. Typical requirements include:

- A minimum age, normally 19 for adult learner qualifications
- Occupational experience or access to a relevant role for vocational qualifications
- Level of English, mathematics and ICT sufficient to engage with study at the qualification level
- Any prerequisite qualification specified by the Awarding Organisation

- Where relevant, confirmation of a suitable practice environment for observation-based assessment

Where a prospective learner does not meet an entry requirement, TTT explains the reason in writing and signposts an alternative course, a preparatory study route or another appropriate provider.

7. Admissions Process

Stage	Activity
1. Enquiry	The prospective learner contacts TTT or submits an enquiry online. The Course Coordinator responds with pre-enrolment information and offers to answer questions.
2. Initial assessment discussion	Where required, a brief discussion with the Course Coordinator explores prior learning, support needs and course suitability (see the Initial Assessment and Induction Policy).
3. Admissions decision	TTT confirms the offer, places the application on hold pending information or declines. Decisions are communicated in writing with reasons.
4. Enrolment	On acceptance, payment terms are confirmed, LMS access is scheduled and induction is arranged in line with the Initial Assessment and Induction Policy.
5. Application	The prospective learner submits a completed Course Application Form, confirming identity, entry requirements met and any disclosed support needs.
6. Identity and eligibility check	TTT verifies identity using photographic ID and confirms that entry requirements are met.

8. Grounds for Declining or Deferring Admission

TTT may decline or defer an admission for one or more of the following reasons:

- The prospective learner does not meet the published entry requirements
- The course is not a suitable fit for the prospective learner's goals, prior learning or practical circumstances and an alternative cannot be agreed
- TTT cannot provide the reasonable adjustment required without compromising assessment validity and the prospective learner does not wish to proceed on alternative terms
- The prospective learner cannot provide acceptable identity verification
- A safeguarding or risk consideration makes admission inappropriate, in line with the Safeguarding and Prevent Duty Policy
- The prospective learner has previously been removed from TTT provision and the reasons for removal remain live

Decisions to decline or defer are taken by the Course Coordinator with the Centre Manager's authorisation where the case is non-standard. Reasons are documented and communicated in writing, with information about the right to appeal under the Appeals Policy.

9. Learners Aged 16 to 18

Where an Awarding Organisation permits enrolment of learners aged 16 to 18, TTT applies additional safeguards, including:

- Confirmation that the qualification specification permits this age group
- Parental or carer consent where required
- Safeguarding arrangements aligned to Keeping Children Safe in Education, under the Safeguarding and Prevent Duty Policy
- Adjustments to communication and delivery to reflect the learner's age and development

TTT's standard learner profile is adult (19 and over) and most qualifications are not offered to under-18s.

10. International and Overseas Learners

TTT welcomes enquiries from learners based outside the United Kingdom, subject to the following:

- The qualification specification and Awarding Organisation permit delivery to learners in the relevant jurisdiction
- The prospective learner has the English language level required for study
- Reasonable adjustments can be made for time-zone differences in live sessions where feasible
- The prospective learner understands that certificates are issued by UK Awarding Organisations and that recognition in the learner's home jurisdiction is the learner's responsibility
- Payments, refunds and currency risks are communicated clearly at enrolment

11. Sponsor and Employer Enrolments

Where a sponsor or employer funds a learner's enrolment, TTT retains the direct contractual and educational relationship with the learner. Sponsors receive administrative information (invoicing, registration confirmation, completion confirmation) but do not access the learner's assessment evidence, feedback or personal data without the learner's consent. Sponsor cohort arrangements are governed by a separate written agreement covering cohort dates, fees and any tailored delivery.

12. Reasonable Adjustments at Admissions Stage

A prospective learner may request a reasonable adjustment at enquiry or application. Requests are handled under the Accessibility and Reasonable Adjustments Policy. TTT explores adjustments proactively and does not decline an application because a reasonable adjustment is needed, unless the adjustment would compromise assessment validity and no alternative exists.

13. Roles and Responsibilities

Role	Responsibility
Centre Manager (Phenil Mehta)	Overall accountability for admissions; authorises non-standard decisions; reviews policy annually.
Course Coordinator	Handles enquiries; issues pre-enrolment information; processes applications; conducts identity checks; records decisions.
Course Tutor and Course Assessor	Advise on course fit where relevant; flag concerns arising from initial assessment.
Prospective learners	Provide accurate information; disclose support needs; engage honestly with the admissions process.

14. Records and Retention

TTT retains the following for a minimum of three years after the admissions decision or longer where the Awarding Organisation requires it:

- Application form and supporting documents
- Identity verification record
- Admissions decision and reasons
- Any reasonable adjustment discussions at application stage

Records are held securely in line with the Data Protection Policy and the Data Retention and Disposal Policy. Applications that do not proceed to enrolment are retained for a shorter period unless needed for an appeal or regulatory enquiry.

15. Right to Appeal

A prospective learner may appeal a decision to decline or defer admission under the Appeals Policy. The appeal must be submitted in writing within 14 calendar days of the decision. Pending the appeal, TTT does not process any further enrolment on the affected application.

16. Monitoring and Review

This policy is reviewed annually by the Centre Manager as part of TTT's self-evaluation process. Admissions data, including volumes, declines, deferrals and equality monitoring, is analysed annually to identify any systemic barriers to access. All outcomes are recorded in the Version History at Section 18.

17. Related Documents

This policy should be read alongside:

- Equality, Diversity and Inclusion Policy
- Accessibility and Reasonable Adjustments Policy
- Safeguarding and Prevent Duty Policy
- Initial Assessment and Induction Policy
- Recognition of Prior Learning (RPL) Policy
- Fees, Refunds and Cancellation Policy
- Course Terms and Conditions
- Complaints Policy
- Appeals Policy
- Data Protection and GDPR Policy

18. Version History

Version	Date	Author	Summary of Changes
1.0	22/04/2026	Phenil Mehta	A new standalone policy addressing the admissions end of the learner journey, complementing the Initial Assessment and Induction Policy. Aligned with Ofqual's centre recruitment requirements and the Equality Act 2010.

19. Approval

This policy has been reviewed and approved by the Centre Manager of TTT.

Phenil Mehta
Name

P Mehta
Signature

22/04/2026
Date