



School of Coding & AI

Student First Always

HIGHER EDUCATION

Learner Recruitment, Selection and Admissions Policy

Policy Owner: Suki Gill

Full Name	Position	Signature	Date	Review Cycle
Suki Gill	Principal		01.09.2025	Annual

School of Coding Limited T/A School of Coding & AI
Company Number: 10808021 Registered in England & Wales
Registered Address: Unit 8-8b, Newton Court, Westrand, Pendeford Business Park,
Wolverhampton, WV9 5HB



1. Purpose of Learner Recruitment and Admissions Policy

The main purpose of this Learner Recruitment, Selection and Admissions Policy is to provide clear guidance and transparent framework for the recruitment, selection, and admission of learners at School of Coding & AI.

The policy aims to ensure that all applicants are recruited with integrity, are treated fairly and equitably, and decisions are made in alignment with requirements established by ATHE.

School of Coding & AI HE is a safe, well ordered and caring environment for learning. It delivers high quality education to all its students and supports them to develop their individual potential for growth, self-worth and self-control.

High quality outstanding teaching, and clear and consistent guidance and support facilitates students in succeeding in education. Our broad and balanced academic and vocational curriculum will provide students with access to a broad range of accredited qualifications as well as educational and social experiences, which will address their learning and emotional needs. Our purpose is to support every student to develop their true potential, make positive contributions to their families and find fulfilment in employment.

2. Scope

This policy applies to all applicants and prospective learners seeking admission to any ATHE programme at School of Coding & AI.

3. General Principles

Equality and Inclusivity

Staff at School of Coding & AI are dedicated to providing a learning environment where all applicants and prospective learners are treated fairly and with respect. Our recruitment process reflects our commitment to promoting equality and diversity at School of Coding & AI and is designed to remove barriers, ensuring that every individual has opportunities to apply and succeed in their studies.

Transparency

Information about courses available, application processes, entry requirements and any additional information will be clear and easily accessible via our website

<https://socInstitute.uk/>.

Suitability

The recruitment process School of Coding & AI is structured to ensure that applicants and prospective learners are enrolled on courses that meet their needs, and will enable them to thrive and succeed.



In the recruitment and admissions process, we consider each applicant's qualifications, experiences and unique situation to suggest the best learning path. This method does not just increase the likelihood of success but also guarantees that learners are involved in challenging and rewarding programs, aiding in their overall personal and professional growth.

Support

Our dedication is to offer complete assistance during the recruitment and admission process, so that every applicant and prospective learner receives the necessary guidance to make informed decisions about their education.

Applicants may apply for Recognition of Prior Learning (RPL) by submitting an RPL Application Form. The Admissions Office will evaluate prior learning to determine eligibility for course exemptions or advanced standing.

4. Roles and Responsibilities

Admissions Office

The Admissions Office has overall responsibility for learner recruitment at School of Coding & AI HE.

The Admissions Office will

- ensure that School of Coding & AI meets its obligations under Consumer Protection Law and that recruitment literature, including course information published on the website, is compliant with the guidance published by the Competition and Markets Authority (CMA)
- act as the first point of contact for all course enquiries, applications and enrolments
- provide initial information, advice and guidance (IAG) and arrange additional guidance from academic teams, if appropriate
- ensure applicants meet the entry requirements, including undertaking English language assessments
- oversee the issuing of conditional or unconditional offers to applicants, managing acceptance and enrolment procedures
- ensure compliance with internal and external requirements, including those set out by ATHE
- ensure the application form includes proof of learners' identity, including photographic ID
- ensure learners are registered with ATHE within 28 days of enrolment
- handle any appeals or complaints related to the admissions process, ensuring transparency and fairness in decision-making
- maintain accurate and up-to-date records, ensuring data protection and confidentiality in compliance with Data Protection Policy.



Heads of Departments

Heads of Departments play a vital role in the selection and recruitment of learners at School of Coding & AI.

