





Admissions Policy

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	Document Title: Admissions Policy	

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Document Name:	Admissions Policy
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Approved by:	

Revision	Issue Date	Revision Description	Initiator

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1.0 Purpose

The purpose of this document is to provide all potential learners with the admissions policy as outlined by Chevron Training & Recruitment Ltd.

2.0 Scope

This policy applies to any potential learner applying to complete a programme with Chevron Training & Recruitment Ltd.

3.0 Policy


Chevron Training & Recruitment Ltd is committed to operating an open and fair Admissions Procedure. It is the policy of Chevron Training & Recruitment Ltd to welcome learners of all ethnic backgrounds, inclusive of gender, marital status, family status, age and disability.

Training consultants reserves the right to refuse entry on a programme on the following grounds:

- The potential learner hasn't got a proficient level of English
- Computer skills don't meet the minimum requirements
- Minimum requirement to enrol on a programme is not met

3.1 Admissions Procedure

- Chevron Training & Recruitment Ltd has a number of training consultants available to take calls/queries in relation to different programmes, Monday – Sunday, 9am – 9pm.
- Potential learners are invited to call the following lo-call number: 1890-252-647.
- Applications for online and classroom programmes are taken on a daily basis.
- The training consultant will answer any queries relating to the programme the potential learner is enquiring about.
- Learners that have completed either their primary or secondary level education in English will be allowed direct access to QQI level 5 and 6 programs subject to meeting all other entry requirements.
- Learners who have not completed primary or secondary level education in English will be required to complete an English assessment prior to commencement. A minimum score of 80% is required.
- Chevron Training and Recruitment Ltd seek to implement instructional design best practise in the delivery of all of our online training content. In order to benefit from the range of tools used to deliver our programs, learners are

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required to have the capability to use the following tools (and other similar tools):

- Use Internet explorer or similar
- Proficient in Microsoft outlook or similar
- Submit assignments in a word document format
- Use Skype or similar
- Be able to carry out web based research
- Learners are required to familiarise themselves with the following documents:
 - Terms and conditions i.e. refund policy, etc.
 - Accreditation and exit award information
- If the learner meets all the pre-entry course requirements, a training consultant will go through the application form with the learner.
- On registering for a programme, the learner will receive an email to acknowledge the booking.
- Chevron Training & Recruitment Ltd will require a payment prior to an online course being accessed.
- Learners attending a classroom course can pay by instalments; however, the balance must be paid in full before commencement of the course.
- On registering, learners will receive a learner handbook. All information in this handbook must be adhered to.
- Chevron Training & Recruitment Ltd must be made aware of any special requirements as early as possible, so that provisions can be put in place.
- In the event, where a classroom course exceeds the maximum amount of learner, those who have paid in full or have paid a deposit will automatically have their place secured and unfortunately all other learners will be transferred to the next available date.
- Applications to defer a course for a period of time must be applied for in writing to the attention of the training manager.
- Chevron Training & Recruitment Ltd abides by the Data Protection Act. All personal data supplied will be used for the purpose of registration and certification purposes only.

4.0 Monitoring

This policy is subject to review by Chevron Training & Recruitment Ltd.