

EAST BRIDGE TRAINING (EBT)

ADMISSIONS POLICY

Policy Reference: EBT-POL-AD-003

Version: 1.0

Policy Created: September 2025

Effective Date: 05 September 2025

Review Date: 05 September 2026

Approved By: Director, East Bridge Training (EBT)

1. Purpose

This Admissions Policy outlines the principles, processes, and criteria governing learner admission into all KHDA-approved vocational qualifications delivered by East Bridge Training (EBT).

The purpose of this policy is to ensure:

- Transparent and fair admission processes
- Compliance with the Executive Council Resolution No. 30 of 2021
- Alignment with KHDA Standards A1–A4 and A3.2 (learner information)
- Equal access and non-discrimination
- Proper verification of learner eligibility
- Accurate documentation and secure record-keeping
- Integrity in admissions with no conflict of interest (A1.7 and A1.4)

2. Scope

This policy applies to:

- All prospective learners applying to any EBT KHDA-approved vocational qualification
- All administrative and academic staff involved in admissions
- All modes of delivery (online, in-class, blended)
- All supporting admissions services including counselling, pre-enrolment assessments, and eligibility checks

3. Policy Statement

EBT ensures an admissions process that is:

- **Fair and non-discriminatory**
- **Transparent and consistent**
- **Based on published entry criteria**
- **Aligned with KHDA and awarding body standards**
- **Free from conflict of interest or undue influence**
- **Supported by accurate guidance and learner information (A3.2)**

EBT does not permit staff, owners, or shareholders to use personal influence in learner admission decisions, in compliance with KHDA Standard A1.7.

4. Admissions Principles

EBT adheres to the following principles:

4.1 Equal Opportunity

No applicant is denied admission based on gender, age, nationality, race, religion, or disability, in alignment with KHDA inclusivity expectations.

4.2 Transparency

Clear information on:

- Entry requirements
- Fees
- Course duration
- Mode of delivery
- Assessment expectations
- Required documents

is published on EBT's website and admissions brochures.

4.3 Authenticity Verification

All documents submitted during admission must be:

- Accurate
- Legible
- Authentic

Falsified or manipulated documents result in immediate rejection.

4.4 Accessibility

EBT provides accessible admissions processes for people of determination and applicants requiring additional support.

5. Entry Requirements

Each vocational qualification has specific entry requirements, which may include:

- Minimum age (18 years unless otherwise approved)
- High school or equivalent qualification
- English proficiency level appropriate to the course
- Relevant work experience for advanced programmes
- Valid Emirates ID or passport copy

Awarding body requirements are strictly followed.

EBT publishes course-specific entry requirements for every programme.

6. Admissions Process

6.1 Enquiry and Pre-Advisory

Prospective learners receive:

- Programme details
- Entry criteria
- Fee structure
- Assessment information

- Policy documents

as required by KHDA Standard A3.2.

6.2 Application Submission

Applicants must submit:

- Completed application form
- Passport copy / Emirates ID
- Educational certificates
- CV (for advanced programs)
- Any required supporting documents

6.3 Eligibility Verification

Admissions Officers verify:

- Identity
- Educational qualifications
- Experience (if applicable)
- Authenticity of submitted documents

6.4 Acceptance Decision

Acceptance is based solely on:

- Meeting entry requirements
- Document verification
- Trainer/assessor recommendation (where applicable)

No personal influence or conflict of interest is permitted (A1.7).

6.5 Offer Letter

Successful applicants receive a formal Offer Letter outlining:

- Programme name
- Duration
- Fees and payment schedule

- Assessment requirements
- Policies applicable to learners

6.6 Registration

Learner registration is completed upon:

- Fee payment as per EBT's Refund & Compensation Policy
- Signing the Learner Declaration & Agreement

Learners are then added to:

- KHDA learner registry
- Awarding body learner registration system (if applicable)

7. Admission Denial

EBT reserves the right to deny admission if:

- Entry requirements are not met
- Documents cannot be authenticated
- The applicant has a history of academic misconduct
- The programme is deemed unsuitable based on screening
- Capacity limits are reached

All denial decisions include clear, written justification.

8. Fraud Prevention & Integrity Measures

To comply with KHDA A1.4, A1.7, and A3.4:

- EBT screens all documents for authenticity
- Identity verification is mandatory
- Admission decisions are audited internally
- Personal influence by staff is strictly prohibited
- Cases of fraud are escalated to the Director and documented

9. Record Keeping

In line with KHDA Standard A3.5 and A2.10:

EBT securely stores:

- Application forms
- Copies of identity documents
- Educational records
- Admission decisions
- Registration evidence

for a minimum of **five (5) years**.

Access is restricted to authorised personnel only.

10. Appeals Against Admission Decisions

Applicants who wish to appeal an admission decision must submit an appeal within **5 working days**.

Appeals are handled through the **EBT Appeals & Grievances Policy**.

11. Special Admissions Considerations

EBT may consider special admissions cases where:

- The applicant has exceptional experience
- The awarding body permits alternative entry routes
- Learners with disabilities require flexible arrangements

All such cases require approval by:

- Academic Head
- Director

and must be documented.

12. Roles & Responsibilities

Director

Ensures all admissions practices comply with KHDA requirements.

Academic Head

Confirms applicant eligibility for vocational programmes.

Admissions Officer

Manages the admissions workflow, checks documents, and records decisions.

Quality Nominee

Audits admissions decisions for compliance.

Learners

Provide truthful information and authentic documents.

13. Policy Review

This policy will be reviewed annually as part of EBT's internal quality assurance cycle and KHDA institutional approval requirements.

Next review due: **05 September 2026**

Approval

Name: Shivanjan Chakraborty

Title: Director, East Bridge Training



Signature: _____

Date: 05 September 2025