

OPERATION MANUAL

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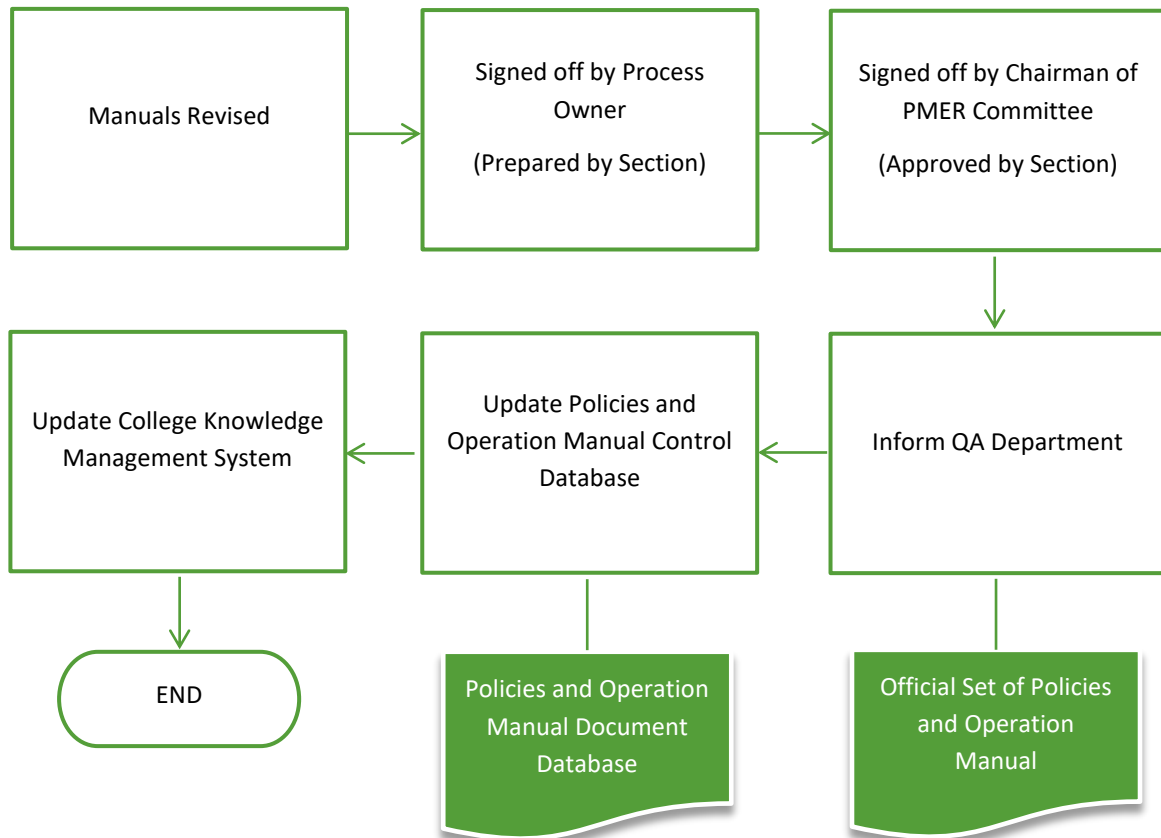
MANAGING AND MONITORING OF STUDENT SELECTION

GENERAL INFORMATION

PROCESS TITLE :	Information	Details
MANAGING AND MONITORING OF STUDENT SELECTION	Date of Issue	01 Sept 2017
	Date of Revision	01 Sept 2017

1. Document Control Policy



One of the College’s Controlled Documents will include the Official Set of Policies and Operation Manuals (“Manuals”) that must be endorsed and approved by the Chairman of PMER Committee prior to its release to any stakeholders. Any revisions to the Manuals must be documented / reflected in the Revision History (Item 2) of this Manual and also in the Policy and Operation Manual Document Control Database. The flowchart below captures the approval process and their respective supporting documents.



2. Revision History

Version	Description	Effective Date
00	Initial Release	01 Sept 2017

3. Document Signatory List

Responsibility	Name	Title	Signature	Date
Prepared by	Neo Chern Kok	Administration Supervisor		01 Sept 2017
Approved by	Alan Yang	Chairman of PMER Committee		01 Sept 2017

