

<b>Procedure 4.1 Enrolment and Selection</b>					
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- ❖ This procedure is shared with our students and/or can be obtained:
  - on our website <https://docklandsacademy.co.uk/policies-and-procedures>,
  - on the desktops of all computers in the library on the top floor,
  - by emailing us at [info@docklandsacademy.co.uk](mailto:info@docklandsacademy.co.uk) in the case of remote learning.
- ❖ Also, our students are informed about the main aspects of the procedure in the Student Handbooks, Induction Seminar and Learning Agreement.
- ❖ The procedure is reviewed and monitored on a regular basis for currency and fitness as part of our Annual Policy and Procedures Review.

## **1. Equal Opportunities**

Docklands Academy is committed to promoting equal opportunity. The Academy's equal opportunities statement in respect of student recruitment and admissions is as follows:

- 1.1** In the recruitment and selection of students the only consideration must be that the individual meets, or is likely to meet, the requirements of the programme. No applicant will be discriminated against on the basis of their gender, race, colour, ethnic origin, nationality (within current legislation), disability, sexual orientation, marital status, caring or parental responsibilities, age, or beliefs on any matters such as religion and politics.
- 1.2** This undertaking must be adhered to in all matters concerning student recruitment and admissions. The Academy is committed to a programme of action to ensure that its policy is implemented and monitored at an organizational and individual level.
- 1.3** From admission through to completion, all students are provided with support that they need to succeed in and benefit from education in the Academy.
- 1.4** All decision-making is aligned with the 2010 Equality Act, <https://www.legislation.gov.uk/ukpga/2010/15/contents> and UKCISA Code of Ethics, thus the responsible body of the Academy does not discriminate against, harass or victimize a person:
  - in the arrangements it makes for deciding who is offered admission as a student;
  - as to the terms on which it offers to admit the person as a student;
  - by not admitting the person as a student;
  - affording the students who are enrolled on the course access to a benefit, facility or service in the services it provides or offers to provide;
  - seek enrolment on the course;
  - are users of services provided by the body in relation to the course.

## 2. Application Process

2.1 Higher Education courses are provided in 3 terms (Autumn-Spring-Summer) and English Language courses are provided on weekly basis. Thus, prospective students can apply in the most appropriate time for themselves. The duration of the admissions and enrolment process changes according to the completion of the required documents by the applicants, but generally takes 2 weeks.

2.2 Applications can be made in several ways:

### 2.2.1 Direct Applications

- Applicant walk-ins
- E-mail/postal or Telephone Enquiries

2.2.1.1 Admissions Team instantly contacts the candidates to notify them of the entry requirements for their chosen programme of study and guide as appropriate.

### 2.2.2 Applications via Overseas Recruitment Partners (**Currently not applicable as DAL does not hold Tier 4 status**)

2.2.2.1 All overseas students (within the UK or overseas) who are not UK passport holders can make contact either via recruitment partners or directly to the Academy for the purpose of admissions.

2.2.2.2 All overseas recruitment partners, before engaging with the process of recruitment, are required to be assessed by the Academy and sign the Learning Agreement in order to recruit students on behalf of the Academy (see DAL Procedure 8.2 Recruitment Partner Selection and Monitoring).

2.2 Initial supporting documents asked for **both HE & other courses** are (Admissions Team):

- Application form (**Appendix 4&5**)
- Valid ID / Passport (*with a current visa if applicable / for overseas candidates or in-country foreign applicants a certified copy*) / BRP (*If the student claims to be an UK or EU national and does not hold a passport, he/she will be asked to provide a birth certificate, or any other document listed in the UKVI guidance. No students will be allowed to enrol at the Academy until a valid passport / birth certificate / ID is produced during the admissions or enrolment process*)
- Proof of address
- Police Registration Certificate (if applicable)
- Previous academic qualifications (certified transcripts/certificates/diplomas → Originals and (if necessary) translations)
- And/or Recognition of Prior Learning

2.3 Initial supporting documents asked additionally for **only HE courses** are (Admissions Team):

- Evidence of prior employment (contract of employment or an employment letter)
- Employer reference (on company letterhead / from an official company email address)
- Professional certificates (regarding any trainings, workshops, seminars etc.)
- CV

**2.4** In the interests of robustness and in view of satisfying the UKVI regulatory framework as well as BAC (British Accreditation Council) accreditation, all the documents mentioned above are (*Admissions Team*):

- filed together in **Individual Student Record File. (*Appendix 3*)**
- also scanned and uploaded on the soft-copy version of the file on the Academy's secure electronic database.

Records must be kept for a year after the student's completion and departure.

### **3. Admissions Process**

#### **3.1 *Initial Steps***

**3.1.1** Once the application form has been submitted, an admissions team will inform the applicant via email and / or telephone that the application has been received. The admissions team will request relevant documents listed in 2.2 and 2.3 to assess the application.

**3.1.2** The admissions team checks the authenticity of the supporting documents presented by the applicants for any sign of alternation, also the personal details on certificates against those in the valid ID in order to determine the eligibility of the student for their chosen programme of study in line with Academy guidelines, awarding organization's entry requirements and UKVI (Border Agency) regulations.

**3.1.3** It takes responsible steps to check that documents are genuine; do not contain any obvious alterations; and they relate to the applicant. Where there are any doubts about the authenticity of the documents further checks are made through the issuing authority. Evidence of further checks are placed on the applicant's file. (*Admissions Team*)

**3.1.4** Authentication for in-country applicants usually takes place based on the original documentation and copies are kept on the filing system.

**3.1.5** In the case of international applicants, overseas recruitment partners conduct initial face-to-face interviews with prospective students and initial check of all original supporting documentation, including academic qualifications, work experience details, and appropriate English language certificates in order to determine the suitability of each potential student. However, all applicants forwarded by overseas recruitment partners must have all of the relevant documents certified by the Academy.

**3.1.6** The Academy reserves the right to interview applicants and refuse entry. We accept students on the assumption that they are of sound health and are at the appropriate age required for their course.

#### **3.2 *The Academy Internal Evaluation (HE / BTEC Programmes)***

**3.2.1** UK based applicants who are eligible are invited to take the Academy's Internal Written Entry Test. (***Appendix 6***) (*Admissions Team + Academic Department*)

**3.2.2** Afterwards, they are interviewed (whose details can be found at 4.2 below).

**3.2.3** The interview also functions as a Need Analysis to identify the applicants' employment goals, academic and development needs. (*Academic Department*)

**3.2.4** The applicants are expected to bring their passport / ID / BRP with them to the interview.

### **3.3 The Academy Internal Evaluation (English and Other Courses)**

- 3.3.1** The applicants might have proven their prior learning; however, the ones who are eligible may still be asked to do a written English Placement Test (for international applicants a pre-arrival version via email) and be also interviewed (for international applicants online) to ascertain their English Language level so that they can be enrolled to the right course.
- 3.3.2** The Academy does its best to ensure applicants are placed according to their booking and level. We have a procedure for misplaced students on the rare occasion it happens. In the case of misplacement by us, it will be resolved swiftly. However, in cases where a placement test is suspicious or fraudulent, then the Academy has the right to determine the applicant's level of English and place them on a course that matches the level that it has determined.

### **3.4 Decision Process**

- 3.4.1** The hard-copy test results of internal evaluation (for HE applicants, Entry Test and Interview / Need Analysis; for GE applicants English Placement Test and Interview) are added to their file.
- 3.4.2** At the end of the process, each applicant's file should consist of the following:
- All the initial documents in Sections 2.2 & 2.3 gathered by Admissions Team,
  - The hard-copy test results of internal evaluation by the HE Academic Department and/or English Department,
  - Any issues, recommendations etc. related to each student by the Admissions Team and/or HE Academic and English Departments.
- 3.4.3** The Admissions Team refers the file created for each candidate with the recommendation to accept (either conditionally or unconditionally) or to reject to the Academic Head (for HE applicants) or Director of Studies (for GE applicants) or their nominee for approval.
- 3.4.4** The decision is then transmitted back to the Admissions Team which writes to the applicant as appropriate informing him/her of the decision. (*Admissions Team*)

### **3.5 Decision Delivery**

- 3.5.1** Once the decision has been made, the applicant will be informed via email within 3 working days.
- 3.5.2** The successful applicants:
- 3.5.1.1** are despatched a Letter of Acceptance (conditional) within another 2 working days after they are informed about the decision (**Appendix 8&9**) confirming:
    - that the Academy is willing to offer a place for their chosen programme of study, subject to the receipt of full course fees. (*Admissions Team*)
    - their details along with the pre-enrolment information (Conditional / Unconditional)
    - what their fee status will be.
  - 3.5.1.2** must have their places confirmed or declined within two weeks after the date of Letter of Acceptance is issued.
  - 3.5.1.3** who are eligible to seek for loan from Student Loan Company (SLC) without any loan evidence should at least provide Customer Reference Number for SLC to be enrolled to a course at the Academy's discretion on a Pending Fees Status. It is the learner's responsibility to ensure their student loan application is successful and completed. If they can't, they are withdrawn from their study.

Please look at DAL Procedure 4.13 Transfers Suspensions Withdrawals Closure and Change of HE Provision for further details.

**3.5.1.4** whose fees are to be met by a third party (such as their employer or sponsor) must supply, at the time of enrolment, a letter from the company or organisation confirming that fees will be met in part or full. In the absence of such confirmation, the learner remains liable for the full cost of the course. For further details about fees and SLC, please refer to the DAL Procedure 4.14 Fees Charges and Financial Support.

**3.5.1.5** may be required to verify their qualifications more in-depth and provide any missing documents by the Admissions Team.

**3.5.1.6** must satisfy any conditions attached to the Letter of Acceptance.

**3.5.1.7** are supposed to fill in and/or sign the necessary sections on the documents attached to the Letter of Acceptance and send them back to the Admissions Team.

- Criminal Conviction Declaration Form (**Appendix 10**)
- Video / Photograph Content Form (**Appendix 11**)
- Parent Consent Form (Students aged under 18) (**Appendix 12**)
- DAL Online Safety Student Acceptable Use Agreement (Students aged under 18) (**Appendix 13**)

**3.5.1.8** For international applicants, a UKVI Level 1 user verifies the complete student information, ensures that all records are appropriately in place and issues a CAS number.

**3.5.2** The rejected applicants:

**3.5.2.1** are provided a letter with a reason why they have failed to satisfy the entry requirements.

**3.5.2.2** are given advice on and/or provided assistance with how to improve their qualifications to succeed in their future applications, even in other institutions.

**3.6 Post Admissions Procedures**

**3.6.1** All incoming students:

**3.6.1.1** are required to sign a Learning Agreement (**Appendix 15**) and the Induction Declaration Form (**Appendix 16**) on the Induction Day, which also includes a signed confirmation from the student that he/she will comply with the Academy's requirements for attendance. A copy of the agreement will be kept on the student's file.

**3.6.1.2** must complete an Admissions Feedback Form. (**Appendix 14**)

**3.6.1.3** who need to prove their enrolment for bank account application, council tax discount etc. should fill in a Student Letter & Certificate Request Form. (**Appendix 17**) for any kind of document requests.

**3.6.1.4** is provided a Letter of Enrolment (**Appendix 18**) depending on their request.

**3.6.1.5** will be told that they must keep their contact details and any change in their circumstance up to date by filling a Change of Circumstance / Contact Details Form (**Appendix 19**).

### **3.6.2 International students:**

**3.6.2.1** are responsible for obtaining the correct visa to study in the UK as required. Students who require a short-term study visa for up to 6 or 11 months will be sent a Letter of Acceptance after they successfully apply for a course. Please see the following link for details of study visas to the UK:  
<https://www.gov.uk/study-visit-visa>

**3.6.2.2** The Academy will not take responsibility for students who have failed to obtain the right visa without which they are not permitted to stay and study in the UK.

**3.6.2.3** 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.

## **3.7 Fees, Scholarships, Bursaries, Loans**

**3.7.1** Students might be eligible for a bursary through industry sponsors in the field of Hospitality, Business and Travel and Tourism. Students will be made aware of what options are available.

**3.7.2** The Academy is committed to honour eligible students' bursaries.

**3.7.3** Recipients of scholarships or government grants are expected to pay £300 which will be refunded upon receipt of an official financial guarantee letter. If, upon the student's arrival, the Academy is not in receipt of an official financial guarantee letter, we reserve the right to charge tuition at the published higher rate on a weekly basis until the guarantee letter has been provided. Scholarship students will not be allowed into class without either a guarantee letter or tuition fees paid. Any fees paid direct to the Academy will be refunded to the fee payer upon receipt of the guarantee letter.

**3.7.4** For details about fees and SLC, please refer to the DAL Procedure *4.14 Fees Charges and Financial Support*.

## **4. Entry Requirements**

### **4.1 Minimum Benchmark Entry Requirements (BER)**

**4.1.1** Currently, procedures dictate that to assess an applicant's (possible) acceptability, they must meet the Academy's minimum (benchmark) entry requirements specified for each programme.

**4.1.2** New or altered qualifications acceptable for the Academy are reviewed via the procedures as highlighted in *DAL Procedure 2.6 Self-Assessment and Programme and Annual Monitoring* and *DAL Procedure 2.7 Programme Design and Approval*.

