



LEARNER RECRUITMENT, REGISTRATION & CERTIFICATION

Date Effective From	6 th January 2026
Date of Next Planned Review	December 2026
Signed	Natalie King, Managing Director

Policy Statement:

This policy details AccXel's commitment to offer a fair, consistent and efficient recruitment and admissions practice to all prospective students, to ensure they make informed and achievable course decisions. AccXel provides high quality information, advice and guidance (IAG) that is easily accessible at the admissions stage and is then followed up and integrated into the learner's study programme.

IAG can help learners:

- Make well informed and autonomous decisions and choices.
- Maximise the benefits of lifelong learning and set challenging but realistic goals.
- Overcome barriers to learning and work.
- Take control of learning and their lives.

The promotion of diversity and equality of opportunity are core values at AccXel. AccXel will ensure that no applicant is disadvantaged, or directly or indirectly discriminated against for any reason. The Head of Education has overall responsibility for overseeing admissions and providing training for staff. The education and administration staff help and advise all prospective students with their applications. The effectiveness of the admissions process will be monitored by:

- Student satisfaction surveys
- Retention and achievement data
- Employer/parent feedback
- Student forum
- Senior management quality review process

Course information and initial enquiries:

All students will have the opportunity to obtain clear, consistent and accurate course information from a variety of sources including literature, website and AccXel staff. The teaching and administrative teams are responsible for keeping the course information up to date and readily available.

AccXel open events will be held regularly to give visitors the opportunity to view AccXel and the facilities and speak to staff. Staff will also attend local schools' career and other events to provide information and advice. Local schools and other partners will be sent course guides and informed of AccXel open events and invited to attend. Anyone unable to attend will be invited to view AccXel and the facilities by appointment. The teaching and administrative teams are responsible for ensuring any necessary access arrangements are made to assist applicants to complete the application process.

Further Education, Higher Education and Apprenticeships:

Applications and course discussions:

Applications can be completed via the AccXel website or forms are available from the administration team. The academic team assess all applications to plan the most appropriate course discussion and admission route.

- Applicants who need help to make their choices will be offered an appointment with the academic team to discuss further.
- All applicants who receive an offer to their chosen course will be asked to book a course discussion with the academic team.
- The course discussion will confirm the correct course and level for the applicant.

During the course discussion applicants can expect information and advice on:

- The chosen course of study, its content and suitability
- Entry requirements
- Any associated costs
- Support needs
- AccXel facilities and accessibility
- Any specific course requirements
- Enrichment, work related activity and tutorials
- Progression opportunities

References may be sought from the applicant's most recent educational establishment and/or other sources as appropriate.

For apprenticeship applications, for those who do not have an employer, they will be provided support and guidance to find an employer.

Confirming and accepting a place at AccXel:

Offers are made to students providing:

- They are eligible to study in the UK.
- The applicant meets the entry requirements, these may be waived in certain circumstances.
- The applicant is deemed able to complete the programme and achieve the qualification.
- The course is running and there are places available.

An opportunity for further course discussion will be available for all students who do not gain the requisite entry requirements, and, where possible, staff aim to provide a suitable alternative.

Courses may have to be cancelled if there are insufficient students enrolled but transfer to an alternative course may be possible. Once offered a place, the academic team will keep in touch with the applicant through correspondence. In order to guarantee a place on the course, the student will need to accept the offer.

For apprenticeships, an offer will only be made if the applicant and job role meet the apprenticeship's requirements and satisfies funding rules. All offers must be confirmed so a start date can be identified and if the applicant is unable to secure apprenticeship employment, AccXel will provide additional advice and guidance to support the applicant with a suitable alternative where possible.

Enrolment:

Applicants will be informed of instructions for enrolment. This will include dates, times and documentation required.

Applicants will have the opportunity to change the course choice at the discretion of the course leader. Applicants will be asked if they have any unspent criminal convictions at enrolment. If they have any unspent criminal convictions:

- The course leader will discuss the nature of the conviction.
- AccXel will carry out a risk assessment depending on the nature of the conviction.

- The applicant will be informed as to whether or not that are able to enrol on the course and will be advised of any conditions that may apply.

For apprenticeships, enrolments will be completed in accordance with the ESFA's apprenticeship funding rules and evidence pack requirements for providers.

Students wishing to enrol who do not have English as a first language may require an English assessment prior to being offered a place on the course.

Right to refuse an application:

All applications will be given full consideration, however AccXel reserves the right to refuse admission to any applicant who:

- Is unable to meet any required entry criteria
- Has previously attended college and not completed without good reason
- Has previously been subject to a college disciplinary procedure
- Has made an inappropriate course choice
- Refuses permission for AccXel to take up references
- Has an unsatisfactory reference

This list is not definitive. AccXel always refers unsuccessful applicants to other appropriate agencies for support and advice.

Appeal:

Students who have their application rejected have the right to appeal to the Head of Education. If the Head of Education also endorses the decision of the academic team, then the student can appeal to the Principal. The decision of the Principal is final. If the student is still not happy with the decision, they can escalate this through the Complaints Procedure: [Complaints-Feedback-Policy-2024.pdf \(accxel.co.uk\)](#)

Registration and Certification:

Accxel confirms it is compliant with all relevant procedures for qualification registrations. Furthermore, AccXel will ensure that all quality and administrative staff associated with the registration and certification will attend appropriate Award Organisation training, as appropriate:

- To register learners to the correct programme within the correct timescale.
- AccXel will ensure that registration takes place within 6 weeks of the start of a programme (or sooner, if applicable). Where a learner starts late on a programme, the same registration period will apply.
- Any learner not wishing to continue on the programme will be withdrawn within an agreed time period.
- Each learner will be made aware of their registration status.
- Learners will be advised of the appropriate qualification.
- AccXel will provide a secure and auditable system to ensure that individual learner registration and certification claims can be monitored and tracked to the certificate which is issued.
- Each learner will be registered with the Awarding Organisation (AO) requirements, ensuring:
 - Accurate information will be registered with the AO, this will include personal details.
 - At all times AccXel will ensure confidentiality of all learner details, qualification and units.
- AccXel will ensure programme delivery teams can check the accuracy of learner registration. Proof of identity will be required prior to enrolment on the programme.
- All claims will be timely and based solely on internally verified records.
- If, for whatever reason, the learner cannot complete the full programme to gain the full qualification, individual unit certificates can be claimed if the unit has been completed by the learner and the necessary criteria have been achieved:
 - Individual units may be used in the future where a learner can claim accreditation for that unit(s) towards the same qualification, within an agreed timescale from initial registration in accordance with AO rules.
 - In any case recognised prior learning can be applied where appropriate for unit(s) already completed within the rules of the AO.
- All certificate claims to the AO are auditable.
- All certificates received from the AO will be checked for accuracy and completeness before issue.

- All records will be kept for a minimum of 5 years after certification.

For provision of Higher Education Programmes (accredited by Pearson), this Policy will be interpreted in line with Pearson's Guide to Recruiting Learners that can be found here: [a-guide-to-recruiting-learners-onto-pearson-qualifications.pdf](#) together with the JCQ guidance that can be found here: [Gen regs approved centres 22-23 FINAL-1.pdf \(jcq.org.uk\)](#)

This policy has been agreed by the AccXel senior management team and agreed. It will be reviewed every year in line with Awarding Organisation requirements or after significant changes to AccXel's business or staff.

Signed:

Natalie King

Date: 06.01.26