Write-up: Process Details	Documentation & Responsibility
<p>Note: Relevant staff who provides Pre-Course / Course Counselling will be briefed or trained on the Pre-Course / Course Counselling components and procedures to ensure they adhere to the Pre-Course / Course Counselling requirements to provide sufficient information to prospective students.</p> <p>1. Student Application</p> <p>1.1 The College's approved external recruitment agents / designated internal staff would conduct information sessions with potential students to identify their needs. Suitable courses will then be recommended based on the applicants' needs, and the applicant would be required to sign on the Pre-course Counselling Form to acknowledge that he/she has been informed of the various critical information. The completion of Pre-course Counselling shall then be indicated on the Student Selection and Admission Checklist.</p> <p>1.2 Thereafter, the agent/staff would conduct an initial assessment on the applicant's suitability, taking into consideration the minimum requirements of the course (including assessing suitability based on English Test if necessary). The completion of this assessment should be indicated on the Student Selection and Admission Checklist.</p> <p>1.3 If the applicant does not meet the entry requirements of the course, the College's Academic Board will consider if the applicant:</p> <ul style="list-style-type: none"> • Is eligible for bridging modules entry; or • Require further tests and information; or • Has other acceptable merits (e.g. working experience) <p>If the applicant is eligible for the bridging modules, the Administration Executive shall proceed with the application process. If further tests or information are required, the Administration Executive is to request them from the applicant. Should the applicant have other acceptable merits, the Administration Executive is to request for the CV/Resume and supporting documents, if any, from the applicant.</p> <p>1.4 In the event that none of the above is applicable, the agent/staff would evaluate to see if the applicant is both suitable and interested in other courses offered by the College.</p> <p>1.5 If the applicant meets the minimum entry requirements, the agent/staff shall invite the applicant to submit the Student Application Form, together with all supporting documents, and to pay the application fee.</p> <p>1.6 For applicants applying with the College, the Administration Executive will have to sight and verify the originality of the supporting documents (i.e. certificates, transcripts, etc).</p> <p>1.7 For overseas applicants applying through agents, the agent will first verify the originality of the supporting documents. In addition, before the student</p>	<p>Training Records (HR Executive)</p> <p>Pre-Course Counselling Form (Administration Executive)</p> <p>Student Selection and Admission Checklist (Administration Executive)</p> <p>Academic Board Meeting Minutes (Secretary of Board)</p> <p>Student Application Form (Administration Executive)</p>

<p>signs the Student Contract, the Administration Executive will do a second verification of the originality of the supporting documents.</p> <p>1.8 The Administration Executive shall then check the application and supporting documents for completeness, before indicating this on the Student Selection and Admission Checklist.</p> <p>1.9 The agent/staff shall then forward the Student Application Form, with supporting documents, and the Student Selection and Admission Checklist to the Administration Department for processing.</p>	
<p>2. Processing of Application</p> <p>2.1 Upon receipt of the application documents, the Administration Executive will verify the originality and authenticity of relevant supporting documents, and indicate its completion on the Student Selection and Admission Checklist.</p> <p>2.2 Next, the Administration Supervisor shall again check that applicant has met the minimum entry requirements for the course that he/she is applying for.</p> <p>2.3 The Administration Executive shall then prepare and create a student folder, and file all the application documents in the folder. In addition, the Administration Executive shall also include a Student P-File Checklist in the folder, so as to ensure that all relevant documents are properly filed.</p> <p>2.4 Upon verification that the student P-File is in order, the Administration Executive shall forward the P-File to the Administration Supervisor for approval.</p>	<p>Student Selection and Admission Checklist (Administration Executive)</p> <p>Student P-File Checklist (Administration Executive)</p> <p>Student P-File (Administration Executive)</p>
<p>3. Approval of Application and Monitoring of Selection Process</p> <p>3.1 Upon receipt of application documents, the Administration Supervisor shall check and ensure that the application, along with all supporting documents, has been duly processed.</p> <p>3.2 Next, the Relevant Approval Authority shall then indicate on the Student Selection and Admission Checklist whether the applicant should be offered enrolment with the College.</p> <p>3.3 In addition, should the application require approval from the University Partner, the Academic Supervisor, with the relevant support, shall forward the application to the Partner and obtain its approval, if necessary.</p> <p>3.4 After which, the Relevant Approval Authority shall return the application documents and the Student Selection and Admission Checklist to the Administration Executive.</p>	<p>Student Selection and Admission Checklist (Administration Executive)</p>
<p>4. Notification of Application Outcome</p> <p>4.1 Upon approval of the application by the Relevant Approval Authority, the Administration Executive shall prepare an official Letter of Offer, which will</p>	<p>Student P-File</p>

<p>be given to the applicant for his/her necessary action. A copy of the official Letter of Offer should also be filed in the Student’s P-File.</p> <p>Note: Any special admission conditions (e.g. exemptions) would be listed in the Letter of Offer.</p>	<p>(Administration Executive)</p>
<p>5. Proceed with Student Admission</p> <p>5.1 Upon acceptance of application offer by the student, the Administration Executive shall proceed with the student admission procedures.</p> <p>5.2 For details on student admission procedures, please refer to Operation Manual: Admission and Student Reporting.</p>	
<p>6. Monitoring of Student Selection Process</p> <p>6.1 The Student Selection and Admission Checklist is used as a tool to track the student selection and admission process. Other than the staff who has conducted the exercise indicating its completion or collation of documents from agents, another staff is also required to verify that the documents are indeed in proper order, and that the selection process has been adhered to.</p> <p>6.2 Evidence of such monitoring is by signing the “Document Verified by” column in the Student Selection and Admission Checklist.</p>	<p>Student Selection and Admission Checklist (Administration Executive)</p>
<p>7. Review of Pre-course Counselling and Student Selection Process</p> <p>7.1 The Designated Independent Internal Auditor will review the student selection process as part of his/her Internal Process Review, Audit, and Assessment of the College.</p> <p>7.2 In addition, the pre-course counselling service will be reviewed at least once a year through the Student Satisfaction Survey Analysis Report.</p>	<p>IPRAA Report (Designated Independent Internal Auditor)</p> <p>Student Satisfaction Survey Analysis Report (QA Executive)</p>

FLOWCHART: MANAGING AND MONITORING OF STUDENT SELECTION

