



Learner Recruitment and Admissions Policy

1. Purpose of the Policy

The purpose of this **Learner Recruitment and Admissions Policy** is to set out the framework and procedures by which DOMINO recruits and admits learners to its qualifications and programs. The policy ensures that the recruitment and admission process is fair, transparent, consistent, and in compliance with guidelines and regulatory requirements. It aims to support the institution's commitment to providing equal opportunities for all learners and to maintain high academic standards.

2. Scope

This policy applies to all prospective learners seeking admission to any qualifications offered by DOMINO. This includes:

- Full-time and part-time learners
- Domestic and international learners
- Undergraduate, postgraduate, and professional qualification programs

3. Principles of Learner Recruitment

DOMINO is committed to the following principles in its recruitment process:

- **Equity:** All learners, regardless of their background, gender, ethnicity, or disability, will be treated fairly and without discrimination throughout the recruitment process.
- **Transparency:** The recruitment and admission process will be clear, and all relevant information will be made available to prospective learners. This includes details of the admission requirements, qualifications offered, costs, and entry criteria.
- **Integrity:** The institution will ensure the authenticity of all recruitment activities. We are committed to providing honest, accurate, and complete information to prospective learners.
- **Access:** The institution will encourage applications from learners with diverse backgrounds and ensure that learners have the necessary resources and support to succeed.

4. Recruitment Process

The recruitment process involves a series of steps to ensure that the right learners are admitted to the appropriate programs. The main stages of the recruitment process are as follows:

Step 1: Information and Inquiry

- Prospective learners can inquire about available programs and qualifications through the institution's website, prospectus, or by contacting the admissions team directly.
- Information provided to prospective learners will include details on the qualifications offered, entry requirements, fees, key dates, application processes, and other relevant information.

Step 2: Application Submission

- All prospective learners must submit an application, which may include the following:
 - Completed application form
 - Copies of academic qualifications, transcripts, and/or certificates
 - Proof of identity and, if applicable, visa or immigration documents for international learners
 - Curriculum Vitae (CV) or portfolio, if required
 - Personal statement or motivation letter (if applicable)
- International learners may also be required to submit English language proficiency evidence (e.g., IELTS score or equivalent).

Step 3: Application Review and Evaluation

- The Admissions Team will assess each application based on the following:
 - Compliance with the entry requirements as specified by OTHM for the relevant qualification.
 - Academic qualifications, experience, and evidence of preparedness for the program.
 - Any additional documentation or requirements, such as a personal statement or references.
- Admissions staff will ensure that applications are reviewed and evaluated promptly and fairly.

Step 4: Interview/Assessment (if applicable)

- Some qualifications may require an interview or additional assessments to further evaluate a learner's suitability for the program. This could include:
 - Personal interviews, either in-person or online
 - Entry assessments or tests
 - Portfolio reviews (for creative or vocational qualifications)
- The interview or assessment aims to determine whether the learner meets the academic standards, motivation, and potential to succeed in the program.

Step 5: Offer and Acceptance

- If the learner meets the entry requirements, they will receive an offer letter, which includes

details about the qualification, start dates, payment terms, and any conditions of the offer.

- Learners will be required to confirm their acceptance of the offer, either through a signed agreement or a formal confirmation of enrollment.

Step 6: Enrollment and Registration

- Upon acceptance, learners will need to complete the formal enrollment process, which may include providing additional documentation, paying registration fees, and finalizing their program details.
- Learners will receive an enrollment package with essential information about their course, timetable, assessment schedules, and other relevant details.

5. Entry Requirements

Entry requirements will vary depending on the qualification and level of study. General entry requirements for OTHM qualifications include the following:

- **For Level 3 (Diplomas):** Typically, learners should have completed their secondary education or equivalent (e.g., GCSEs, O-Levels) or have equivalent work experience.
- **For Level 4-5 (Higher National Diplomas, Professional Diplomas):** Learners should possess relevant qualifications such as A-levels, vocational qualifications, or work experience at an appropriate level.
- **For Level 6 and above (Bachelor's and Postgraduate Qualifications):** Applicants are expected to have completed a relevant Level 5 qualification or have significant professional experience in the field.

Specific entry requirements for each program will be outlined in the program's prospectus and on the institution's website.

6. Equality and Diversity

DOMINO is committed to creating an inclusive environment where all learners, regardless of race, gender, disability, religion, or background, can succeed. The recruitment process is designed to ensure that:

- All applicants are treated equally, based on merit and the entry requirements of the program.
- Appropriate support is provided to learners with special needs or disabilities, ensuring equal opportunities to apply and succeed in their studies.
- We actively encourage applications from underrepresented groups.

7. International Learners

The institution encourages applications from international learners and adheres to immigration laws and regulations applicable to international students. Key considerations for international learners include:

- The provision of guidance on visa requirements and immigration regulations.
- Language proficiency requirements (e.g., IELTS or equivalent English language test scores).
- Support services for international students, including orientation programs, cultural integration, and advice on accommodation, healthcare, and financial matters.

8. Fees and Payment

- Learners will be informed of the tuition fees and associated costs at the time of application. Payment terms and deadlines will also be clearly communicated.
- The institution offers flexible payment options, including installment plans, where applicable.
- Scholarships or financial aid opportunities may be available for eligible learners. The admissions team will provide guidance on how to apply for financial assistance.

9. Appeals and Complaints

Prospective learners who believe they have been unfairly treated during the recruitment process may submit a formal complaint or appeal. The process will be outlined in the institution's Complaints and Appeals Procedure. Appeals may relate to:

- The decision to reject an application.
- Non-compliance with the advertised entry requirements.
- Alleged discrimination during the admissions process.

All complaints and appeals will be reviewed fairly and impartially, and learners will receive a response within a reasonable timeframe.

10. Policy Review and Updates

This **Learner Recruitment and Admissions Policy** will be reviewed annually to ensure it remains in line with OTHM requirements, regulatory standards, and best practices. Any changes or updates will be communicated to all relevant stakeholders.