**4.1.3** All applicants admitted to the Academy must meet the entry criteria specified for each programme.

LEVEL	QUALIFICATION	DURATION	BER
Level 1	BTEC	1 year	Grade E/2 or above in GCSE English Language & Maths
Level 2	BTEC	1 year	At least 4 GCSEs at grade D/3 or above including English Language or Maths. At least one GCSE needs to be at grade C/4 or above.
Level 3	BTEC	1 year	<p><b><u>For Non-English speakers and/or students who have not carried out their final two years of schooling in English, English language proficiency Level B2:</u></b></p> <ul style="list-style-type: none"> <li>○ IELTS UKVI → 5.5 (<i>with no less than 5.5 in each of the components</i>)</li> <li>○ Cambridge FCE → 160 / Grade C</li> <li>○ Pearson Test of English General (PTE) → Level 3</li> <li>○ Pearson Test of English Academic (PTE) → 42</li> <li>○ Pearson Versant English Test 58-68</li> <li>○ Trinity College London Integrated Skills in English (ISE II) → 39</li> </ul> <p><b><u>and one of the following:</u></b></p> <ul style="list-style-type: none"> <li>○ 4 GCSEs at grade C/4 or above including GCSE English Language and/or Maths</li> <li>○ BTEC level 2 diploma</li> <li>○ Recognised High School Diploma</li> <li>○ Related work experience</li> </ul>
HE / Level 4 18+	BTEC	1 year	<p><b><u>For Non-English speakers and/or students who have not carried out their final two years of schooling in English, English language proficiency Level B2:</u></b></p> <ul style="list-style-type: none"> <li>○ IELTS UKVI → 5.5 (<i>with no less than 5.5 in each of the components</i>)</li> <li>○ Cambridge FCE → 160 / Grade C</li> <li>○ Pearson Test of English General (PTE) → Level 3</li> <li>○ Pearson Test of English Academic (PTE) → 42</li> <li>○ Pearson Versant English Test 58-68</li> <li>○ Trinity College London Integrated Skills in English (ISE II) → 39</li> </ul> <p><b><u>and one of the following:</u></b></p> <ul style="list-style-type: none"> <li>○ a GCE Advanced Level profile that demonstrates strong performance in a relevant subject or adequate performance in more than one GCE subject. This profile is likely to be supported by GCSE grades at A* to C (or equivalent) and/or 9 to 4 (or equivalent) in subjects such as Maths and English</li> <li>○ the equivalent in other qualifications such as the International Baccalaureate / Foundation programme</li> <li>○ a relevant Level 3 qualification / an Access to Higher Education Diploma from an approved further education institution / Recognised Sixth Form or College or High School Diploma</li> <li>○ at least 2-year continuous relevant work experience</li> </ul>
HE / Level 5 18+	BTEC	1 year	<p><b><u>English language proficiency Level B2:</u></b></p> <ul style="list-style-type: none"> <li>○ IELTS UKVI → 5.5 (<i>with no less than 5.5 in each of the components</i>)</li> <li>○ Cambridge FCE → 160 / Grade C</li> <li>○ Pearson Test of English General (PTE) → Level 3</li> <li>○ Pearson Test of English Academic (PTE) → 42</li> <li>○ Pearson Versant English Test 58-68</li> <li>○ Trinity College London Integrated Skills in English (ISE II) → 39</li> </ul> <p><b>and Relevant HNC / Level 4 qualification.</b></p>

<b>HE / Level 6 18+</b>	<b>BTEC</b>	<b>1 year</b>	<b>English language proficiency Level B2:</b> <ul style="list-style-type: none"> <li>o IELTS UKVI → 6.0 (with no less than 6.0 in each of the components)</li> <li>o Cambridge FCE → 170 / Grade B</li> <li>o Pearson PTE Academic UKVI → 57</li> <li>o Trinity College London Integrated Skills in English (ISE II) → 39</li> </ul> <b>and Relevant HND / Level 5 qualification.</b>
B2 16+	Cambridge Exam Preparation / <b>CAE</b>	1-12 weeks	B1 Level / Might need a Student Visa
C1 16+	Cambridge Exam Preparation / <b>FCE</b>	1-12 weeks	B2 Level / Might need a Student Visa
16+	IELTS Preparation	1-12 weeks	At least B1 Level Might need a Student Visa
16+	Academic English	1-12 weeks	B1 Level / Might need a Student Visa
16+	Business English	1-50 weeks	B1 Level / Might need a Student Visa
16+	English for Gastronomy	4-12 weeks	A2 Level / Might need a Student Visa
16+	English for Travel and Tourism	4-12 weeks	B1 Level / Might need a Student Visa

## 4.2 The Academy's Internal Evaluation (HE / BTEC Programmes)

The aforementioned benchmark entry requirements are only a part of the information we use to build a picture of the applicants' academic ability and potential. That's why applicants who are eligible for application then:

**4.2.1** are invited to complete a **Written Entry Test** depending upon their current qualifications (always at the discretion of the Academic Head),

- o The Entry Test consists of two sections: (**Appendix 6**)
  - Section 1: Written English Proficiency Test where their use of language, reading and writing skills are tested,
  - Section 2: Diagnostic Mathematics Test where their basic Mathematics level is evaluated.

**4.2.2** (Following the written Entry Test) are invited for an **Interview** (**Appendix 7**), which:

- o is conducted by the Academic Head and/or a minimum of one other member of the Academic team.
- o assesses:
  - their academic and / or professional background,
  - their understanding of and suitability for the course,
  - their English communication/ interaction ability,
  - their understanding of the subject area, related industry, and relevant careers,
  - information on their medical conditions, disability, learning difficulties.
- o serves as both:
  - a need analysis questionnaire designed to identify their employment goals, academic and development needs, and
  - an English Speaking and Listening skill test to ascertain their English Language level along with the written test.



### **4.3 The Academy's Internal Evaluation (English Courses)**

- 4.3.1** Applicants are given a written English Placement Test and are also interviewed to ascertain their English Language level so that they can be enrolled to the right course.
- 4.3.2** We do our best to ensure you are placed according to your booking and level. We have a procedure for misplaced students on the rare occasion it happens. In the case of misplacement by us, it will be resolved swiftly. However, in cases where a placement test is suspicious or fraudulent, then we have the right to determine your level of English and place you on a course that matches the level that we have determined.
- 4.3.3** The Academy reserves the right to interview applicants and refuse entry. We accept students on the assumption that they are of sound health and are at the appropriate age required for their course.

### **4.4 English Language Requirements**

- 4.4.1** Command of the English language is essential for BTEC programmes. All undergraduate (and graduate) level applicants (Home/ EEA/ ILR and Swiss national) whose first language is not English must provide recent evidence that they have an adequate command of both spoken and written English level B2 of the CEFR (Common European Framework Reference) for the programme of study for which they have applied or go through our Internal Evaluation Process.
- 4.4.2** The Academy specifies the need for its students to have adequate English in order to ensure that their academic progress is not hindered by language difficulties and that students are able to integrate socially whilst studying at the Academy and living in the UK.
- 4.4.3** Evidence of English language proficiency may take the form a recent obtained acceptable English language qualification or test result such as:
- International English Language Testing System (IELTS)
  - Pearson Test for Academic English (PTE)
  - Cambridge (CAE or FCE)
  - Trinity College London Integrated Skills in English (ISE II)
- 4.4.4** The qualification or test result must have been awarded at the appropriate level (standard, good or advanced) no more than one year prior to the proposed date of enrolment.
- 4.4.5** The Academy reserves the right, in individual circumstances, to specify an additional language requirement for an applicant OR accept students whose English test requirement is below entry criteria. This decision strictly requires approval by the Academic Head.
- 4.4.6** If an applicant has shown adequate academic application but does not qualify the Academy's absolute minimum BER for English Language and/or needs assistance with their English prior to the start of their programme of study, the applicant is:
- not, under any circumstances, permitted to enrol, but
  - sent a Letter of Acceptance with an English language condition and
  - offered English language support (with an additional fee) until they reach to the entry requirement level for the course. (Feeder Programme).

### **4.5 Admissions via alternative criteria (HE / BTEC Programmes)**

- 4.5.1** The term 'alternative assessment' is applied to applicants seeking admission who hold qualifications which do not satisfy benchmark entry requirements or programme-specific entry requirements. All students offering non-standard qualifications are expected to demonstrate the same level of academic potential as those offering standard qualifications.

**4.5.2** Recognition of Prior Learning is also a valid method of enabling individuals to claim credits for units, irrespective of how their learning took place. For further details please refer to [DAL Procedure 4.3 Recognition of Prior Learning](#).

**4.5.3** To be considered for special entry, the applicant must possess one of the following types of qualifications:

- an appropriate academic qualification other than a degree from a recognised university or other institution,
- an intermediate or equivalent examination towards the award of a degree by a university, or institution of similar status, plus passes in an appropriate number of subjects at GCSE level or the equivalent,
- a qualification gained by examination which satisfies the entrance requirements for admission to a recognised university outside the UK,
- a qualification gained by examination, and which is necessary for admission to membership (Associateship, Corporate Membership, or the equivalent) of a recognised professional body or leading to appointment in another field of public service recognised qualifications that fall short of the benchmark requirements but are supplemented by additional recent study over a sustained period of time. (Applicants in this category must demonstrate that they have achieved sufficient competence in their chosen field of study to justify admission),
- a reference letter from an employer for applicants who have settled status in the UK.

**4.5.4** Cases for consideration should be submitted to the Academic Head via Admissions Team. Applicants below the benchmark level may not be admitted without the advance approval of the Academic Head. The full details of the applicant recommended for special entry should be provided to the Academic Head, whose decision in such matters is final.

## **4.6 Entry Requirements for Applicants under the Age of 18**

**4.6.1** The minimum age for students at the Academy: for our adult classes of English the minimum age is 16 years old, but we have English summer programmes for groups of children aged 11-15. For Higher Education Courses, the minimum age is 18.

**4.6.2** The Academy requires that approval be given by the Academic Head before a student under the age of 18 is admitted (this is only valid for students applying for programmes / courses other than HE programmes). This is to ensure that appropriate pastoral provision ([DAL Procedure 5.2 Welfare Services and Pastoral Care](#)) is provided to the student and that all Child Protection requirements ([Keeping Children Safe in Education Jan 2021 Guidance](#)) have been met. When the admission of a student under 18 is recommended, Academic Head should be consulted. The Academic Head requires written confirmation from the parents (or legal guardian) of the student of their willingness to allow the student to study at the Academy via the forms listed in 2.4.4, also given below:

- Criminal Conviction Declaration Form (**Appendix 10**)
- Video / Photograph Release Form (**Appendix 11**)
- Parental Consent Form (**Appendix 12**)
- Online Safety Student Acceptable Use Agreement (**Appendix 13**)

**4.6.3** An assurance is also required from the team that it will offer enhanced tutorial and pastoral support.

## **4.7 Part time students**

Students wishing to study on a part-time basis should apply to the Academy directly. Requirements for admission for part-time study are identical to those applying for full- time study subject to availability at the time of the enquiry.

## **5. Monitoring and Evaluation of the Admissions and Enrolment Process**

- 5.1** The **Academic Head** is formally responsible for the admission process; however, decision-making will usually be delegated to members of staff working more closely including **Head of Admissions, Head of Academic Administration** and **full-time Lecturers** who interview applicants and evaluate their entry tests. If needed, staff can refer decision-making upwards to the Academic Head.
- 5.2** The Academic Head is responsible for making sure that all staff working in admissions are fully aware of and equipped with knowledge and skills regarding relevant admission procedures and that training in assessment for criteria is carried out on a regular basis to ensure that academic judgement is consistent. This is maintained by the KPIs and also the review and verification of the Academic Quality Coordinator.
- 5.3** The **Academic Quality Coordinator** works with the Admissions Team to review and monitor the quality of the process. All procedures are monitored, reviewed and evaluated annually through quantitative and qualitative data collection tools such as:
- student feedback (via specifically designed online Admissions Feedback Form (**Appendix 14**))
  - staff feedback (via specifically designed online feedback forms)
  - observation records of application process (**Appendix 21**)
  - review notes from school / college visits or contacts
  - Admissions and Enrolment Process Checklist (**Appendix 2**)
  - Admissions and Enrolment Student File Checklist (**Appendix 3**)
- 5.4** The **Academic Quality Coordinator** makes sure that:
- 5.4.1** Admissions Staff attend required trainings, seminars and workshops to keep up to date with the latest guideline and policies, conducted by accredited government and educational organisations, such as Home Office, Study UK, QAA, Pearson/Edexcel, SLC, HESA, etc.
- 5.4.2** Admissions Staff review related policies annually, yet in the case of governmental and/or awarding body changes, the Admissions Team update their policies accordingly to ensure the department is following it.
- 5.5** It is ensured that external partners (agents etc.) are operating to the same high standards set for the academy itself (DAL Procedure 8.2 Recruitment Partner Selection and Monitoring)

## **6. Obligations of Each Party**

- 6.1** The summary below identifies the obligations of the applicant as well as of the Academy, in relation to offers, rejections and deferrals by both parties.
- 6.1.1** Students who apply to study at Docklands Academy London are required to complete the online application form available on the Academy's website or hardcopy at the Academy accurately and to the best of their knowledge.
- 6.1.2** Students can withdraw the application within the cooling off period of 14 days. (*"Cooling Off Period" is 14-day time limit that you have the right to cancel a service you've arranged for any reason and get a refund. Your cooling-off period begins the day after you enter a contract with us.*) After the cooling off period, the related refund timeframe for cancellations will apply. For further details about withdrawals or cancellations, please refer to DAL Procedure 4.10 Refund of Tuition Fees and Compensation.