The Head of Department will

- clearly define the entry criteria for applicants
- review applications, including academic qualifications, personal statements, references and other relevant documentation
- where necessary, conduct interviews or other assessments, including English language, to evaluate an applicant's potential for success in the programme
- ensure final decisions are clearly communicated in a timely way to the Admissions Office
- ensure the selection process is unbiased, transparent and consistently applied.

Academic Support / Student Welfare

Academic Support / Student Welfare is responsible for ensuring that learners with disabilities, learning difficulties and/or additional learning needs are appropriately supported at School of Coding & AI.

Academic Support / Student Welfare will

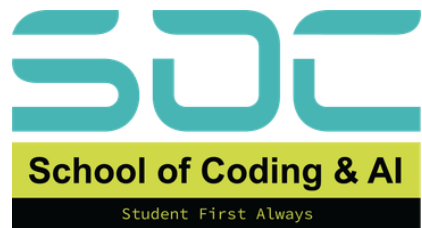
- provide information and advice to applicants regarding the support available and how to disclose their disability or learning needs during the application process
- work with the Admissions Office and academic departments to ensure that appropriate reasonable adjustments are implemented in line with the learners' normal way of working during the application process – see Reasonable Adjustments and Special Considerations Policy

Applicants

Applicants will

- ensure that all information provided in the application process is accurate and truthful
- submit the application form and supporting documents within specified deadlines
- respond promptly to any communications and requests from the Admissions Office Head of Department and/or Academic Support / Student Welfare
- disclose any information that may impact their application and/or studies at School of Coding & AI, including disability or learning needs, criminal convictions, so that School of Coding & AI can make appropriate accommodations.

AUDIT TRAIL : The Admissions Office will maintain a secure audit trail for all learner registrations and certification claims, ensuring transparency and accountability. Records will be stored in compliance with data protection regulations and made available for audits if required.



5. Information, Advice and Guidance (IAG)

School of Coding & AI will provide accurate, comprehensive and timely information about programmes, through website and our recruitment team .

Information will include:

- course title
- entry requirements/criteria
- core modules for the course and an indication of likely optional modules, including whether there are any optional modules that are generally provided each year
- information about the composition of the course and how it will be delivered, e.g., contact hours, (and whether these will be in person, online or a mix of blended learning)
- the award to be received on successful completion of the course, e.g., ATHE Level 7 Extended Diploma in Strategic Management
- location of study or possible locations, including online
- length of the course
- Careers Advice
- total costs, including:
 1. tuition fees – this should include, if applicable, whether fees in future years will increase and by how much
 2. other extra costs students are likely to incur, e.g., registration fees, textbooks, field trips, additional costs for appeals or resubmissions

All prospective learners will have access to professional IAG services to help them understand the course content, progression routes, and potential career outcomes

6. Application and Interview

Application Submission

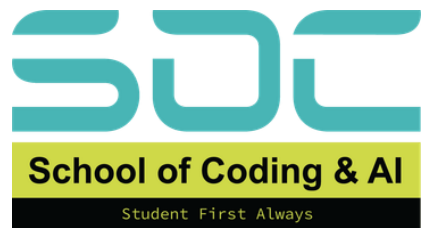
Applicants are required to submit an application via Email , Phone to our recruitment team adhering to deadlines and providing photographic ID and accurate information, including educational qualifications, personal statements, and references.

Applications will be acknowledged within 2 working days, and applicants will be provided with information on the next steps in the process.

Interview

Applicants may be invited to attend an interview to assess their suitability for the programme. Interviews will be conducted by qualified staff members who will evaluate the applicant's academic background, experience, motivation and future goals.

To ensure a standardised approach for interviews and to avoid discrimination or bias, there is a clear structure for each interview and admissions staff receive training to meet standards and ensure consistency.



If an applicant discloses an additional learning need when applying, they will have access to Additional Learning Support personnel during their enrolment interview to address and coordinate suitable accommodations and support as much as possible. Arrangements can be made to have learning support staff available for guidance and assistance.

