

Course Entry Requirements Policy

All candidates will be interviewed by North London College for genuine intention to study, financial viability and ensure that they are selected for suitability on the course by meeting the following criteria:

Proof of being capable of meeting the required standards;

Can read and communicate clearly and accurately enough to meet the requirements of their training and the assessment tasks for each course;

Proof that they do not have a criminal background which might prevent them from gaining practical experience during their study with children or vulnerable adults. Candidates entering the Health and Social Care workforce are legally required to undergo criminal record checks prior to taking up practical work placement

In addition, mature students without the listed entry requirements but have relevant experience may be considered following clearance from the relevant awarding body. Students on external degree programmes must first register with the University of their Choice before they can be accepted by North London College.:

Duration of Courses

All courses are full-time with duration ranging from 1 to 4 years. Details for specific courses are available on request from NLC. All full-time courses are for a minimum of 17.5 hours per week. This does not include time on work placement, where necessary.

Full Terms of Conditions

These policies must be read in conjunction with NLC's terms and conditions of enrolment that accompany our application form

To become a student at the College you will need to go through the following process:

If you are from a country outside the European Union (EU) or European Economic Area (EEA), you must obtain a student visa. The rules are complex and you should read the information on the UK Border Agency website before applying.

1: Apply for a course

- The course must be run by an approved education provider – North London College is an approved provider, Sponsor under the UK Border Agency Tier 4 sponsorship HT scheme. Your Confirmation of Acceptance of Studies (CAS) letter will contain the College license number.
- The College is offering sponsorship under Tier 4 General or Adult Student Visas – you must be aged 18 or over on 31 August of your intended joining date.

- The course you are enrolling for must be at Level 4 or above on the Qualifications and Credit Framework (QCF). Level 3 is equivalent to A Levels; for an explanation of levels of study see the further information section below.
- You must be studying for a minimum of 15 hours per week organised daytime study (daytime study is 9.30am to 5.30pm Monday to Friday).
- You must show evidence of being able to pay for the course fee and sufficient income to live on while in the UK. The amount of income required by the UK Border Agency if you are living in London is £800.00 per month, £7,200.00 for courses lasting one year for the time being.
- The courses that we offer are described on our website. Please note that we do not offer A Levels or English Language courses for international students.
- You must complete the College Course Application Form indicating the course you would like to apply for.
- Your qualifications must meet the entry criteria for the course – these are included in the course description. You will need to provide copies of relevant qualifications with translations in English if necessary and a letter of comparability from the National Academic Recognition Centre (NARIC) at www.naric.org.uk. This will show the equivalence of your qualifications related to the National Qualification Framework in the UK.
- You will need to demonstrate that your level of written English meets the requirements in the course entry criteria. The minimum level required by the UK Border Agency is CEFR (Common European Framework of Reference for Languages) Level B1.

2: We offer you a place on a course

We check the documentation you have sent us to make sure that you are meeting the UK Border Agency requirements and the entry criteria for the course. If you have met these conditions we send you a Confirmation of Acceptance of Studies (CAS) letter.

3: Get your Student Visa

To obtain a visa for entry clearance, i.e. permission to enter the UK as a student, you will need 40 points.

- Your Confirmation of Acceptance of Studies (CAS) letter from the College counts as 30 points.
- Evidence of having sufficient income to pay the course fees and for maintenance counts as 10 points.

Check on the UK Border Agency website where to apply for your student visa. If you are applying for a student visa from outside the UK, you should check with your local visa issuing post (also known as entry clearance post) to see how to apply in your country of residence.

Your student visa will have a start (valid from) and end (valid to) date. You will be able to plan when to enter the UK. The length of your visa must extend beyond the end date of your course.

Please note that the College has limited accommodation for international students but arrangement can be made with local letting agency by the request of the student.

4: Inform the College when you have your visa

When you have obtained your student visa, you must inform the College admissions office. Please read the pre- arrival information in our website.

5: Enrol at the College and pay fees

You must come in to College to enrol on the specified date and pay any outstanding course fees at the start of your course.

The College is required to inform the UK Border Agency of any international learners who have been given entry clearance, following the issue of a Confirmation of Acceptance of Studies, and who do not enrol.

You are expected to attend your course regularly; the College will monitor your attendance and report to the UK Border Agency on your attendance.

Compliance

1. On issuing of CAS

- a. You must notify the College the date scheduled for your appointment for VISA interview
- b. You must inform the College of the outcome of the interview within seven days (7days)
(This is important as the College need to put some action in place; e.g. If there is refusal, a plan for refund will be activated and you are successful, plans for your arrival reception will be activated.

2. On successful outcome of student Visa application

- a. You must inform the College of your intended travelling date, departure time, Flight name, Flight number, Time of arrival and port of entry.

3. On arrival in UK

- a. You must report to the College within 48hours of arrival in the UK.
- b. Attained the induction days set out for you; induction is a crucial part of beginning your learning journey in North London College.
- c. All new international students are required as an additional support to participate in a four weeks (4weeks) academic writing orientation program alongside their course program. This is to ensure that each student is familiar with assignment layout, sentence structure, policy regarding plagiarism, referencing and writing at the right level.

4. Changing College due progression of study

After completion of initial intended course, a student may desire to study a higher level of course not provided by our College, this may result to the student terminating their studentship with our College.

The College must be informed of your intension 30 days before your intended leaving date. Your forwarding address should be left with the college to ensure that any required correspondence is directed accordingly.

5. Leaving the Country

The College must receive the student's notification of intension to leave the Country at any time at least 30 days before leaving the Country. A forwarding address must be left with the College.

Our intention is to match applicants to:

- Area of interest
- Career intention
- Academic capability
- Ability to understand and follow instruction.

We therefore seek to know candidates:

- Current qualifications
- Work Experience
- Age
- Key skill needs

A candidates' educational need will be matched to his/her:

- Current qualifications
- Awarding body entry qualification requirement
- Level of classroom studies.

An Overall comparison is made with the completed Enrolment Interviews.

Further information:

- UK Council for International Student Affairs (UKCISA)
- UK Border Agency
- British Council
- NARIC
- Qualification Curriculum Framework (QCF)