- 6.1.3** Students will be able to defer their studies with approval from the Academic Head before enrolment date and between programmes (e.g., moving from HNC to HND).
- 6.1.4** Docklands Academy London will inform students on any changes to the programme at the earliest possible occasion. Formal letter will be sent to the student at the point of decision. Please see DAL Procedure 4.13 Transfers, Suspensions, Withdrawals Closure and Change of HE Provision for full details.
- 6.1.5** In the case of course being cancelled, applicants will be advised on alternative course.
- 6.1.6** Admissions Team will adhere to Equality Act 2010 and UKCISA Code of Ethics to promote diversity and equality, taking into consideration aspect of culture, social and academic background.

## **7. Cases of Fraud**

The Academy is aware of the potential risk of applicants seeking fraudulently to gain admission and/or receive funding. The prevention of such fraud is implicit in our processes relating to the following areas of work:

- selection of candidates for admission,
- assessment of accepted candidates' fees status,
- verification of the qualifications of students admitted,
- enrolment of students,
- issuing of maintenance allowances to enrolled students and the process of student loan applications if applicable,
- monitoring the attendance of students,
- issuing certificates of student attendance. (**Appendix 20**)

## **8. Criminal Conviction**

- 8.1** Applications from applicants who have disclosed a Criminal Conviction are considered in line with the Academy's related policies regarding student support (Procedure 5.1 Student Code of Conduct)
- 8.2** Please note that in accordance with the Academy's obligations towards students and staff, we will request information about relevant, unspent criminal convictions during the admission stage so that appropriate steps can be taken to facilitate effective support and/or assess whether a prospective student poses an unacceptable risk to students and staff.
- 8.3** The Academy has adopted a policy for any case where an applicant with an offer for a Higher Education place has a relevant, unspent criminal conviction which has either been declared by an applicant to the Academy or which has otherwise come to the Academy's attention (such as where information is disclosed by a third party).
- 8.4** This policy also applies to applicants with offers for recognised student status.

### **8.5 What must be declared?**

- 8.5.1** The Academy will only ask about relevant, unspent criminal convictions. 'Relevant' convictions are:
- any kind of violence including (but not limited to) threatening behaviour, offences concerning the intention to harm or offences which resulted in actual bodily harm,
  - offences listed in the Sex Offences Act 2003,
  - the unlawful supply of controlled drugs or substances where the conviction concerns

- commercial drug dealing or trafficking,
- offences involving firearms,
- offences involving arson, and
- offences listed in the Terrorism Act 2006.

**8.5.2** Convictions that have been 'spent' (as defined by the Rehabilitation of Offenders Act 1974) or will have been spent at the point of starting the course of study do not need to be declared. If students are uncertain as to whether their conviction is spent, they are asked to seek independent advice.

### **8.6 Programmes requiring Disclosure and Barring Service (DBS) checks**

Some of the programmes delivered by the Academy might require DBS check. In these cases, a question relating to criminal convictions may still be asked at application stage. The DBS process and date for completion will be managed by academic department and is separate from the criminal conviction process described here. Declarations relating to criminal convictions for these programmes will also follow the Criminal Conviction Panel (CCP) process outlined below where the conviction is found to be relevant and unspent. However, where the timing of offers is such that the DBS certificate can be obtained before the start of the course, the DBS check will act in lieu of the Academy's Criminal Conviction Panel process.

### **8.7 Process for handling cases of declared relevant convictions**

If an applicant has declared a criminal conviction, Head of Academic Administration will contact them to seek further information on the conviction and to explain the procedure to them. It may also be necessary to approach third parties in order to request additional information (for example referees or the applicant's probation officer). The applicant's permission will always be obtained before approaching such third parties.

### **8.8 Criminal Conviction Panel (CCP)**

**8.8.1** Head of Academic Administration will assess whether the details of any relevant, unspent offence should be considered by a Criminal Conviction Panel (CCP), comprising Academic Head, Head of Academic Administration and Student Welfare and Student Support Service. The CCP will assess, considering the documentation gathered by the Head of Academic Administration, whether the declared conviction(s) is/are such that the applicant ought not to be admitted to the Academy or whether special measures ought to be put in place to facilitate effective support for the applicant and/or to protect other students and staff from perceived risk. The CCP may reach its decision at a meeting or teleconference.

**8.8.2** The CCP will reach a decision on behalf of the Academy and will convey this decision to the Academic Department and Admissions Team as promptly as possible, to ensure that delays to the standard admission process are minimised.

**8.8.3** The following factors are among those that are likely to be considered by the CCP on a Criminal Conviction Panel Form (**Appendix 22**):

- The nature of the offence(s)
- The time that has passed since the offence was committed
- Any additional information provided by other sources, such as the Probation Service, Social Services or senior prison officers, in the form of independent references or reports
- If more than one offence was committed, the number of offences and whether each was a separate offence or part of a series of similar offences.

**8.8.4** One of the following decisions will be made by the CCP:

- to require further information from the applicant or a third party,
- to confirm that the applicant has satisfied the criminal convictions condition with no further conditions relating to the criminal conviction. In such cases Head of Academic Administration will advise the applicant accordingly,
- to confirm that the applicant has satisfied the criminal convictions condition but that further measures are imposed on the offer-holder, for example specific support for the applicant, restrictions to accommodation or to activities not related to degree, etc. In such cases Head of Academic Administration will contact the applicant to outline the additional conditions set by the CCP,
- to withdraw the offer of a place. In this case Head of Academic Administration will contact the applicant to inform them of the decision.

**8.8.5** In rare cases, following risk/safeguarding assessment by the Criminal Convictions Panel (CCP), it is possible no college will be able to offer a place, in which event the Academy will not be able to admit the candidate.

**8.8.6** The reasons for the decision will be recorded by Head of Academic Administration. If the offer-holder becomes a registered student, the CCP must determine who, if anyone, within the Academy should be provided with details of the conviction to facilitate effective support for the applicant and/or to protect other students and staff from perceived risk.

## **9. Record Retention**

**9.1** Academic Head will keep a record of all cases dealt with in accordance with the Academy's Procedure 1.7 Data Protection, Data Protection Act 1998 and GDPR regulations. This record will ensure that any decision can be verified, to show that procedures have been correctly followed and to allow any feedback to the applicant if required. Soft and hard copies of all records and correspondence relating to an applicant declaring a relevant criminal conviction will be securely stored in accordance with the Academy's Data Protection procedure for 1 year.

**9.2** If a criminal conviction is declared and the offer-holder becomes a registered student, all records and correspondence relating to the application and supporting materials will form part of the student's personal record and will be kept in the same way as all other student records. However, any information and correspondence relating to the applicant's conviction will be stored separately and securely.

**9.3** If a criminal conviction is declared and the offer-holder does not become a registered student, all paper documents will be securely destroyed. Academic Head will keep a copy of the information relating to the conviction and this will be securely stored for a period of one year after the admission cycle has ended, at which point all electronic and paper files will be deleted. See the Academy's Procedure 1.7 Data Protection and also for full details of our Privacy Statement at <https://docklandsacademy.co.uk/privacy-statement>.

**9.4** On all email communications, any personal information related to the applicant/student is sent via secured link only. Any personal information or students' academic achievements cannot be passed to third parties without the student's permission.

## **10. Complaints about the Selection Process**

- 10.1** Decisions on the admission of applicants by the Academy are final and there is normally no appeal against such decisions. However, the Academy will consider a complaint relating to an application for admission if there is substantive evidence of an irregularity in the procedure under which the application has been processed.
- 10.2** In this case, the stages provided in the DAL Procedure 2.5 Complaints / Section 9.2 Formal Complaints will be followed.
- 10.3** The Academy will take full account of guidance in OIA The Good Practice Framework for Complaints and Appeals and Revised UK Quality Code – 2018, Advice & Guidance – Concerns, Complaints and Appeals.
- 10.4** The panel will normally consider the appeal on the basis of the papers relating to the case. The panel may interview the applicant and any other persons involved in the case and shall be required to ensure equal treatment to the parties concerned, ie. the officer(s) who have made the decision on the application or who were involved in the procedure for handling it. Such persons shall receive copies of all the documentation relevant to the complaint.
- 10.5** A full and complete record of all complaints are kept in the student's file.
- 10.6** If fraud is suspected, the Academy will, as appropriate, liaise with relevant external bodies (including the police, local education authorities and Student Loans Company) and implement disciplinary procedures.
- 10.7** The Academy has the right to refuse applications that are believed to have plagiarized.

## **11. Widening Access**

Through its widening participation activity, the Academy seeks to develop into a leading independent sector institution of further and higher education which engages with all sections of the community. For further details, please refer to DAL Procedure 2.13 Access and Participation Statement.

### **11.1 Our Strategy for Widening Participation**

This places a particular focus on students from groups currently under-represented, and activity before and at undergraduate level, to raise awareness of independent sector higher education through a comprehensive range of outreach activities. The Academy tries to:

- assist in the preparation for higher education by addressing the academic, social and cultural issues relating to the stereotypical levels of low participation,
- enhance the diversity of our student body by recruiting students regardless of their background,
- improve the retention of students by targeted interventions before and after enrolment,
- position itself as a leader in the field by communicating effectively its vision of an inclusive, accessible independent sector provider committed to removing barriers and enabling choice.

### **11.2 Good Practices followed by the Academy in Widening Participation**

- Adhering to and advancing the Academy's widening participation strategy.
- Use of the Web as a means of widening participation.
- Ensuring training of staff concerned with interviewing and admissions in cultural awareness and widening participation issues.
- Training and increasing awareness among lecturers.

- Working with lecturers through conferences, seminars and CPD sessions.
- Working with students via organisation of visits to the Academy and activities in schools, workshops, seminars etc.
- Supporting students acting as role models through a variety of schemes such as class representative, student representative at various committee meetings of the Academy and student committee member.
- Creating schemes to retain students in particular by utilising the organic connections with business, hospitality and tourism industries.
- Cooperating with parents, families and carers who might be unfamiliar with higher education and its prospects.
- Working with external partners like community groups and groups that support under-represented groups.
- Making use of the learner data collated during the admissions process to widen participation for certain groups.

### 11.3 Part Time and International Students

- 11.3.1** Students wishing to study on a part-time basis should apply to the Academy directly. Requirements for admission for part-time study are identical to those applying for full-time study subject to availability at the time of the enquiry.
- 11.3.2** The Academy aims to increase the number of overseas students. The Academy historically registered a larger proportion of overseas students compared to UK/EU students. Currently almost all of the Academy students are from the UK/EU and it endeavours to reach out to the overseas markets to recruit students onto our HE courses.

### 11.4 Disadvantaged Learners

- 11.4.1** In the next 3 years the Academy is aiming to continue to widen student recruitment to include those from socioeconomically disadvantaged backgrounds and those who would not normally access higher education, including students from families with no previous HE experience through reaching out in the local community and through a wider network of agencies.
- 11.4.2** The Academy approaches sensitively to the educational needs of the community it is located in. Tower Hamlets was one of the most deprived local authority areas in England on the *Indices of Multiple Deprivation Employment Domain* in 2019. The number of working residents who claim an out of work benefit for being unemployed, and actively seek work had consistently been higher than London, following a sharp rise over 19,000 due to the Covid-19 pandemic.
- 11.4.3** Thus, as a part of this diverse community, the academy aims to cover skill gaps of especially low-skilled and disadvantaged residents and increase their employability by helping them gain a better workforce profile, a professional insight and above all their self-confidence via up-skilling them with either its own bespoke or Pearson BTEC programmes.
- 11.4.4** The Academy raises awareness amongst all of its staff in particular those managing marketing, administration and admissions around the significant inequalities in employment outcomes in the borough; some groups are not benefitting from growth in the borough as much as others. The *“Borough Assessment Report”* shows that employment rate for males is 24% higher than the females. Pregnant women, young and residents from ethnic minority backgrounds and transgender people might face discrimination in the labour market when they apply for a vacancy.
- 11.4.5** Hence, the Academy submitted applications for certain local authority and government projects to specifically persuade similar disadvantaged individuals to join its programmes and provide necessary skills training to support their future aspirations.



**11.4.6** In order to reach these groups, the Academy works with community centres, places of worship and local schools, utilizes all the facilities of any means of social media and holds free seminars and workshops within its premises.

**11.4.7** When applicants become our students, we offer them the opportunity to talk freely and openly about their personal situations and reflect upon their own progress and give feedback upon their experience of their courses. This feedback then allows us to shape and alter the course design as required, ensuring our delivery is continually adapted to the needs and requirements of our learners.

## **11.5 Access for Disabled Learners**

**11.5.1** The Academy is committed to ensuring that disabled people have the same opportunities as non-disabled people, and that disabled people are treated fairly. The Academy follows the *Equality Act 2010*, <https://www.legislation.gov.uk/ukpga/2010/15/contents>

**11.5.2** The aim of the Academy is to ensure that it does not, without justifiable reason, treat a disabled person less favourably than others because of the nature of their disability. The Academy does not unjustifiably discriminate against a person who has a physical or mental impairment which has a substantial, adverse and long-term effect on his or her ability to carry out normal day to day activities. The term 'normal day to day activities' includes mobility, manual dexterity, physical co-ordination, perception of risk or physical danger, speech, hearing, vision, memory, concentration and the ability to understand. The definition of disability applies to clinically well recognised illness and disfigurement. It does not include addictions or personality/social disorders.

**11.5.3** The Academy does not discriminate against a disabled person:

- in the admission or enrolment procedures for students.
- in the terms on which admission or enrolment offers are made.
- by unreasonably refusing or deliberately omitting to accept an application for admission or enrolment.
- in the provision of services provided for students, including courses of education, learning support, recreational and leisure activities, catering facilities, accommodation and work-based learning.
- in all learning and teaching, assessment and social activities.

