

## Excel Education Statement on Learner Recruitment and Assessment

### 1. Introduction

1.1 Learners will be recruited with integrity, ensuring that learners possess at least the minimum qualifications and/or experience recommended by the awarding body to be able to commence and complete the programme. Learners will have an opportunity to discuss their programme options with an experienced member of staff, who will also outline possible progression routes. Learners will undergo diagnostic and initial assessment related to English by the EFL team in order to identify individual learning plans for English purposes and related support.

1.2 In line with the College's Equality and Diversity Policy, learners will be encouraged to disclose any disabilities, learning needs or other requirements that could act as a barrier to their learning and progress on the programme. Excel Education will, where necessary, make reasonable adjustments and seek to accommodate the Learner.

1.3 Excel Education will ensure that assessments are accurate, timely and robust.

### 2. Entry requirements

2.1 Please refer to the College course brochures for details of entry requirements. These vary according to course and awarding body.

### 3. General Entry requirements (HE) (6 months or less via Student Visitor Visa)

Student domicile	Level 4	Level 5	Level 6	Level 7
UK	Age: 18+  1 A level pass or equivalent.  OR  Age: 21+  No formal level 3 qualification. Subject to work experience.	Age: 18+  QCF Level 4  OR  Age: 21+  Significant work experience (existing or aspiring first line manager).	Age: 18+  QCF Level 5  OR  Age: 21+  Significant work experience (existing or aspiring first line manager).	Age: 18+  QCF Level 6  OR  Age: 25+  Significant work experience (existing or aspiring middle manager).
Non-UK - EU	IELTS 5.5 (B2)  Age: 18+  1 A level passes or equivalent.  OR  Age: 21+  No formal level 3 qualification. Subject to work experience.	IELTS 5.5 (B2)  Age: 18+  QCF level 4 or equivalent.  OR  Age: 21+  <i>Preferred:</i> first line management work experience.	IELTS 5.5 (B2)  Age: 18+  QCF level 5 or equivalent.  OR  Age: 21+  <i>Preferred:</i> first line management work experience.	IELTS 6.0 (B2)  Age: 18+  QCF level 6 or equivalent.  OR  Age: 21+  <i>Preferred:</i> first or second line management experience.
Non-EU - International	IELTS 5.5 (B2)  1 A level passes or equivalent.  Age: 18+  1 A level passes or equivalent.	IELTS 5.5 (B2)  Age: 18+  QCF level 4 or equivalent.  OR  Age: 21+	IELTS 5.5 (B2)  Age: 18+  QCF level 5 or equivalent.  OR  Age: 21+	IELTS 6.0 (B2)  Age: 18+  QCF level 6 or equivalent.  OR  Age: 21+

	Age: 21+ No formal level 3 qualification. Subject to work experience.	Preferred: first line management work experience.	<i>Preferred:</i> first line management work experience.	<i>Preferred:</i> first or second line management experience.
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#### 4. **Application process**

- 4.1 Learners are encouraged to telephone or e-mail the College in the first instance if they are interested in a particular course or complete and submit the online application form. Once we receive initial information, we will e-mail or post you an application form to complete and submit.
- 4.2 An interview will be arranged to meet one of our tutors or members of staff. You will undergo an initial assessment and, where relevant, a diagnostic to ensure you are being enrolled onto the most suitable course for you. It will also provide us with an opportunity to identify any particular learning needs you may have or other requirements. Wherever possible, we will seek to make reasonable adjustments to accommodate your needs and expectations.
- 4.3 You have the right to complain at any stage of the application process if you believe that you have been treated unfairly. Complaints should be e-mailed to [info@excel.ac](mailto:info@excel.ac) in the first instance, with a subject heading stating "Complaint".
- 4.4 We will contact you, investigate your complaint and provide an e-mail of our investigation outcome.

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