



Action Community Enterprises (ACE)

Study Programme Admissions Policy



Policy number:	PP01
Version:	2.0
Policy holder:	Lou Gardiner
Approval board:	ACE Board of Directors
Date of original approval:	September 2020
Date of latest approval:	September 2024
Review period:	Annually
Date of next review:	September 2025

Policy Consultation & Review

This policy is available on our centre website and in hardcopy from the centre office on request.

Action Community Enterprises CIC

Viking House, Dewing Road, Rackheath Industrial Estate, Norwich, NR13 6PS. Company No. 7663378
Tel: 01603 72030, Email: info@ace-project.org.uk

1. PURPOSE & AIMS

The admissions policy is aligned to ACE's overall Vision, Mission, Values and Strategic Aims.

The overall aim of this policy is to ensure an effective, efficient and coordinated admissions process that upholds the values of equality, inclusion and maximising the potential and employability of our current and future students.

2. PROCESS

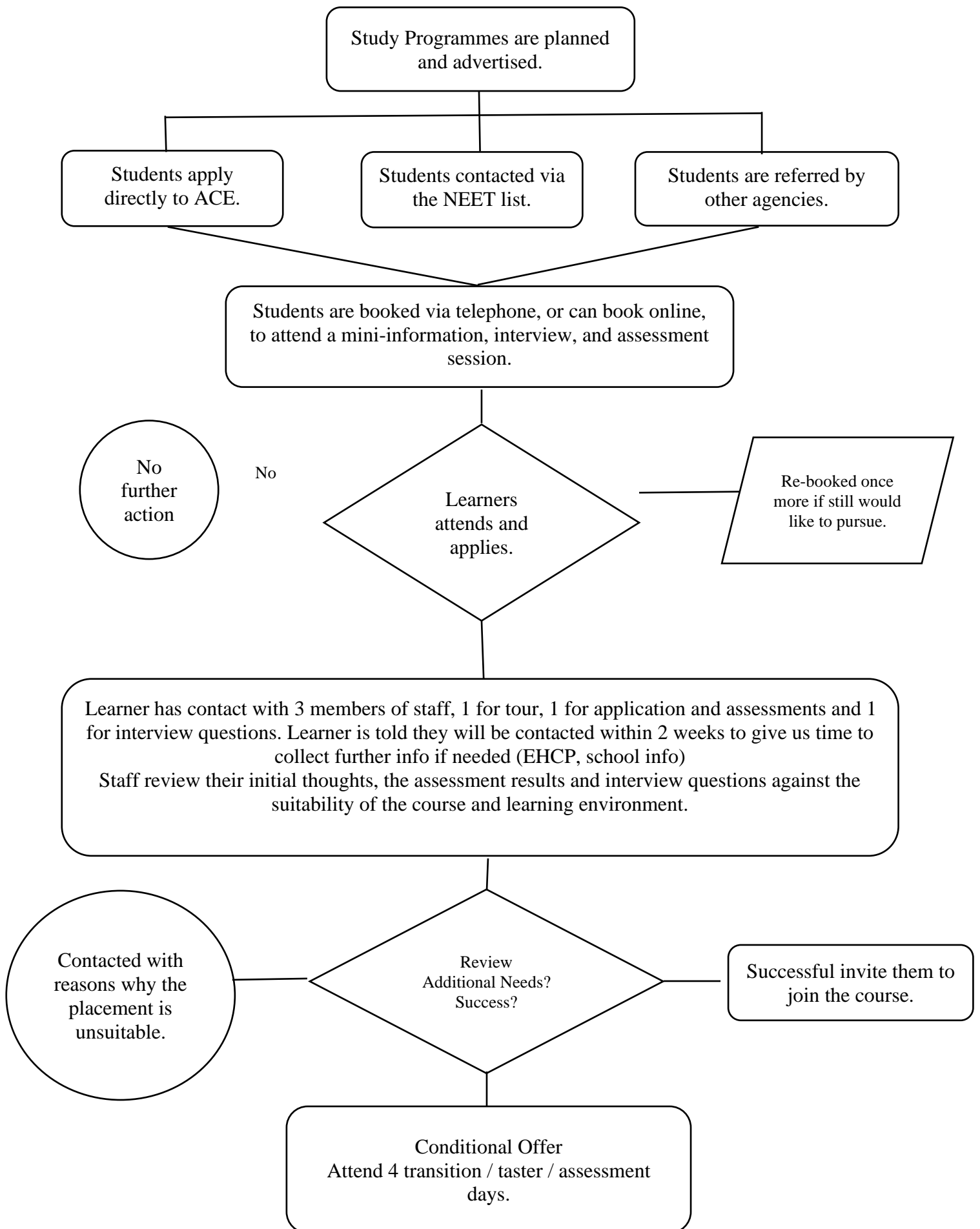
ACE operates a stringent admissions process.

Conditional offers will usually be given to full-time applicants in the admissions cycle. Conditions will vary between the courses but should include the following:

- Meet entry requirements;
- Provide at least 1 supportive reference;
- Complete initial assessments in English and maths;
- Actively part-take in the admissions process, i.e. attending keep-warm events;
- Provide evidence requested by ACE in a timely manner;
- Accept the offer within 3 weeks of the offer being made;
- Attend the enrolment session at the allocated time.

Conditions will be confirmed in an offer email after the course confirmation event. Where an applicant is not offered a place on their first-choice course, an alternative course will be suggested or an alternative suggestion at another provider.

All applicants are required to complete an English and maths initial and diagnostic assessment. The diagnostic assessment is conducted to ensure the learner is on the right level of course and to assess any additional learning needs.





COMPLAINTS

Applicants appealing against an outcome of a selection decision can do so in accordance with the ACE Complaints Policy and Procedures