## **11.6 Reasonable Adjustments**

**11.6.1** The Academy makes reasonable adjustments to ensure that a disabled student is not placed at a substantial disadvantage in comparison with someone who is not disabled. Please refer to *DAL Procedure 5.3 Equality, Diversity and Special Needs*

**11.6.2** Reasonable adjustments may include:

- admission, administrative and examination procedures
- course content and work-based learning activities
- teaching arrangements and learning support
- individual care and support arrangements
- accommodation
- facilities and services
- assessment
- any other Academy service provided to all students and staff

**11.6.3** Factors which are considered when providing *reasonable adjustments* include:

- maintenance of academic standards
- financial resources

- cost
- practicality
- other aids or services available
- health and safety requirements
- relevant interests of other people

## 11.7 Minimising Barriers

DAL aims to minimise any barriers that are irrelevant to Admissions requirements. These could potentially come from:

- Means of assessment,
- Resources and support available to applicants; disability,
- The type of applicant's qualification.

## 12. Related Documents

### 12.1 Policies

- 2 Academic Management
- 4 Admissions
- 5 Student Support, Engagement and Learning Resources
- 7 Information
- 8 Marketing and Promotion

### 12.2 Procedures

- |   |   |
|---|---|
| <ul style="list-style-type: none"> <li>• 1.5 Equal Opportunities</li> <li>• 1.7 Data Protection</li> <li>• 1.9 Review and Revision of Policies and Procedures</li> <li>• 2.4 Appeals</li> <li>• 2.5 Complaints</li> <li>• 2.6 Self-Assessment and Programme and Annual monitoring</li> <li>• 2.7 Programme Design and Approval</li> <li>• 2.11 Pearson Registration</li> <li>• 2.13 Access and Participation Statement</li> <li>• 3.6 Internal Verification</li> <li>• 4.3 Recognition of Prior Learning (RPL)</li> <li>• 4.4 Attendance Monitoring</li> <li>• 4.6 Student Induction</li> <li>• 4.10 Refund of Tuition Fees and Compensation</li> </ul> | <ul style="list-style-type: none"> <li>• 4.11 Student Protection Plan</li> <li>• 4.12 Consent from Parents or Guardians</li> <li>• 4.13 Transfers, Suspensions, Withdrawals, Closure and Change of HE Provision</li> <li>• 5.1 Student Code of Conduct</li> <li>• 5.2 Welfare Services and Pastoral Care</li> <li>• 5.3 Equality, Diversity and Special Needs</li> <li>• 6.15 Safeguarding</li> <li>• 6.16 Prevent Duty (Racist, Discriminatory, Abusive and Extremist Behaviour)</li> <li>• 7.1 Review and Sign off PI</li> <li>• 7.4 HE Public Information</li> <li>• 8.2 Recruitment Partner Selection &amp; Monitoring</li> <li>• 8.3 Links with Other Educational Institutions and Businesses</li> </ul> |
|---|---|

### 12.3 Terms and Conditions

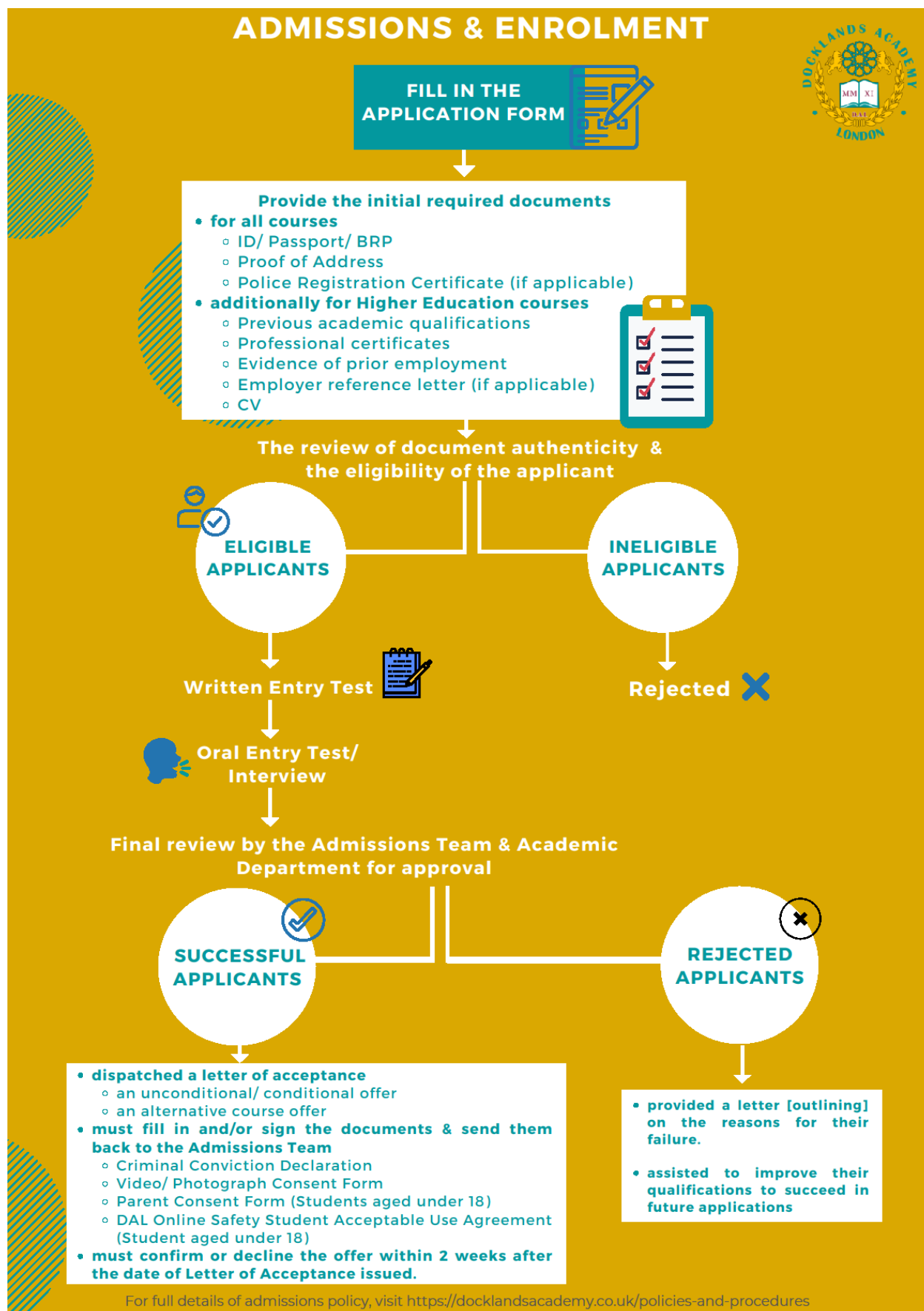
### 12.4 External Reference Points

- Office for Students (OfS) Requirements and Guidance at <https://www.officeforstudents.org.uk/advice-and-guidance/regulation/>
- UK Quality Code Advice & Guidance – Admissions, Recruitment and Widening Access at <https://www.qaa.ac.uk/en/quality-code/advice-and-guidance/admissions-recruitment-and-widening-access>
- UK Quality Code Advice & Guidance – Concerns, Complaints and Appeals at <https://www.qaa.ac.uk/en/quality-code/advice-and-guidance/concerns-complaints-and-appeals>

- **UK Quality Code Advice & Guidance – Partnerships** at <https://www.qaa.ac.uk/en/quality-code/advice-and-guidance/partnerships>
- **Higher Education Code of Governance** (Committee of University Chairs, December 2014) at <https://www.universitychairs.ac.uk/wp-content/uploads/2020/09/CUC-HE-Code-of-Governance-publication-final.pdf>
- **Association of Employment and Learning Providers (AELP) principles of Good Governance for Independent Training Providers** at <https://www.aelp.org.uk/media/2595/code-of-governance-final-sept-2018.pdf>
- **OIA The Good Practice Framework for Complaints and Appeals** at <https://www.oiahe.org.uk/resources-and-publications/good-practice-framework/>
- **OIA The Good Practice Framework: Handling Students Complaints and Academic Appeals** at <https://www.oiahe.org.uk/media/1859/oia-good-practice-framework.pdf>
- **Pearson Recognition of Prior Learning Policy** at [https://qualifications.pearson.com/content/dam/pdf/Support/policies-for-centres-learners-and-employees/Recognition\\_of\\_prior\\_learning\\_and\\_process\\_policy.pdf](https://qualifications.pearson.com/content/dam/pdf/Support/policies-for-centres-learners-and-employees/Recognition_of_prior_learning_and_process_policy.pdf)
- **Competition and Markets Authority Guidance for HE Providers** at <https://www.gov.uk/government/publications/higher-education-consumer-law-advice-for-providers>
- **UKCISA Code of Ethics** at <https://www.ukcisa.org.uk/Membership/Codes-of-practice/Code-of-ethics>
- **UK Visa & Immigration (UKVI) regulations** at <https://www.gov.uk/government/organisations/uk-visas-and-immigration> & <https://www.gov.uk/study-visit-visa>
- **Student Loans Company Regulations** at <https://www.gov.uk/government/organisations/student-loans-company>
- **Equality Act – 2010** at <https://www.legislation.gov.uk/ukpga/2010/15/contents>
- **Rehabilitation of Offenders Act 1974** at [https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/945449/rehabilitation-of-offenders-guidance.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/945449/rehabilitation-of-offenders-guidance.pdf)
- **Data Protection Act 2018** at <https://www.legislation.gov.uk/ukpga/2018/12/contents>
- **Keeping Children Safe in Education Jan 2021 Guidance** at <https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>
- **Sex Offences Act 2003** at <https://www.legislation.gov.uk/ukpga/2003/42/contents>
- **Terrorism Act 2006** at <https://www.legislation.gov.uk/ukpga/2006/11/contents>

# APPENDICES

## Docklands Academy London Admissions & Enrolment Process Flow Chart



## APPENDIX 2

### Docklands Academy London Admissions & Enrolment Process Checklist

1	The Application Form has been received.				
2	The initial supporting documents have been received	Docs asked for both HE & other courses	<i>certified and dated copies of valid ID / Passport (with a current visa if applicable / for overseas candidates or in-country foreign applicants a certified copy) / BRP (If not an UK or EU national, a birth certificate or any other document listed in the UKVI guidance.)</i>		
			<i>Proof of address</i>		
			<i>Police Registration Certificate (if applicable)</i>		
			<i>certified and dated copies of previous academic qualifications</i>		
		Docs asked additionally for HE courses	<i>And/or Recognition of Prior Learning</i>		
			<i>Evidence of prior employment (contract of employment or an employment letter)</i>		
			<i>Employer reference (on company letterhead / from an official company email address)</i>		
			<i>Professional certificates (any trainings, workshops, seminars etc.)</i>		
		<i>CV</i>			
3	Authenticity & Eligibility	<i>Authenticity of documents &amp; eligibility of the applicant have been checked for any sign of alternation &amp; personal details on certificates against those in the valid ID in line with Academy guidelines, awarding organization's entry requirements and UKVI (Border Agency) regulations.</i>			
		<i>In the case of any doubts, further checks have been made through the issuing authority &amp; evidence of these has been placed on the applicant's file.</i>			
4	Eligible HE applicants	<i>have been invited for the Internal Written Entry Test.</i>			
		<i>then for the Internal Oral Entry Test / Interview (Applicants should bring their ID / Passport / BRP with them to the interview.)</i>			
5	Eligible GE applicants	<i>have been invited for a written English Placement Test (for international applicants a pre-arrival version via email)</i>			
		<i>also interviewed (for international applicants online) to ascertain their English Language level.</i>			
5	Internal Evaluation results (Placement Test for GE Applicants / Entry Test for HE Applicants) have been filed				
6	All documents	<i>have been filed together in a hard-copy file for each candidate</i>			
		<i>scanned and uploaded on the soft-copy student file on the electronic database</i>			
7	The hard-copy file has been transferred to the Academic Department for approval.				
8	The hard-copy file has been received from the Academic Department with the decision				
9	The applicant has been informed of the decision as appropriate within 3 working days.				
10	The successful applicants	<i>have been despatched a Letter of Acceptance confirming:</i> <ul style="list-style-type: none"><li><i>their details along with the pre-enrolment information (Conditional / Unconditional)</i></li><li><i>what their fee status will be.</i></li><li><i>that the Academy is willing to offer a place for their chosen programme of study, subject to the receipt of full course fees.</i></li></ul>			
		<i>confirmed or rejected the offer within 2 weeks after the issue date of Letter of Acceptance.</i>			

		filled in and/or signed the necessary documents attached to the Letter of Acceptance and sent them back.	<i>Criminal Conviction Declaration Form (If a criminal conviction is declared, refer to Academic Head)</i>	
			<i>Video / Photograph Consent Form</i>	
			<i>Parent Consent Form (Students aged under 18)</i>	
			<i>DAL Online Safety Student Acceptable Use Agreement (Students aged under 18)</i>	
		paid their course fees fully. / sent their Fee Payment Receipt.		
		a CAS Number has been issued.		
		applied for SLC / provided Customer Reference Number.		
		verified their qualifications & provided any missing documents.		

