

P9 S2 Registration Policy

PURPOSE OF PROCEDURE

To provide clear admission procedures that will be applied consistently and in a fair and transparent manner.

SCOPE

Admission to Forus Training courses.

POLICY STATEMENT

Forus Training operates an open admissions policy for learners who fulfil the necessary requirements to undertake a course of study offered. Applicants are required to apply directly to Forus via <https://forustraining.ie/>

All suitably qualified applicants who express an interest in a course of study will be dealt with in a professional and courteous manner and given information and guidance on what will suit them personally and professionally.

Inclusiveness and equality is central to Forus Training's policy. Forus Training does not discriminate on any of the grounds outlined in the Equal Status Acts 2000-2015. Forus Training, in so far as is practicable within its resources, makes special accommodation for learners with disabilities.

Forus Trainings policy reflects the diverse nature of potential learners, both culturally and demographically. Forus Training has a flexible range of criteria to judge the appropriateness of candidates for admission. These criteria are in line with obligations in the area of Recognition of Prior Learning.

Matching the individual applicant with the most relevant course will be a priority for Forus Training. Prior to registration, prospective learners will be provided with appropriate programme information via the Forus Training centres website, <https://forustraining.ie/> printed promotional documents and/or the - Guidance/Information and Recruitment Services to assist them in making an informed choice. The information provided will fulfil Forus Training's obligations under Protection of Enrolled Learner legislation (Part 6 of the QQA Act of 2012) and Quality Assurance guidelines issued by QQI – awarding body, award type and level on NFQ, programme and assessment information, fees, tuition methods, academic calendar.

Forus Training reserves the right of registration and may decide to modify, postpone or cancel learner registration at any time should the need arise.

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POLICY IMPLEMENTATION

The Managing Director at Forus Training is responsible for the implementation of policy and will ensure that information on learner registration is both up-to-date and accurate. They will oversee registration procedures.

Entry requirements, registration criteria and programme information will be made available on the Forus Training website, <https://forustraining.ie/>, and in printed promotional documents. Enrolment periods will be as advertised by Forus Training and communicated to prospective applicants.

It is the responsibility of applicants to ensure they are fully briefed about their chosen course of study.

Applicants will take responsibility for ensuring that they have completed all documentation required for enrolment and paid the necessary fees if applicable. This may include, but is not limited to,

- a completed enrolment form
- a photocopy of their birth certificate or appropriate personal identification
- a photocopy of their leaving certificate or a relevant qualification
- PPSN

Applicants will take responsibility for ensuring that they are fully registered on the programme of study. An applicant cannot be considered a learner until they have completed all stages in the registration process.

Offers made to applicants are subject to Forus Training rules and regulations.

Applicants will take responsibility for the accuracy of information supplied. Submitting false or misleading information or documentation can lead to cancellation of admission or expulsion from a programme.

Forus Training reserves the right to impose further entry requirements for specific programmes. In such cases, these requirements will be clearly indicated in programme documents.

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Admission of Candidates with Disabilities: Policy Statement and Needs Assessment

Forus Training is committed, where it is possible from within its resources, to increasing and enhancing educational and personal development opportunities for people with disabilities and medical conditions. Should an applicant have a disability or suffer from a documented medical condition, which he or she believes could hinder full participation in an educational programme, he or she is required to contact the Managing Director, in confidence, the issues involved. Forus Training, for its part, undertakes to work positively towards the resolution of any difficulties identified. Forus Training expects that first-time applicants with a known disability or medical condition will inform Forus Training prior to admission to facilitate a mutually satisfactory accommodation before the commencement of studies.

Needs Assessment

To ensure that learners with additional needs are given appropriate Learner support, such applicants are required to submit with their application forms an assessment of their disability or medical condition by a relevant medical/psychological practitioner. The Managing Director, reviews these cases and recommends, as appropriate and so far as is practicable, exam accommodation, academic assistance or administrative support. These recommendations are guided by current legislation on access to education for learners with special needs, advice from national disability associations, practice in other educational institutions and Forus Training's financial, human, and physical resources. The applicant is then notified of the outcome.

Applications for reasonable accommodations may be received during the academic year from registered learners who, because of illness or accident, find that they are unable to fully participate in a programme of study or examination. These cases are subject to the same assessment procedures as those for first-time applicants to a course.

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Incomplete applications will not be assessed until all information has been received from the applicant.

Fees paid in advance will be returned if, for any reason, an applicant is not offered a place on the programme or if the programme does not run.

Where appropriate, Forus Training has a refund policy in place.

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