

## Learner Recruitment Policy and Processes

### Purpose and Scope

This policy aims to delineate the entry requirements and recruitment process for prospective students desiring to enrol onto SCL Foundation Programmes.

SCL International College is committed to ensuring an equitable, transparent, and consistent admissions process. This guarantees that all students possess the essential academic and linguistic competencies necessary for success in their chosen foundation course.

Our recruitment policy is committed to a fair and consistent admissions process which applicants are evaluated only on their merits, abilities, and potential, and are not discriminated against based on gender, colour, ethnicity, or country of origin.

### Aim

This policy is structured to:

- Streamline a learner recruitment and selection process that is intuitive, transparent, and considerate of the diverse backgrounds and requirements of prospective students.
- Enable learners to take ownership of their educational journey.
- Guarantee that all staff involved in the recruitment process are equipped with current and relevant information.

### Entry Requirements

#### A. Academic Qualifications:

All students must have completed Senior High School.

Please refer to the programme course document for a full list of academic requirements by country of origin.

For Medical IFP requirements including English Language, candidates should consult the Medical IFP Course Document.

#### B. English Language Proficiency:

For Computer Science, Engineering, Business and Social Sciences students must have an English language proficiency equivalent to a score of 4.5 on the IELTS exam, with a minimum score of 5.0 in reading and writing.

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If a student cannot evidence this level of proficiency by the time of the interview, their offer will be conditional based on them achieving the required IELTS scores.

For those who cannot meet this criterion, the college offers General English, IELTS preparation and pre-sessional English language courses tailored to the candidates needs and level.

## Pre-sessional English Language Tuition

**Entry Level:** Students must have at least an A2+ English level, determined during the interview and via the college's internal placement test.

**Course Duration:** Depending on the student's starting level and needs, the course duration ranges from a minimum of 8 weeks to a maximum of 24 weeks.

The student is required to take a Secure English Language Test in the final week of the programme.

## Recruitment Process

### Step 1: Application Submission

Candidates must submit their applications alongside the requisite academic transcripts and English language proficiency scores.

### Step 2: Initial Screening

The applications undergo a review to ascertain basic eligibility, ensuring all academic criteria are met.

### Step 3: Online Interview

Eligible candidates are invited to an online interview on Zoom. The Academic Manager conducts this interview. The main focus areas during the interview include:

- Assessment of speaking and listening capabilities.
- Evaluation of academic record and high school qualifications.
- Identify learning needs and goals to inform the student's individual study plan
- Discuss future plans and advise student where necessary.

Post-interview, the Academic Manager drafts detailed notes and recommendations, which are then forwarded to the principal for final approval.

### Step 4: Outcome Notification

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Post-review, candidates are apprised of their application's status. Those who are successful receive further directions concerning enrolment. Concurrently, applicants requiring pre-sessional English tuition are advised accordingly.

## Step 5: Enrolment

Upon approval, successful candidates secure their place by providing any additional mandatory enrolment documentation and paying a deposit. SCL admissions then advise the student on visa requirements and the application process, accommodation, flights, and transfers.

## Review

This policy will be reviewed annually to ensure its relevance and to make any necessary updates.

Last Reviewed: June 2023 by Paul Clarke and Arianna Pedrini

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