11	The rejected applicants	have been provided a letter with reasons why they have failed to satisfy the entry requirements.	
		have been given advice on and/or provided assistance with how to improve their qualifications to succeed in their future applications.	
12	The incoming student	was provided and asked to read the Learning Agreement, Student Terms and Conditions and Student Handbook before coming to the Induction Day.	
		signed a Learning Agreement and Induction Declaration Form on the Induction Day.	
		was given a Letter of Enrolment. (if requested)	
		updated their contact details and any change in their circumstance.	
		filled in a Student Letter / Certificate Request Form for proof of their enrolment for bank account application, council tax discount etc.	
		completed an Admissions Feedback Form.	
		has had their photos taken	

On all email communications, any personal information related to the applicant/student is sent via secured link only.

## APPENDIX 3

### Individual Student Record File

Full name on ID	:	
Student ID Number	:	
Course Title and Level	:	
Start Date	:	
Expected End Date	:	
Application via	:	Direct Agent
Nationality	:	UK Overseas

### List of Documents in The File

	Supporting Documents <u>for both English &amp; HE Applicants</u>	√
<b>1</b>	<b>Student Application Form</b>	
<b>2</b>	Certified and dated copies of valid ID / Passport (with a current visa if applicable / for overseas candidates or in-country foreign applicants a certified copy) / BRP (If not an UK or EU national, a birth certificate or any other document listed in the UKVI guidance.)	
<b>3</b>	Home Office / UKBA Letters (if applicable)	
<b>4</b>	Certified & dated copies student qualifications (if applicable)	
<b>5</b>	& Recognition of Prior Learning	
<b>6</b>	Proof of Address	
<b>7</b>	Police Registration Certificate (if applicable)	
<b>8</b>	Internal Evaluation results (Placement Test for GE Applicants / Entry Test for HE Applicants)	
<b>9</b>	<b>Letter of Acceptance</b>	
<b>10</b>	Fee Payment Receipt	
<b>11</b>	SLC evidence (if applicable)	
<b>12</b>	Criminal Conviction Declaration Form	
<b>13</b>	Criminal Conviction Panel Form (if applicable)	
<b>14</b>	Parental Consent Form (Students aged under 18)	
<b>15</b>	Online Safety Acceptable Use Agreement (Students aged under 18)	
<b>16</b>	Video / Photograph Release Form	
<b>17</b>	Admissions Feedback Form	
<b>18</b>	Learning Agreement	
<b>19</b>	Induction Declaration Form	
<b>20</b>	Letter of Enrolment (if requested)	
<b>21</b>	Student Letter & Certificate Form (if received)	
<b>22</b>	Certificate of Attendance (if provided)	
<b>23</b>	Change of Circumstance Forms (if applicable)	
<b>24</b>	Attendance Warning Letters (if any issued)	
<b>25</b>	Health Reports (if received)	



<b>26</b>	<b>Copies of Awards / Certificates (if achieved &amp; issued)</b>	
	<b>Supporting Documents <u>for only HE Applicants</u></b>	
<b>27</b>	Evidence of Prior Employment (if applicable)	
<b>28</b>	Employer Reference (if applicable)	
<b>29</b>	Professional Certificates (if applicable)	
<b>30</b>	CV	
	<b>Correspondence</b>	
<b>31a</b>	Between the College and the student (if any)	
<b>31b</b>	Between the College and any Awarding Organisation (if any)	
<b>32</b>	Any Other	

**Compliance Officer:**

**Signature:**

**Date:**

Checked by:

Checked by:

Checked by:

Dated:

Dated:

Dated:

Checked by:

Checked by:

Checked by:

Dated:

Dated:

Dated:

## APPENDIX 4



### STUDENT APPLICATION FORM (ENGLISH COURSES)

Docklands Academy, London (DAL) is committed to equality of opportunity and aims to provide an inclusive learning environment for students with special needs or disabilities. To help us best support you, please provide as much information as you can on your particular needs.

#### Application Information

Course Applied for (tick the box which applies to you):

- ☐ General English → Hours per week ☐ 15 ☐ 21
- ☐ Language Exam Preparation Courses (IELTS / Cambridge B2 - C1)
- ☐ General English – 25 hours per week
- ☐ Academic English
- ☐ Business English
- ☐ English for Gastronomy
- ☐ English for Travel and Tourism
- ☐ Any other (please specify) \_\_\_\_\_

Have you studied English before? How long? \_\_\_\_\_

Do you know your English Level? \_\_\_\_\_

Course Start Date: \_\_\_\_\_

Course End Date : \_\_\_\_\_

Duration : \_\_\_\_\_

#### Student Information

Student Name on Passport	
Country Of Birth	
Gender	
Date of Birth (DD/MM/YYYY)	
Nationality	
Passport No	
Passport Expiry Date	
Do you require a visa?	
Visa Duration (if applicable)	
Visa Expiry Date (if applicable)	
Do you have any medical conditions which may necessitate special arrangements or facilities? If yes, please specify	

### Correspondence Address in HOME COUNTRY

Flat / house number	
Street	
Town	
Post Code	
Country	

### Correspondence Address in The UK (if known)

Flat / house number	
Street	
Town	
Post Code	
Country	

### Student Contact Information

Mobile No	
Email Address	

### Next of Kin (Emergency Contact)

Name / Surname		
Relationship to Applicant		
Level of spoken English of Next of Kin (if this person does not speak English please specify the languages s/he can speak)		
Mobile No		
Email Address		

For official use **ONLY**

Student ID number :

Name & signature of the official :

Date :

## APPENDIX 5

### STUDENT APPLICATION FORM (HIGHER EDUCATION COURSES)

Docklands Academy, London (DAL) is committed to equality of opportunity and aims to provide an inclusive learning environment for students with special needs or disabilities. To help us best support you, please provide as much information as you can on your particular needs.

#### Application Information

Select area of study (tick the box which applies to you)

- ☐ Business  
☐ Hospitality Management  
☐ International Travel and Tourism Management

Select Course (tick the box which applies to you)

- ☐ International Foundation Business level 3  
☐ Pre-masters Business  
☐ Higher National Certificate (HNC) – Business level 4  
☐ Higher National Diploma (HND) – Business level 5  
☐ Business program unit (please specify)\* .....  
☐ Higher National Certificate (HNC) – Hospitality and Management level 4  
☐ Higher National Diploma (HND) – Hospitality and Management level 5  
☐ Hospitality program unit (please specify)\* .....  
☐ Higher National Certificate (HNC) –Travel and Tourism level 4  
☐ Higher National Diploma (HND) –Travel and Tourism level 5  
☐ International Travel and Tourism Management program unit (please specify)\* .....

\* A wide range of business and hospitality and tourism short courses are available. Please speak to a member of staff for more details

Course Start Date: \_\_\_\_\_

Course End Date : \_\_\_\_\_

Duration : \_\_\_\_\_

#### Student Information

Student Name on Passport	
Country Of Birth	
Gender	
Date of Birth (DD/MM/YYYY)	
Nationality	
Passport No	
Passport Expiry Date	
Do you require a visa?	
Visa Duration (if applicable)	
Visa Expiry Date (if applicable)	
Do you have any medical conditions which may necessitate special arrangements or facilities? If yes, please specify	

### Correspondence Address in HOME COUNTRY

Flat / house number	
Street	
Town	
Post Code	
Country	

### Correspondence Address in The UK (if known)

Flat / house number	
Street	
Town	
Post Code	
Country	

### Student Contact Information

Mobile No	
Email Address	

### Next of Kin (Emergency Contact)

Name / Surname			
Relationship to Applicant			
Level of spoken English of Next of Kin (if this person does not speak English please specify the languages s/he can speak)			
Mobile No			
Email Address			

### Educational Background

Please list all school, college and universities you have attended.

Name of Institution	Country	Start Date	End Date	Qualification

### English language proficiency

Is English your first language? .....

If no, have you taken IELTS (The International English Language Testing System)?

Please indicate your score .....

### Personal Statement

Please indicate the reasons as to why you have chosen to study this course at Docklands Academy, London (DAL) including how you would benefit from this course.

For official use **ONLY**

Student ID number :

Name and signature of the official :

Date :



**DAL**  
**HIGHER EDUCATION DEPARTMENT**  
**ENTRY EVALUATION COVERAGE**

### **INTRODUCTION**

The **DAL HE Entry Evaluation Package** has been developed to help course providers whether to place students in one of the courses or not. Candidates should be assured that all information on the form will be strictly confidential.

### **About the DAL HE Entry Evaluation**

The DAL Placement Test includes two sections:

- **English** (Use of English, Reading, Writing and Speaking)
- **Mathematics**

Use of English section consists of 45 items testing grammar and vocabulary assorted into different levels, namely:

- 0-9 Elementary = **A1**
- 10-18 Pre-Intermediate = **A2**
- 19-27 Intermediate = **B1**
- 28-36 Upper-Intermediate = **B2**
- 37-45 Advanced = **C1**

Reading Section consists of 15 items referring to different levels:

- 0-3 Elementary = **A1**
- 4-6 Pre-Intermediate = **A2**
- 7-9 Intermediate = **B1**
- 10-12 Upper-Intermediate = **B2**
- 13-15 Advanced = **C1**

Levels for Writing and Speaking sections are also as follows:

- 0-4 Elementary = **A1**
- 5-8 Pre-Intermediate = **A2**
- 9-12 Intermediate = **B1**
- 13-16 Upper-Intermediate = **B2**
- 17-20 Advanced = **C1**

In the Writing section the candidate is asked to complete the task using the prompts provided in the rubric. DAL Writing Task Scoring Descriptors Sheet is provided to help test evaluators determine the appropriate level of the candidate.

Speaking section consists of an interview based on conversational prompts to be presented by the interviewer (question bank is provided to the interviewer), and is accompanied by DAL Speaking Exam Scoring Descriptors Sheet to help interviewers determine the appropriate level of the candidate.

### **Test Administration, Scoring and Results**

Each candidate is first provided with a photocopy of the placement test including *Use of English, Reading, Writing and Math sections* before taking Speaking exam. The candidate is asked to mark their answers on the answer sheet. Allotted time is 100 minutes for this section.

Candidates are awarded one point for each correct answer in the Use of English and Reading sections. Total mark in these sections are 60. In Writing section the candidate's paper is evaluated and awarded a score on a scale of 0-20 in accordance with the descriptors in the DAL Writing Task Scoring Descriptors Sheet.

#### **Writing Task Score Chart**

<b>Task response</b>	<b>/ 6</b>
<b>Coherence &amp; Cohesion</b>	<b>/ 4</b>
<b>Lexical Resource</b>	<b>/ 5</b>
<b>Grammatical Range &amp; Accuracy</b>	<b>/ 5</b>
<b>TOTAL MARK</b>	<b>/ 20</b>

Following the written section, candidates take the Speaking exam. The interviewer is given a copy of question bank sheet: this is for the interviewer's use and is not shown to the candidate. Each interview is conducted on a one-to one basis. The interviewer assesses the candidate's performance on a scale of 0-20 in accordance with the descriptors in the DAL Speaking Exam Scoring Descriptors Sheet.

#### **Speaking Exam Score Chart**

<b>Fluency &amp; Coherence</b>	<b>/ 6</b>
<b>Pronunciation</b>	<b>/ 4</b>
<b>Lexical Resource</b>	<b>/ 5</b>
<b>Grammatical Range &amp; Accuracy</b>	<b>/ 5</b>
<b>TOTAL MARK</b>	<b>/ 20</b>

### **Overall Placement Considerations**

In cases where a candidate's scores on each of the various sections indicate similar level, placement is relatively straightforward. However, in cases where the candidate scores significantly higher on one section and lower on another, the evaluator(s) should decide how to weight the scores on the various sections to determine the candidate's final placement test.



## DAL Placement Test Marking Scheme

### ENGLISH

Sections	Elementary A1	Pre Intermediate A2	Intermediate B1	Upper Intermediate B2	Advance C1	Score
<b>Use of English</b> Max 45	0-9	10-18	19-27	28-36	37-45	
<b>Reading</b> Max 15	0-3	4-6	7-9	10-12	13-15	
<b>Writing</b> Max 20	0- 4	5-8	9-12	13-16	17-20	
<b>Oral Test</b> Max 20	0-4	5-8	9-12	13-16	17-20	
<b>Total Score</b> Max 100	<b>0-20</b>	<b>21-40</b>	<b>41-60</b>	<b>61-80</b>	<b>81-100</b>	

### Speaking Exam Score Chart

<b>Fluency &amp; Coherence</b>	<b>/ 6</b>
<b>Pronunciation</b>	<b>/ 4</b>
<b>Lexical Resource</b>	<b>/ 5</b>
<b>Grammatical Range &amp; Accuracy</b>	<b>/ 5</b>
<b>TOTAL MARK</b>	<b>/ 20</b>

### Writing Task Score Chart

<b>Task response</b>	<b>/ 6</b>
<b>Coherence &amp; Cohesion</b>	<b>/ 4</b>
<b>Lexical Resource</b>	<b>/ 5</b>
<b>Grammatical Range &amp; Accuracy</b>	<b>/ 5</b>
<b>TOTAL MARK</b>	<b>/ 20</b>

### MATHEMATICS

<b>Total Score Max 100</b>	
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## APPENDIX 7

### DOCKLANDS ACADEMY LONDON INTERVIEW FORM - STAFF EYES ONLY

Date		
Full name on ID / Passport / Driving Licence		
Selected course		
Date of arrival in the UK		
Email		
Mobile phone		
Nationality		
Residence		
Education Background		
Work experience What / How long?		
Aims of study Future goal(s)		
Health issues, disability, illness or learning difficulty		
<b>Agency (Which?)</b>	<b>Direct (How?)</b>	
<b>WEEK</b>	<b>WEEKEND</b>	



Date :

Student Reference :

### **Letter of Acceptance** (HE Students)

Dear Student,

We would like to congratulate you on your acceptance to the (*programme/course name*) program. Thank you for choosing our Academy, we look forward to a long and prosperous journey together.