Applicants with Disabilities or Specific Learning Needs

School of Coding & AI is committed to ensuring that applicants with disabilities, learning difficulties and/or additional learning needs are provided with the necessary support during the application process and throughout their studies.

Applicants are encouraged to disclose any disabilities at the earliest opportunity to ensure appropriate adjustments can be made.

Academic Support / Student Welfare will liaise with the applicant to assess their needs and implement reasonable adjustments during the selection process – see Reasonable Adjustments and Special Considerations Policy

School of Coding & AI will also ensure accessibility of materials and physical environments.

International Students

International students must meet the institution's academic and language requirements, as well as visa regulations. The International Office will assist applicants through this process. School of Coding & AI will provide guidance on visa applications and comply with all relevant immigration policies to ensure students are eligible to study.

Orientation programmes and ongoing support will be provided to international students to help them integrate academically and socially.

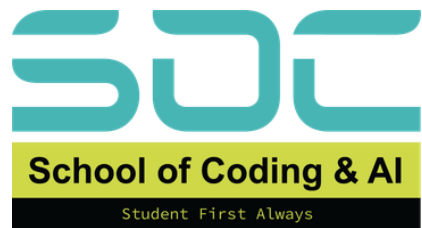
7. Initial Assessment

All applicants will undergo an initial assessment to ensure they meet the entry requirements of the course and to identify any additional learning support needs.

Assessment of applicants' English skills is an important part of the recruitment process. With a strong emphasis on writing skills (as the ATHE qualifications require assignment-based assessment), learners must have an appropriate standard of English to enable them to access relevant resources and complete the unit assignments. The required level of English is specified in the respective ATHE Qualification Specification.

Special arrangements can be made for learners with disabilities or learning difficulties to ensure an inclusive process.

For students who do not meet the standard entry qualifications, we offer a range of preparatory and skills-enhancement courses, including NOCN Level 2 Manual Handling in Healthcare, and CISCO-certified courses in AI, Python Programming (with portfolio development support), Entrepreneurship, and Cyber Security.



8. Decisions

Selection decisions are made based on a range of criteria, including but not limited to:

- academic qualifications
- personal and professional achievements
- potential for success in the chosen field of study.

Decisions regarding an applicant's application will be determined by the Director of Quality and Education, following the interview result, initial assessment, and any extra details submitted (like references). The applicant will be informed of the decision within 5 days

If an applicant is not considered suitable for their desired program, other possibilities will be explored to assist them in discovering a more suitable course or route.

Conditional Offers

Where applicable, applicants may receive conditional offers subject to meeting specific academic or personal requirements.

9. Enrolment

Applicants who are successful will receive an invitation to proceed with the enrolment process, which involves providing additional necessary paperwork (such as photographic identification and qualifications), verifying payment plans, and addressing any additional support requirements. *"School of Coding & AI will submit certificate claims to ATHE based on internally verified assessment outcomes, ensuring accuracy and timeliness. All certificates will be audited for discrepancies, and records will be securely retained for at least three years."*

10. Registration

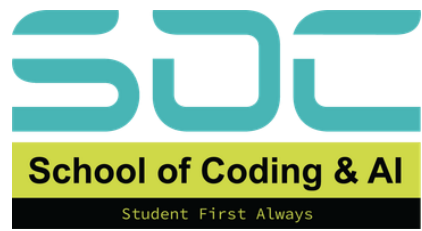
Applicants will be registered with ATHE within 28 days of starting their course at School of Coding & AI.

11. Changes to and Discontinuation of Programmes

School of Coding & AI reserves the right to make changes to or discontinue programmes if necessary.

In the event of significant changes or programme discontinuation, applicants will be notified at the earliest opportunity and provided with alternative options.

Where applicable, applicants will be offered the opportunity to transfer to another programme within the institution.



12. Policy Review

This policy will be reviewed annually by the designated Quality Nominee to ensure compliance with ATHE guidelines and regulatory requirements. Updates will be communicated to all relevant staff. This Policy will be reviewed annually. The next date of review is 01/09/2026.