

EAST BRIDGE TRAINING (EBT)

LEARNER REGISTRATION POLICY

Policy Reference Number: EBT-POL-001

Version: 1.0

Effective Date: 03 November 2025

Review Date: 03 November 2026

Approved By: Director, East Bridge Training (EBT)

1. Purpose

The purpose of the Learner Registration Policy is to establish a transparent, fair, and consistent framework for the admission and registration of all learners into East Bridge Training (EBT) programmes.

This policy ensures:

- Full compliance with **KHDA Vocational Training Regulations**, particularly **Standards A3 (Learner Guidance), A3.5 (Learner Data), and A1.13 (Required Institutional Reporting)**
 - Alignment with international accreditation requirements of **IEAC** and **EDU**
 - Accurate and secure maintenance of learner records
 - Clear communication with prospective and enrolled learners
 - A seamless, professional registration process suitable for working professionals enrolling in EBT's teacher training and professional development programmes
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2. Scope

This policy applies to:

Learners

All prospective and enrolled learners applying to or joining any KHDA-approved EBT programme.

Staff

- Director
- Academic staff

- Admissions and administrative staff
- Any team member involved in learner intake, review, enrollment, or record-keeping

Programmes

All teacher training, vocational education, and professional development programmes accredited by KHDA and IEAC/EDU.

Registration Activities

- Inquiry handling
 - Initial consultation and guidance
 - Application submission
 - Document verification
 - Eligibility confirmation
 - Fee payment and final enrollment
 - Creation and management of learner records
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3. Policy Statement

East Bridge Training is committed to maintaining a registration process that is:

- Equitable and non-discriminatory
- Efficient and responsive to working professionals' needs
- Transparent and aligned with KHDA and international accreditation standards
- Supported by robust data protection and secure digital recordkeeping

EBT ensures all applicants receive accurate information regarding:

- Programme prerequisites
- Entry requirements
- Fees and payment schedules
- Delivery modes and schedules
- Required documentation

- Registration timelines

EBT further ensures that all learner data is handled confidentially, ethically, and in accordance with KHDA and UAE data protection guidelines.

4. Procedures

5.1 Inquiry and Pre-Application

1. Information Dissemination

EBT provides comprehensive programme information through:

- Official website
- Brochures
- Admissions office
- Online consultations

2. Initial Consultation

Prospective learners may attend an advisory session to:

- Discuss programme suitability
 - Understand entry requirements
 - Clarify schedules and fees
 - Determine alignment with professional goals
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5.2 Application Submission

1. Application Form

Learners submit the official EBT Application Form online or in person.

2. Required Documentation

- Passport or Emirates ID
- Academic transcripts or certificates
- CV detailing professional experience
- English proficiency evidence (if required)

- Any additional documents specific to KHDA requirements
 - 3. **Accuracy Requirement**
All documentation must be:
 - Clear and legible
 - Authentic
 - Complete
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5.3 Application Review and Verification

1. **Eligibility Check**
Administrative Staff ensure the learner meets programme entry requirements.
 2. **Document Verification**
Staff confirm authenticity and alignment with KHDA learner documentation standards.
 3. **Offer of Admission**
Eligible learners receive a formal Offer of Admission, including:
 - Programme title
 - Duration and fees
 - Start date
 - Conditions of admission
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5.4 Enrollment and Fee Payment

1. **Acceptance**
Learners confirm acceptance of their admission offer.
2. **Fee Payment**
Registration and tuition fees are paid in accordance with EBT's Fee Structure Policy.
3. **Final Registration**
Upon payment:
 - Learner ID is generated
 - LMS access is provided

- Welcome email and induction schedule are released

EBT must register all learners accurately in KHDA's learner database as required.

5. Roles and Responsibilities

Role	Responsibilities
Director – Shivanjan Chakraborty	Approves policy; ensures compliance with KHDA and accreditation standards; allocates resources for admissions and data management.
Academic Staff	Guide learners on programme suitability; conduct entry interviews if required; support eligibility evaluation.
Administrative Staff	Manage registration workflow; verify documents; process fees; maintain accurate learner records; upload data to KHDA.
Learners	Submit accurate documents; meet deadlines; ensure payment completion; comply with EBT and KHDA requirements.

6. Monitoring and Compliance

6.1 Monitoring

The Director and Administrative Staff will conduct quarterly audits to ensure:

- All learner files are complete and compliant
- Documentation submitted to KHDA is correct and up to date
- No deviations exist from approved registration procedures

6.2 Non-Compliance

Learners

Failure to comply (fraudulent documents, incomplete files) may result in:

- Withdrawal of admission
- Termination of enrollment
- Reporting to KHDA

Staff

Violations of registration protocols may lead to:

- Corrective action
 - Retraining
 - Formal disciplinary measures
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7. Review and Renewal

This policy is reviewed annually or earlier if:

- KHDA regulations change
- Accreditation standards update
- EBT processes or programmes evolve

Revised versions will be approved by the Director and communicated to all staff.

8. Related Policies and Documents

- **EBT Fee Structure and Payment Policy**
 - **EBT Data Privacy and Confidentiality Policy**
 - **EBT Withdrawal and Refund Policy**
 - KHDA Guidelines for Training Institutes
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9. Approval and Signature

Approved by:

Shivanjan Chakraborty



Director, East Bridge Training

Date: 03 November 2025