Please kindly consider that having received this letter does not guarantee a place at the Academy until you fulfil the conditions listed below:

- We would kindly ask you to confirm or reject our offer in two weeks after you receive this letter.
- If you confirm, you are requested to:
  - pay all the course fees or apply for a Student Loan by following the steps below.
  - fill in and/or sign the necessary sections on the documents listed below and send them back to the Admissions Team along with the Fee Payment Receipt or SLC Application Form by (*date*).
    - Criminal Conviction Declaration Form
    - Video / Photograph Consent Form
    - Parental Consent Form (Students aged under 18)
    - DAL Online Safety Student Acceptable Use Agreement (Students aged under 18)
- (**For the attention of the Admissions Officer:** *If the applicant has any other conditions, please specify them here as well.*)

**Please do not use this Letter of Acceptance for any other purposes.** Once we have received all the required documents and course fee payment, you can ask for a **Letter of Enrolment** which you can use for official procedures, such as council tax, opening a bank account etc.

### **Student Loan Applications**

If you are intending to apply for a Student Loan, you will need to complete an online application. This is through the following website: <https://www.gov.uk/student-finance>

The course fee for (*programme name*) is £..... per year. Please be aware you will need to apply for a full-time loan, and you will need to use the following information when completing your application. Please quote the student reference number above in all your correspondence.

<b>HEI Code</b>	<b>XXXXXX</b> (if applicable)	<b>SLC Code</b> for ( <i>term name</i> ) on ( <i>programme name</i> )	<b>XXXXXX</b> (if applicable)
<b>University/College</b>	Docklands Academy London	<b>Campus Name</b>	Canary Warf

If you are a student who is eligible to seek for loan from Student Loan Company (SLC) but do not have any loan evidence yet, you should at least provide Customer Reference Number for SLC to be enrolled to a course at the Academy's discretion on a Pending Fees Status. It is your responsibility to ensure your student loan application is successful and completed. If you can't, you will be withdrawn from your study. Please look at DAL Procedure 4.13 Transfers Suspensions Withdrawals Closure and Change of HE Provision for further details.

If you have any further queries, please do not hesitate to contact us on [info@docklandsacademy.co.uk](mailto:info@docklandsacademy.co.uk)

Yours truly,

**Ercan ERKUS**  
**Academic Head**

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 **BRITISH COUNCIL**  
for the teaching  
of English in the UK



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### Letter of Acceptance (GE Students)

Dear Student,

We would like to congratulate you on your acceptance to the (programme name) program. Thank you for choosing our Academy, we look forward to a long and prosperous journey together.

Please kindly consider that having received this letter does not guarantee a place at the Academy until you fulfil the conditions listed below:

- We would kindly ask you to confirm or reject our offer in two weeks after you receive this letter.
- If you confirm, you are requested to:
  - pay all the course fees,
  - fill in and/or sign the necessary sections on the documents listed below and send them back to the Admissions Team along with the Fee Payment Receipt by (*date*).
    - Criminal Conviction Declaration Form
    - Video / Photograph Consent Form
    - Parental Consent Form (Students aged under 18)
    - DAL Online Safety Student Acceptable Use Agreement (Students aged under 18)
- ***(For the attention of the Admissions Officer: If the applicant has any other conditions, please specify them here as well.)***

### Important Note

**Please do not use this acceptance letter for any other purposes** (e.g., for international students in visa application). Once we have received all the required documents and course fee payment, you can ask for a **Letter of Enrolment** which you can use for official procedures, such as visa application, opening a bank account etc.

Please quote the student reference number above in all your correspondence. If you have any further queries, please do not hesitate to contact us on [info@docklandsacademy.co.uk](mailto:info@docklandsacademy.co.uk)

Yours truly,

**Nicola Molony**  
**Director of Studies (DoS)**

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## Criminal Conviction Declaration Form

Please note that in accordance with the Academy's obligations towards students and staff, we will request information about relevant, unspent criminal convictions so that appropriate steps can be taken to facilitate effective support and/or assess whether a prospective student poses an unacceptable risk to students and staff.

The Academy **only** asks about **relevant, unspent** criminal convictions such as:

- any kind of violence including (but not limited to) threatening behaviour, offences concerning the intention to harm or offences which resulted in actual bodily harm,
- offences listed in the Sex Offences Act 2003,
- the unlawful supply of controlled drugs or substances where the conviction concerns commercial drug dealing or trafficking,
- offences involving firearms, arson, and the offences listed in the Terrorism Act 2006.

Convictions that **'have been spent'** (as defined by the Rehabilitation of Offenders Act 1974) or **'will have been spent'** at the point of starting the course of study **do not need to be declared**. If you are uncertain as to whether your conviction is spent, you can seek assistance from [www.disclosurecalculator.org.uk](http://www.disclosurecalculator.org.uk) and read guidance at [hub.unlock.org.uk/roa](http://hub.unlock.org.uk/roa).

Under the light of the aforementioned information:

**Do you have any convictions or conditional cautions which are currently unspent under the Rehabilitation of Offenders Act 1974?**

Yes ☐

No ☐

**Do you have any convictions or conditional cautions which are spent but not 'protected' as defined by the Rehabilitation of Offenders Act 1974?**

Yes ☐

No ☐

If you have answered yes to either question:

- you need to disclose your criminal record on a separate sheet and attach the details in an envelope stapled to this form. The envelope should be marked CONFIDENTIAL and state your name and details of the post.
- your declaration might be discussed in the Criminal Conviction Panel, where you might also be invited, and the outcome regarding the Academy's offer stated in the Letter of Acceptance might change. (*Make sure you refer to DAL Procedure 4.1 Enrolment and Selection Policy, Section 7 for more details.*)

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**STUDY UK**  
member  
**ENGLISH UK**  
member



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## DECLARATION

*I confirm that the information I have provided on this form (and attached, if applicable) is accurate.*

*I understand that my criminal conviction declaration might be discussed in the Criminal Conviction Panel, and the outcome regarding the Academy's offer stated in the Letter of Acceptance might change.*

*I also understand that this information will not necessarily prevent me from being enrolled as a student at DAL, and that I will be given an opportunity to discuss any concerns the academy might have before a final decision is made on my suitability for the enrolment.*

Name / Surname :

Date:

Signed :

### The Academy procedures about criminal conviction declaration records

#### How do we keep your related records?

If you have declared a criminal conviction:

- and **become** a registered student, any information, records and correspondence relating to your relevant criminal conviction will be **stored separately** and **securely** in accordance with the Academy's 1.7 Data Protection Policy.
- but **do not become** a registered student, any information, records and correspondence relating to your relevant criminal conviction will be **kept for a period of one year** after the admission cycle has ended, at which point **all electronic and paper files will be deleted**.

## APPENDIX 11



### VIDEO / PHOTOGRAPH CONSENT FORM

I grant permission **Simply Alliance LTD T/A Docklands Academy London** its employees, agents, and Academic Partners the right and permission to take photographs and/or video recordings of me and use on university websites, social media channels, publications, promotional flyers, educational materials, derivative works, or for any other similar purpose.

I understand and agree that such photographs and/or video recordings of me may be placed on the Internet. I also understand and agree that I may be identified by name and/or title in printed, Internet or broadcast information that might accompany the photographs and/or video recordings of me. I agree that all such portraits, pictures, photographs, video and audio recordings, and any reproductions thereof, are and shall remain the property of **Simply Alliance LTD T/ A Docklands Academy London**.

I hereby warrant that I am eighteen (18) years old or more and competent to contract in my own name or, if I am less than eighteen years old, that my parent or guardian has signed this consent form below. This consent is binding on me and my heirs, assigns and personal representatives.

I consent. ☐

I do not consent. ☐

**Printed Name of Individual Photographed/Recorded** :

**Signature of Individual Photographed/Recorded** :

**Date** :

**If individual photographed/recorded is under eighteen (18) years old, the following section must be completed:**

I have read and I understand this document. I understand and agree that it is binding on me, my child (named above), our heirs, assigns and personal representatives. I acknowledge that I am eighteen (18) years old or more and that I am the parent or guardian of the child named above.

**Printed Name of Parent / Guardian** :

**Signature of Parent/Guardian of Individual Photographed/Recorded** :

**Date**

:

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## APPENDIX 12



### **Parent Consent Form for Students Aged under 18**

We want to make sure that your child is safe and happy while studying in the UK. To help us, we ask you (the parent or legal guardian) to complete this form for any student aged under 18 who is enrolled at Docklands Academy, London (here after the 'Academy')

Please note that the student will not be able to start the course until the form is received by the Academy.

#### **Data protection**

We promise to keep this information secure and will only give it to people who are directly involved in caring for your child on a need-to-know basis during the time when they are enrolled at the Academy, which may include healthcare and welfare professionals. For further details, please refer to DAL Procedure 1.7 Data Protection.

#### **Student details**

First name		Date of birth	
Family name		Nationality	
Gender ( <i>Circle the appropriate one</i> )	Male / Female Prefer not to say	First language	
Passport number		Passport expiry date	

#### **Parents' or guardians' details**

Title		Relationship to child	
First name		First language	
Family name		Level of English	
Mobile phone		Email	
Address			

Title		Relationship to child	
First name		First language	
Family name		Level of English	
Mobile phone		Email	
Address			

**If the above is not available, please provide emergency details**

## **TRAVEL**

I give consent for my son/daughter to travel to the UK and study at the Academy. I agree that my son/daughter can travel unaccompanied:

- to and from .....[name of town/city] at the start and end of their course. YES ☐ NO ☐
- between the school and his/her accommodation YES ☐ NO ☐

From airport/station etc to center at the start of the course.  
Details, Flight no. \_\_\_\_\_ Airport \_\_\_\_\_ Time \_\_\_\_\_

From school to airport/station on departure from the center.  
Details, Flight no. \_\_\_\_\_ Airport \_\_\_\_\_ Time \_\_\_\_\_

***(Please note that under-12s must be accompanied.)***

## **ACCOMODATION**

	YES	NO
I agree to my son/daughter staying in the following accommodation		
He/she understands that he/she must follow the 'school rules' provided in the student handbook.		

If your son/daughter is staying with family members or is in accommodation arranged by yourself, please give full details:

Name of responsible adult in the accommodation		Mobile phone	
Relationship to child		Email	
Date of birth			
Address			

Students aged 16- 17 must only be placed in half-board homestay accommodation booked by the Academy.

## **CURFEW TIMES**

	YES	NO
I agree my/son daughter if U18 must be in their accommodation by 10 pm unless otherwise agreed		

## **LEISURE ACTIVITIES**

I give permission for my son/daughter to go on any trips organised by the Academy and to take part in these activities:

<b>Under Supervision</b>	<b>YES</b>	<b>NO</b>
Walking Tours in and out of London		
Ball games		
Swimming and water sports		
<b>Unsupervised Time</b>	<b>YES</b>	<b>NO</b>
I give permission for my son/daughter to have free time for shopping on trips arranged by the Academy		
I give permission for my son/daughter to have unsupervised free time in [name of town/city] during the time between the end of classes/activities and the time		
I give permission for my son/daughter to have unsupervised free time in the evening after the evening meal and at weekends.		

## **MEDICAL**

Please tell us about any problems. If we are not told in advance about a physical or mental condition, we reserve the right to terminate the student's course.

<b>Does your son/daughter have:</b>	<b>YES</b>	<b>NO</b>
Asthma or bronchitis		
Heart condition		
Fits, fainting or blackouts		
Severe headaches		
Diabetes		
Allergies to known medicines		
Other allergies e.g. materials, food, plasters		
Travel sickness		
Bed-wetting/incontinence		
Any mental health problems (including eating disorders, hyperactivity)		

<b>Please answer the questions below</b>	<b>YES</b>	<b>NO</b>
Is your son/daughter on regular medication?		
Does your son/daughter require regular hospital treatment?		
Does your son/daughter take any medication which he/she will bring with		
Is there anything else we should know about?		
If the answer to any of the questions above is YES, please give details:		

Please answer the questions below	YES	NO
In case of minor pain or illness such as headache, mild cold or sore throat, do you agree to your son/daughter being given non-prescription medication such as Paracetamol, cough medicine, throat pastilles, antihistamine, or travel sickness tablets?		
In case of an emergency do you give permission for a responsible person in the Academy or in their accommodation to arrange medical treatment.		

Of course, every effort will be made to contact you, the child's parents/guardians, as quickly as possible.

Long-stay students (For students staying more than 3 months)			
Details of student's doctor in home country			
Title		Mobile phone	
Name / Surname		Email	
Address			
When did your son/daughter last have a tetanus injection? Date			

Please answer the questions below	YES	NO
I give permission for my son/daughter to be registered with a doctor (General Practitioner) in the UK.		

## **ATTENDANCE**

Students are expected to attend all scheduled classes and activities and to be in their accommodation at the stated times. If you wish your child to be absent from the course at any time, please contact the Academy directly so that suitable arrangements can be made.

