



Course Aim

The aim of the course is to introduce the delegates to the first part of the Student Admissions cycle. An admission strategy is of prime importance to a College and should have been discussed fully before any training on admissions is undertaken.

Pre-requisites

The course pre-requisite is that the delegate is involved in the College enrolment function and has attended a Desk Top Navigation course.

Suggested Attendees

This course is intended for those dealing with college admissions cycle.

Course Content

- **Enquiries Entry**
Delegates will be shown how to log various types of Enquiry ranging from enquiries by individuals to enquiries by organisations, followed by hands-on practical work.
- **Rapid Applications by Student/Student Details**
Applications can be recorded on QL Students via the "Rapid Applications" facility as well as by the "Student Details" facility which is used for entering an applicant's full details. Delegates will be shown how the application details can flow through to the Enrolment module. This will be followed by a hands-on practical session. Interviews, college visits & offers are all explained in detail.
- **Applications**
The Applications module will be explored and explained in detail with particular attention being paid to the way in which the individual institution deals with this part of the admissions process.
- **Stage History by Student and by Pathway**
Students are automatically tracked in the QL Students system by the various admission stages that they progress through. A user is able at anytime, to view an individual's history and to establish which point in the admissions process the individual has reached.
- **Reports**
The various standard reports that are available will be explained and users will be given an opportunity to produce their own reports.

Course Objectives

The attendee will have a fuller understanding of the whole Admissions cycle and recording of student information. Be able to produce letters and reports.

Methodology

The theoretical aspects of Achievements is discussed with "hands on" training provided by the course leader to reinforce all aspects of the training.

Duration

1 day
From 10.00 a.m. - 16.30 p.m.

Location

Distinction's Swansea Training
Centre or customer site

Cost

POA - dependant on location.