



## The TAC Training School Admissions Policy

1. The TAC Training School aims to follow clear, transparent, and fair admissions procedures for all candidates (anyone who has applied to study at The Awareness Centre but has not yet completed enrolment).
2. This policy applies to all courses provided by the TAC Training School.
3. Admissions decisions are made by senior members of the Training School team (Training Director, Training Lead, and Programme Managers).
4. Information about course fees is available on the relevant page on our website. For any queries, please contact [training@theawarenesscentre.com](mailto:training@theawarenesscentre.com).
5. Decisions on candidates who declare additional learning needs, a medical diagnosis or a disability are based on the same criteria and principles as for any other candidate. A decision may take into account health and safety concerns, or TAC's ability or inability to make required adjustments. Such cases will be addressed on an individual basis, and additional information or documentation may be requested. Candidates are encouraged to disclose any disability during enrolment. Failure to do so may affect TAC's ability to make the required adjustments.
6. Candidates under 18 years of age cannot apply.
7. Applications from applicants with criminal convictions are accepted, although this will be discussed during interview and may affect the possibility to successfully complete certain courses (such as those required a DBS check).
8. Entry requirements are published clearly on the relevant course's webpage. For any queries, please contact [training@theawarenesscentre.com](mailto:training@theawarenesscentre.com).
9. Candidates will need to provide initial information to be accepted for interview. The Training School team may require additional information before making any decision.
10. Decisions on a candidate's suitability for each course are made using academic judgement in assessing the potential of each candidate's likelihood to successfully complete the course within the scheduled time. Academic references may be requested.
11. Training Team staff will interview all candidates using the same approach and procedure, in order to treat all candidates in a fair way, in-line with the 2010 Equality Act.



12. Candidates must have a strong understanding of the English language. This will be noted during enrolment, both in written and verbal form.

13. Conditional offers can be made to applicants who cannot provide all the supporting information at the point of enrolment. In this situation, an academic reference may be requested.

14. The Training School will communicate directly with candidates regarding any admissions decision. Any concerns that the Admissions Policy has not been followed correctly may be appealed under TAC's Complaints Policy, available on our website, at the discretion of The Awareness Centre.