## **Consent for Students Aged 11-15 enrolled on English Courses**

***(For the attention of the Admissions Officer: Please delete either of the declaration forms on page 5 or 6, - also this notice - depending on the course the student is enrolled before sending the consent form.)***

- ❖ I confirm that the above details are accurate and complete.
- ❖ I agree to the terms and conditions on the Academy Website → <https://docklandsacademy.co.uk/terms-conditions>
- ❖ I am aware of the Academy Rules as explained in Policies and Procedures (*in particular Safeguarding Policy*), Student Handbooks and Student Code of Conduct on the Academy Website:
  - DAL Policies and Procedures  
<https://docklandsacademy.co.uk/policies-and-procedures>
  - DAL Procedure 6.15 Safeguarding Policy  
<https://docklandsacademy.co.uk/wp-content/uploads/2021/06/DAL-Procedure-6.15-Safeguarding-Version-Feb-21-1-converted.pdf>
  - DAL Procedure Student Code of Conduct  
<https://docklandsacademy.co.uk/wp-content/uploads/2021/06/DAL-Procedure-5.1-Student-Code-of-Conduct-Version-February-21-converted.pdf>
  - DAL Student Handbook English Programme  
<https://docklandsacademy.co.uk/student-handbooks-2/>
- ❖ I can confirm that my child has also been fully informed of all the aforementioned details.

Signature of the parent/guardian:

- ❖ I have been fully informed of all the aforementioned details by my parent/guardian.

Signature of the student:

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## **Consent for Students Aged under 16 or 17 enrolled on English and/or Adult Courses**

- ❖ I understand that:
  - my son/daughter will come into regular contact with other students over the age of 18, in class and during the leisure programme,
  - he/she may be responsible for buying their own lunch during the week,
  - there are certain British laws (e.g., related to smoking and drinking alcohol) that apply to people aged under 18. Therefore, there may be some leisure activities which my son/daughter cannot take part in because of their age.
- ❖ I confirm that the above details are accurate and complete.
- ❖ I agree to the terms and conditions on the Academy Website (<https://docklandsacademy.co.uk/terms-conditions>).
- ❖ I am aware of the Academy Rules as explained in Policies and Procedures (*in particular Safeguarding Policy*), Student Handbooks and Student Code of Conduct on the Academy Website:
  - DAL Policies and Procedures  
<https://docklandsacademy.co.uk/policies-and-procedures>
  - DAL Procedure 6.15 Safeguarding Policy  
<https://docklandsacademy.co.uk/wp-content/uploads/2021/06/DAL-Procedure-6.15-Safeguarding-Version-Feb-21-1-converted.pdf>
  - DAL Procedure Student Code of Conduct  
<https://docklandsacademy.co.uk/wp-content/uploads/2021/06/DAL-Procedure-5.1-Student-Code-of-Conduct-Version-February-21-converted.pdf>
  - DAL Student Handbook English Programme  
<https://docklandsacademy.co.uk/student-handbooks-2>
- ❖ I can confirm that my child has also been fully informed of all the aforementioned details.

Signature of the parent/guardian:

- ❖ I have been fully informed of all the aforementioned details by my parent/guardian.

Signature of the student:

## APPENDIX 13



***(For the attention of the Admissions Officer: Please delete either of the declaration forms on page 1 or 2, - also this notice - depending on the course the student is enrolled before sending the consent form.)***

<b>Docklands Academy London</b> <b>Online Safety Student Acceptable Use Agreement for 11-15 years</b>	
<b>Be safe online</b>	<ul style="list-style-type: none"> <li>▪ I be careful when I am online</li> <li>▪ I will not tell people my name or anything about me or send pictures of me if I don't know them</li> <li>▪ I will not take or send pictures of other people unless they say it is OK</li> <li>▪ I will not use another person's IPhone/laptop/game machine</li> <li>▪ I will only use kind and good words in my messages</li> <li>▪ I will not send pictures or messages that make another person sad or unhappy</li> <li>▪ I will tell my teacher/homestay if I get any messages or pictures that make me sad or unhappy</li> <li>▪ I will not look at any websites or pictures if they show people being violent or unkind.</li> <li>▪ If I am not sure about anything online or how to be safe, I will ask my teacher / homestay for help</li> </ul>
<b>Student signature</b>	<ul style="list-style-type: none"> <li>▪ I know I must follow the rules about being safe online and I will while I am on the course at Docklands Academy London</li> </ul> <p>Name: _____ Signed: _____ Date: _____</p>
<b>Parent signature</b>	<ul style="list-style-type: none"> <li>▪ I understand this Agreement and have helped my child understand his/her responsibilities and the importance of acting safely and legally online. I accept that this Agreement is part of Docklands Academy London rules for under 18s.</li> </ul> <p>Name: _____ Signed: _____ Date: _____</p>

<b>Docklands Academy London (DAL)</b> <b>Online Safety Student Acceptable Use Agreement for 16-18 years</b>	
<b>Statement</b>	The internet is a powerful tool giving great opportunities to everyone. Most things about the internet are good; some are not so good. This agreement aims to keep under 18 students safe online when they join a course at DAL. The Academy has online safety measures ( <i>e.g. filters, passwords, monitoring of online activity, etc</i> ) to help protect students. All under 18 students need to be responsible online, use the internet legally and follow these rules.
<b>Acceptable Use Agreement</b>	<p>I will be responsible in my online behaviour whilst on a course at DAL. I will not do anything that might risk:</p> <ul style="list-style-type: none"> <li>▪ my own safety</li> <li>▪ the safety of other users (students, staff, homestays) connected to DAL</li> <li>▪ the safety and security of DAL's or other users' systems.</li> </ul>
<b>My Safety</b>	<ul style="list-style-type: none"> <li>▪ I understand DAL will monitor my online behaviour</li> <li>▪ I will not share my user name or password, or use another person's user name or password</li> <li>▪ I will be aware of 'stranger danger' online and not share personal information (e.g. contact details) about myself or others online</li> <li>▪ I will not meet anyone off-line who I have met online unless I have staff or a homestay with me</li> <li>▪ I will immediately report to staff or homestay, any unpleasant or inappropriate material or messages that make me feel upset or unhappy.</li> </ul>
<b>Acceptable (legal) online activity and rules.</b>	<ul style="list-style-type: none"> <li>▪ I will only use personal devices (mobile/IPhones, USB devices etc) and DAL devices at times allowed</li> <li>▪ I will not create, access (download or upload), share or store any illegal or inappropriate material, using my own or DAL's equipment while on the course at DAL</li> <li>▪ Illegal and inappropriate online materials include: gambling, pornography, age-rated games/films, websites or games showing violence, any sort of extremism or being unkind to others (intolerance) based on race, religion, disability etc., sending or receiving words or pictures about sex, accessing and not paying for music and films that are protected</li> <li>▪ I will not install or store programmes on DAL or other users' equipment that will alter or affect that equipment.</li> </ul>
<b>My behaviour</b>	<ul style="list-style-type: none"> <li>▪ I will act as I want others to act towards me</li> <li>▪ I will not access, copy, remove or alter other people's or DAL's online materials or settings without their permission</li> <li>▪ I will be polite when I communicate with others online. I will not use unkind, angry or bad language in texts, emails or any other online messages.</li> </ul>



	<ul style="list-style-type: none"> <li>I will not take, send or share on social media, pictures of anyone without their permission</li> </ul>
<b>I am responsible</b>	<ul style="list-style-type: none"> <li>I understand that I have broken DAL rules if my online behaviour does not follow this Agreement and that I can be disciplined. If it is serious (e.g. breaking UK law) I might be sent home.</li> <li>This Agreement includes my time at DAL and away from it for the duration of the course, particularly my behaviour to other members of DAL community</li> </ul>
<b>Student signature</b>	<ul style="list-style-type: none"> <li>I understand this Agreement and that it is important</li> <li>I will follow it when using DAL equipment and my own equipment (e.g. phones / cameras / all other technology equipment), at all times during the course.</li> </ul> <p>Name: _____ Signed: _____ Date: _____</p>
<b>Parent signature</b>	<ul style="list-style-type: none"> <li>I understand this Agreement and have helped my child understand his/her responsibilities and the importance of acting safely and legally online. I accept that this Agreement is part of DAL rules for under 18s</li> </ul> <p>Name: _____ Signed: _____ Date: _____</p>

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**APPENDIX 14**

**Docklands Academy London**  
**Admissions Feedback Form**



Name / Surname (Optional):

Please tick the box that is relevant to you.  
*The information below is asked to improve our customer service.*

**Overall Application Process**

	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree
I was told to read DAL Procedure 4.1 Enrolment and Selection on the website.					
The application process was easy to follow.					
The steps of the admission process were designed in a logical flow.					
I was provided accurate information to my questions.					
I was given detailed information about the programme.					
I was treated fairly.					
I was provided timely response.					
The application process was not complicated.					

**Supporting Documents**

	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree
The initial supporting documents asked were logical.					
I was given enough time to provide the missing documents.					
The application form was easy to fill in.					

**The Staff**

	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree
The admissions officer conducting the process was helpful.					
The academic staff conducting the written Entry Test was helpful.					
The academic staff conducting the Interview was helpful.					

### The Internal Evaluation (Written Entry Test & Interview)

		Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree
The Written Entry Test evaluated my level of English accurately.						
The interview was conducted professionally.						
The interviewer asked about:	my future goals.					
	my reason to choose the related programme.					
	my academic and development needs.					
I was given	satisfactory information about my subject area, related industry and relevant career options.					
	appropriate advice to choose the right programme.					

### Decision Delivery

		Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree
I received my Letter of Acceptance within 3 working days after I had been informed about the decision.						
I was told that	I had to confirm or decline the decision within 2 weeks after the date of Letter of Acceptance was issued.					
	I had to satisfy any conditions attached to the Letter of Acceptance.					
	I had to fill in and/or sign the necessary sections on the documents attached to the Letter of Acceptance and send them back to the Admissions Team.					
	I can withdraw the application within the cooling off period of 14 days, which begins the day after I enter a contract with the Academy.					
	after the cooling off period, the refund timeframe for cancellations in <i>DAL Procedure 4.10 Refund of Tuition Fees and Compensation</i> will apply.					
	I could defer my study with approval of Academic Head before enrolment date and between programmes.					
The Letter of Acceptance was informative and included all the necessary information.						

### Post-Admission Procedures

		Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree
I was asked to	read the Learning Agreement, Student Terms and Conditions and Student Handbook before coming to the Induction Day.					
	sign the Learning Agreement.					
	sign the Induction Declaration Form.					
	do the Online Induction Quiz.					
	keep my contact details up to date.					
The Learning Agreement was informative.						

## APPENDIX 15

## Learning Agreement

### Learners are entitled to be:

- ❖ provided with a full induction and student handbook.
- ❖ taught and assessed fairly by experienced, trained and caring staff.
- ❖ provided with quality programmes.
- ❖ provided with Special Learning and Assessment needs and welfare support.
- ❖ able to bring forward comments and reasonable complaints which will deal with them efficiently & effectively.
- ❖ provided with an Equal Opportunities learning environment that is responsive to their needs.
- ❖ provided a safe, pleasant supportive learning environment.
- ❖ treated with cultural respect and dignity in a calm and polite manner.
- ❖ informed of should a lesson delay / cancellation occurs.
- ❖ given advice on progression routes.
- ❖ given Health and Safety information.
- ❖ given the opportunity for personal development.

### Learners are responsible to: *(As also highlighted in Student Code of Conduct)*

#### British Values

- ❖ respect democracy and the right of freedom of speech since everyone's opinion is important and counts.
- ❖ treat everyone with cultural respect and dignity in a calm and polite manner.
- ❖ respect individual liberty and recognise the diversity of the Academy community.
- ❖ be considerate, respectful, and courteous without any abusive behaviour, bullying, harassment, violence, discrimination, insult and aggression towards others regarding their ethnicity, race, gender, nationality, age, religion, disability, sexual orientation, education, experiences, opinions and beliefs.
- ❖ abide by the law, act responsibly and be honest since the law is supreme, and nobody is above the law.

#### Academy Rules

##### ❖ Facilities:

- respect and care for the environment of the Academy property.
- recycle and dispose litter responsibly.
- act upon the Academy's advice for saving energy.
- maintain security and always wear your identity card within the Academy.
- smoke or vape only in the designated areas.
- avoid:
  - using fire doors except in an emergency.
  - bringing food and hot drinks in class.
  - leaving any rubbish behind you.
  - bringing alcohol or illegal substances into the Academy or be under the influence of these while onsite or taking part in external activities.
  - bringing anything that could be used as an offensive weapon into the Academy.
  - fighting, bullying, harassing, threatening, offending or intimidating others, including the internet, virtual learning environments, social networking sites, blogs or other web resources, emails, texts or phone calls.

❖ Learning:

- inform the Academy of any Special Learning or Assessment Needs.
- speak English at all times during the lessons.
- understand that classes may be attended by students from different cohorts.
- bring all the equipment and kit needed for learning.
- switch off or mute mobile phones and other electronic devices and place them out of sight during lectures.
- take all exams at the stated time and complete assignments by the deadline.
- hand in coursework in time to the right standard and follow the strict rules on plagiarism.
- join at least one library to access further resources and study facilities.
- act in a professional manner
- actively participate in classes.
- avoid disrupting others in class.
- commit time to additional study.
- show a motivated, positive attitude and serious commitment to your studies.
- never settle for “good enough”.
- allow themselves the opportunity for personal development.

❖ Attendance:

- attend all lectures and arrive before the lecture starting time.
- be punctual for all classes and other appointments.
- record your attendance when you enter and leave.
- avoid entering the class until the next lesson if you are more than 15 minutes late.
- inform the relevant person if you are late or absent for an activity where you are expected to attend.

