

## **Procedure 4.5 International recruitment**

***[Currently not applicable as DAL does not hold Tier 4 status]***

### **1 Overseas recruitment**

All overseas recruitment partners, before engaging with the process of recruitment, will be required to be assessed by the Academy and sign the agreement in order to recruit students on behalf of the Academy. (see Procedure 8.1)

#### **Step 1**

Recruitment partners will conduct initial face-to-face interviews with prospective students and check all original supporting documentation, including academic qualifications, work experience details, and appropriate English language certificates (ie. IELTS, etc.) in order to determine the suitability of each potential student for their chosen programme of study, in line with Academy guidelines, awarding organisations' entry requirements and UKVI regulations.

#### **Step 2**

On successful completion of the interview, the potential student is requested to complete the Academy *Application for Admissions* form.

#### **Step 3**

The completed application form and the supporting documentation are forwarded to the Academy Admissions Office for evaluation. The Academy admissions team scrutinises the documentation and assesses the student's eligibility to enrol upon the desired programme of study, in relation to language requirements, academic entry qualifications and UK Border Agency regulations.

#### **Step 4**

The student folder will be passed to the Academic Department for approval. If approved, the student is notified by the Academy (copied to the recruitment partner) in a form of a 'Conditional Acceptance' letter confirming that Docklands Academy is willing to offer a place for their chosen programme of study, subject to the receipt of full course fees.

Only payments made directly to the Docklands Academy bank account in the UK or an International bankers' draft drawn in favour of 'Docklands Academy, London' are accepted as mode of payments.

## **Step 5**

At this stage a UKVI Level 1 user verifies the complete student information, ensures that all records are appropriately in place and issues a CAS number.

## **Step 6**

Assuming that the student is successful in obtaining a Tier 4 (general) student visa, the Academy will then begin the process of the student's attendance and progression monitoring for the duration of the student's studies. If the student is withdrawn, or is suspended for any reason before the completion of their studies, the UKVI will be notified accordingly.

## **2 Direct enquiry**

All overseas students who are not EU passport holders can make contact either via recruitment partners or directly to the Academy for the purposes of admission. They will be required to have submitted their true copy of qualifications before commencement of the application process. In addition all in-country foreign students will be required to submit their copy of documentation (such as acceptable language certificates, appropriate educational qualifications, work experience, passport including current visa as well as Police registration certificates if applicable) to the Academy Admission Office.

### **Step 1**

This includes three possible recruitment avenues:

- **Student walk-ins**

Academy admission staff conduct an initial face-to-face interview with the prospective student and check all original supporting documentation in order to determine the eligibility of the student for their chosen programme of study in line with Academy guidelines, awarding organisation's entry requirements and UKVI regulations.

- **E-mail/postal or telephone enquiries**

The candidate will be notified of the entry requirements for their chosen programme of study and be made aware of the 'Guidance to the Application' notes as well as the terms and conditions of the enrolment process.

- **Direct applications**

The candidate's application will be assessed in line with Academy guidelines, awarding organisation's entry requirements and UKVI regulations.

*For the process of Direct applications step 2 is not applicable. Continue to Step 3.*

## **Step 2**

For (a) and (b) above, the potential student is then requested to fill in the Academy, Application for Admissions form.

## **Step 3**

For all direct recruitment avenues, the Academy Admissions team scrutinises the documentation and assesses the student's eligibility to enrol to their desired programme of study in relation to language requirements, academic entry qualifications and UKVI regulations.

## **Step 4**

The student folder will be passed to the Academic department for Academic approval. If approved, the student will be notified by the Academy in a form of a 'Conditional Acceptance' letter confirming that the Academy is willing to offer a place for their chosen programme of study, subject to the receipt of full course fees.

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### 3 Language requirements

QUALIFICATION	ACADEMIC LEVEL	STUDY
	LEVEL 4/5 CERT	LEVEL 6/7 Dip/PgD
IELTS 5.0 and above IELTS 6.0 and above	✓	✓
Cambridge – FCE Cambridge – CAE	✓	✓
Recognised British Qualifications by the Department of Business Innovation and Skills and/or OfQUAL equivalents.	✓	✓

### 4 Record system

Records must be kept for a year after the student's completion and departure.  
Report immediately to UKVI irregularities identified and/or if the student withdraws

In the interests of robustness and in view of satisfying the UKVI regulatory framework as well as BAC (British Accreditation Council) accreditation, the following bullet points signify the **individual student record file contents index** that are kept physically/ electronically in the Academy secure database to also observe the requirements of the Data Protection Act.

- Acceptance letters
- Application form
- Attendance monitoring records
- Attendance warning letters
- Award certificates
- Correspondence with awarding organisation and progress reports
- Educational qualifications
- English language certificates
- Enquiry correspondence
- Home Office/UKBA letters

- Medical certificates (if any)
- Miscellaneous correspondence between the Academy and the student
- Passport copy (all populated pages including front and back cover)
- Payment reminders
- Visa copy
- Work experience references
- Student's home country and UK contact details

#### **Additional notes**

- Direct applicants from overseas are required to have all supporting qualifications
- All applicants forwarded by overseas recruitment partners must have their qualifications certified by the Academy
- In-country applicants are required to submit original documentation to the Academy Admissions staff. Authentication will then take place based on the original documentation and copies will be kept on the filing system
- In order to ensure that attendance records are kept up-to-date, students have to record their attendance by touching their finger on the finger ID machine. The attendance data is processed by the central server and any absences are reported to the Principal. We check and monitor the attendance at each lecture by spot check against the finger ID attendance for the day or via CCTV which is installed in each lecture room.