❖ Assistance:

- immediately inform the Academy if your circumstances change.
- register with a general practitioner (GP) for any medical help.
- 
- seek help when they need it.
- be aware of:
  - the key person[s] in relation to Welfare, Safeguarding and overall student services and know who to report to in any case of an incident or concern.
  - immediately inform your teacher or student welfare officer if you experience problems with your studies or personal welfare that could harm your progress.
  - and act upon the advice and assistance available on academic and other matters.
  - Academy Health and Safety procedures and follow them.
  - agree to the terms of Procedure 4.14 Fees, Charges and Financial Support as part of the enrolment process.

### **Zero Tolerance to Unreasonable Behaviour**

We have zero tolerance to any kind of abusive behaviour, bullying, harassment, violence, discrimination, and aggression towards either staff or students.

If you are concerned about the behaviour of a member of Academy staff, or of a student, please speak to a manager or use our **Complaints Logbook / Comments & Complaints feedback box** located at reception or follow the “report a problem” link at our website ([Report a Problem - Docklands Academy London](#)) or follow our standard **Procedure 2.5 Complaints**.



## Refund Policy

### 1. Situations in which Students are NOT Eligible for a Refund

- 1.1 Tuition fees, as agreed by the student in the Terms and Conditions and in the Learning Agreement signed on induction, will NOT normally be refunded. This includes, by way of example only, if the student:
- obtains a visa to study at the Academy, enters the UK, but then chooses not to take up studies at the Academy.
  - visa application is refused on grounds of documents submitted were fraudulent.
  - enrolls on a chosen course of study, is inducted into the Academy, but then discontinues the course.
  - is withdrawn from the Academy due to non-compliance with the Academy's Policy 4. Admissions, such as attendance monitoring, serious misconduct, or other similar reasons.
  - is continuously late or absent to an extent that prevents learning or is contrary to minimum requirements, which includes but is not restricted to those set by a partner college or relevant awarding body or leaves before the course ends.
  - changes their mind after the start of their course. They cannot, for example, reduce the number of hours they study per week and convert these into one-to-one classes. They cannot reduce the number of hours to study per day in order to lengthen the duration of their course **(only applicable to English Language / tailor made courses)**.
- 1.2 If after enrolment the student decides to withdraw from (terminate) their course for **any other reason other than listed in Section 3**, they will also not get a refund.
- 1.3 Please note the following is also non-refundable under all conditions mentioned in **Section 3**:
- registration fee
  - examination fee
  - accommodation booking fee
  - any bank charges incurred
  - A processing fee of not more than GBP £300.00 may be collected from students requiring visas to study in the UK before issue of a Letter of Acceptance (Conditional). This processing fee covers the cost of processing their application for entry to the Academy and the United Kingdom.

### 2. Situations in which Students MAY BE Eligible for a Refund

- 2.1 The tuition fees MAY be refunded in special circumstances within the specified timeframe set out below. These include, but are not limited to, if a student:
- obtains a visa to study at the Academy, but then, decides not to take up the offer of admission without entering the UK.
  - visa application is refused due to any reason other than on the grounds the documents submitted were fraudulent. In this case the student or his/ her consultant must send scanned copies of their DAL Offer Letter/s, Visa Refusal Letter, and passport by e-mail to the Academy for verification.
  - wishes to cancel an accommodation booking and gives the appropriate notice, as stated in Terms and Conditions, before the start of the stay.
- 2.2 Refund timeframes for cancellations:
- |   |                                  |
|---|----------------------------------|
| • Up until six weeks before the course starts             | → Full Refund                    |
| • Between six weeks to two weeks before the course starts | → 50% of the course fee refunded |
| • Between two weeks and the day before course starts      | → 25% of the course fee refunded |
| • After course has commenced                              | → No Refund                      |

- 2.3** In an event the student enrolls for a course within the refund timeframes mentioned above but wishes to cancel their place, the following will apply. If the student informs the Academy to cancel:
- within the cooling off period of 14 days, full refund will be granted. (*“Cooling Off Period” is 14-day time limit that you have the right to cancel a service you’ve arranged for any reason and get a refund. Your cooling-off period begins the day after you enter a contract with us.*)
  - after the cooling off period, the related refund timeframe for cancellations will apply.
- 2.4** The Academy MAY issue a refund which will be subject to deductions for classes already attended and any additional charges already incurred such as examination fees or administration fee regardless of the timeframes above if the student:
- has strong compassionate or health grounds, supported by the presentation of suitable evidence.
  - is affected negatively due to public health threats (e.g., Covid-19 and related pandemics),
  - is unable or unwilling to return to study after twenty-four months in suspension may be terminated of the programme.
- 2.5** The Academy MAY issue a **full refund** regardless of the timeframes above:
- if student’s visa application is refused due to the inadequacy of the Academy providing the requested paperwork.
  - if the student wishes to cancel their place due to being adversely affected by a material change made to the course such as a change on the structure and content of the course.
  - where the Academy terminates a course, which has already started.

### **3. Refund Applications**

- 3.1** An application for a refund must be made with the Tuition Fee Refund Application Form (available from the website or in soft / hard copy via email on request) submitted to the Finance Department at [info@docklandsacademy.co.uk](mailto:info@docklandsacademy.co.uk). A decision will be made by the Finance Manager, which is subject to review with the Academic Department and at the discretion of the CEO / Principal, whose decision is final, there being no further appeal. The decision will aim to take into account all the known circumstances and the overall reasonableness and fairness of the case.
- 3.2** The Academy shall not be liable in any case for monetary loss suffered due to currency fluctuations or any other consequential loss. Due to the above procedures, the Academy requires a minimum period of 45 days to process any refund.
- 3.3** The Admissions team will then send student an email confirming the status of the refund.





## DECLARATION

I, \_\_\_\_\_, hereby solemnly and sincerely declare that I have read and understood this Learning Agreement, Student Terms & Conditions, Student Code of Conduct and Student Handbook, and I shall always abide by these during my studies.

Name / Surname :

Signature :

Date :

**Please sign this form and hand it back to the Admissions Team straight away**

**Thank you.**

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## Induction Declaration Form

I, \_\_\_\_\_ hereby solemnly and sincerely declare that I have participated at the Docklands Academy Induction programme and understood the information provided.

Name / Surname :

Signature :

Date :

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## APPENDIX 17



### STUDENT LETTER & CERTIFICATE REQUEST FORM

(Please complete the form in **CAPITAL** letters.)

Name / Surname		Mobile	
Date of birth		Email	
Address		Programme/ Course	
ID No		Student ID No	
Date of Request		Date of Collection	After 3 p.m. / in 5 working days

**Please TICK THE BOX for the type of the document required ONLY.**

Document Type	To be presented to / For	√
Letter of Enrolment	Bank	
	NHS	
	Council Tax	
Reference Letter	Job application / Progression to a higher degree	
Certificate of Attendance	Student Loan Company / Home Office (Visa etc.)	

**This request will be treated as incomplete if all the required fields are not filled.**

### Student Receipt

Name / Surname		Email	
Date of birth		Student ID No	
Document Requested		Programme/ Course	
Date of Request		Date of Collection	After 3 p.m. / in 5 working days

**Your request may not be approved due to Low Attendance or Fee Overdue. You will have to re-apply after you achieve minimum 90% of attendance and payment of fee as committed.**

## APPENDIX 18



Date:

Student Reference:

### Letter of Enrolment

Dear Sir/Madam,

Please accept this letter as confirmation that the below student is enrolled with Docklands Academy, London (DAL).

Student Details			
Family Name:			
Given Name:			
Date of Birth:		Gender:	
Passport Number:		Nationality:	
Address:			

Course Details	
Course / Programme Title	
Minimum Hours of Tuition	
Course / Programme Start	
Course / Programme Expected End Date	
Course / Programme Duration	
Mode of Evaluation	Examination / assessment
Study Site	DAL, 11 Selsdon Way, Cityharbour, London-E14 9GL UK

Please quote the student reference number above in all your correspondence. If you have any further queries, please do not hesitate to contact us on [info@docklandsacademy.co.uk](mailto:info@docklandsacademy.co.uk)

Yours truly,

**Rose Aslan**  
**Head of Admissions**  
For Docklands Academy, London

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## Change of Circumstance / Contact Details Form

Please specify the change of circumstance, tick the box next to the section there has been a change and fill in the related section and attach any evidence required.

---



---

☐

Date	
Name / Surname	

**Please fill in your new address with post code and contact number**

☐

Postal Address	
Post Code	
Phone (Landline)	
Mobile	
Email	

### New Next of Kin (Emergency Contact)

☐

Name / Surname	
Relationship to the Applicant	
Postal Address	
Post Code	
Phone (Landline)	
Mobile	
Email	

### New Immigration Status

☐

Status	
--------	--

## DOCKLANDS ACADEMY LONDON



### Certificate of Attendance for HNC Business

IT IS HEREBY CONFIRMED THAT

**XXXXXXX**

ATTENDED THE ABOVE COURSE

**from 5<sup>th</sup> May 2019 to 23<sup>rd</sup> August 2019  
and has 100% and Punctuality**

D.A.L

ROSE ASLAN  
HEAD OF ADMISSIONS

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ENGLISHUK  
member

STUDYUK  
member



hazev  
Restaurant - Bar - Club - 1995

haz  
restaurant

**APPENDIX 21**

**DOCKLANDS ACADEMY LONDON  
ADMISSIONS PROCESS OBSERVATION FORM**



**Date :**

**STRENGTHS:**

**LIMITATIONS:**

**RECOMMENDATIONS:**

**Observer :**

**SIGNATURE :**

## APPENDIX 22

### DOCKLANDS ACADEMY LONDON CRIMINAL CONVICTION PANEL CRITERIA



FACTORS	THINGS TO CONSIDER
Relevance	Do any of the convictions listed on the DBS certificate relate to, or impact on, the responsibilities of the applicant? Are the circumstances of the offence relevant to the applicant?
Nature	Consider not just the category of the offence, but what the offence involved and what the applicant's actions were. For instance: <ul style="list-style-type: none"> <li>Financial offences – was it theft or fraud?</li> <li>Violent offences – was it against a vulnerable person, what was the level of harm caused?</li> <li>Drugs offences – was it possession or supply?</li> </ul>
Seriousness	<p>The DBS certificate will tell you what an offence is. How serious the offence is, as determined by the charge and sentence set out on the DBS certificate, may help you determine whether an offence is relevant when balanced against other factors. You may need to take advice on how serious an offence is.</p> <p><b>But consider:</b></p> <ul style="list-style-type: none"> <li>Current DBS filtering rules mean that even minor, very old offences will still be disclosed if the applicant has more than one conviction or caution</li> <li>Just because something appears on a DBS check doesn't always mean it's very serious</li> <li>Sentencing is not always uniform or consistent, so don't rely on previous examples of similar convictions to inform your decision, and take into account the circumstances around the offence</li> </ul>



FACTORS	THINGS TO CONSIDER
Pattern	<p>Consider whether the applicant committed a single offence, or whether there is/was a pattern of offending. Think about the following:</p> <ul style="list-style-type: none"> <li>• If they committed a number of offences, is there a significant gap between them?</li> <li>• Were the offences committed over a particular period of time?</li> <li>• How much time has elapsed since the last offence?</li> <li>• Have their circumstances or motivation changed? (see below)</li> </ul> <p>Those with a pattern of offending up until quite recently may not be able to demonstrate that they have stopped offending. Clear evidence of a break in the pattern of offending can be important, especially for drink and drug-related offences. It may also be true that someone with a single offence (committed quite recently) won't be able to demonstrate sufficient change.</p>
Age/Time	<p>Look at:</p> <ul style="list-style-type: none"> <li>• The applicant 's age now</li> <li>• Their age when the offence was committed</li> <li>• The length of time since the offence was committed</li> </ul> <p><b>Remember:</b> conviction dates can often be much later than when the offence was committed.</p>

FACTORS	THINGS TO CONSIDER
Circumstances	<p>You may not need to consider the circumstances around every offence (such as minor offences dealt with by way of a caution or fine). Remember that your job is not to judge the actions but to decide whether the offence and circumstances are relevant to the job applied for. If you do need to understand the circumstances, consider what you learned from the disclosure discussion about:</p> <ul style="list-style-type: none"> <li>• What happened</li> <li>• Who was involved</li> <li>• Why it happened</li> </ul> <p>Think about any aggravating or mitigating circumstances, such as issues with:</p> <ul style="list-style-type: none"> <li>• Accommodation</li> <li>• Education or employment</li> <li>• Finances</li> <li>• Lifestyle and associates</li> <li>• Relationships</li> <li>• Drug and alcohol use</li> <li>• Health</li> <li>• Emotional or mental well-being</li> </ul> <p>Also take into account:</p> <ul style="list-style-type: none"> <li>• Whether their circumstances have changed</li> <li>• Whether they have addressed the reason for their offending</li> </ul>

**DOCKLANDS ACADEMY LONDON  
CRIMINAL CONVICTION PANEL FORM**

<b>Applicant Name / Surname</b>		
<b>Programme applied for</b>		
<b>Date of assessment</b>		
<b>Staff members present</b>	<b>Academic Head:</b> <b>Head of Academic Administration:</b> <b>Student Welfare Officer:</b> <b>Other:</b>	
<b>FACTORS</b>	<b>CONVICTION 1</b>	<b>CONVICTION 2</b>
<b>Relevance</b>		
<b>Nature</b>		

<b>Seriousness</b>		
<b>Pattern</b>		
<b>Age/Time</b>		
<b>Circumstances</b>		
<b>DECISION</b>		

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