

IBCM Enquiry Process



Enquiries IBCM
 Respond to enquiry and provide initial information, advice and guidance. Send application form, terms and conditions and signpost to relevant information on website.
 Determine if the programme is : **Academic or Professional**

Professional/Commercial

Academic

2. Admissions (liaise with PL)
 Collect personal documents from student
 Create folder. **Check:**

- Application Form/ Personal Statement
- Academic documentation/Qualifications
- CV/ Details of work history

3. Programme Leader - INTERVIEW
 Interview with student (telephone or face to face)
 Confirm suitability for programme
 Applicant to write personal statement confirming reasons for their choice of IBCM and programme; aims and learning outcomes; desired progression

4. Admissions
 Create offer letter and send with terms and conditions, invoice, acceptance form and cancellation form.

5. Finance
 Receive payment and acceptance of offer form.
 Confirm registration and start details.

6. Programme Leader - INDUCTION
 Introduction to Manchester and IBCM.
 Introduction to programme including structure, timetable, assessment and quality assurance procedures.
 Issue policies and procedures, handbook, programme information and timetable.
 Discussion of any support requirements/specific needs and preparation of Individual Learning Plan (ILP) .
 Moodle and online resources explained
 Registration with awarding body.

8. Admissions
 Send Visa Letter (*upon proof of payment/sponsorship*)
 Email copy of CAS to student (**TIER 4**)
 Student applies for VISA

9. Programme Leader - INDUCTION
 Introduction to Manchester and IBCM.
 Introduction to programme including structure, timetable, assessment and quality assurance procedures.
 Issue policies and procedures, handbook, programme information and timetable.
 Discussion of any support requirements/specific needs and preparation of Individual Learning Plan (ILP) .
 Moodle and online resources explained
 Registration with awarding body.

2. Admissions
 Collect personal documents from student
 Create folder. **Check:**

- Application Form
- Academic documentation/Qualifications
- Passport/visa
- Financial resources/sponsorship
- IELTS score and authenticity
- Previous work experience

3. Programme Leader - INTERVIEW
 Discuss with applicant reasons for wishing to study in the UK and for choosing IBCM and their requested programme
 Applicant to write personal statement confirming reasons for their choice of IBCM and programme; aims and learning outcomes; desired progression

4. Programme Leader - ASSESSMENT
 Confirm requested programme is appropriate
 Discuss any specific requirements and/or support needs

5. Programme Leader - TEST
 Complete Maths and English Tests (as applicable)

6. Admissions
 Create conditional offer letter and send with terms and conditions, invoice, acceptance form and cancellation form.

7. Finance
 Receive payment and acceptance of offer form.
 Confirm registration and start details.

2. Admissions (in liaison with PL)
 Collect personal documents from student
 Create folder. **Check:**

- Application Form
- Academic documentation/Qualifications
- Passport/visa
- Financial resources/sponsorship
- IELTS score and authenticity (If not UK Educated)
- Previous work experience

3. Programme Leader - INTERVIEW
 Discuss with applicant reasons for wishing to study in the UK and for choosing IBCM and their requested programme
 Applicant to write personal statement confirming reasons for their choice of IBCM and programme; aims and learning outcomes; desired progression. Face to Face / Telephone / Skype

4. Programme Leader-ASSESSMENT
 Confirm requested programme is appropriate
 Discuss any specific requirements and/or support needs

5. Programme Leader-TEST
 Complete Maths and English Tests as applicable.

6. Admissions
 Create offer letter and send with terms and conditions, invoice, acceptance form and cancellation form.

7. Finance
 Receive payment and acceptance of offer form.
 Confirm registration and start details.

8. Programme Leader - INDUCTION
 Introduction to Manchester and IBCM.
 Introduction to programme including structure, timetable, assessment and quality assurance procedures. Issue policies and procedures, handbook, programme information and timetable. Discussion of any support requirements/specific needs and preparation of Individual Learning Plan (ILP) .
 Moodle and online resources explained
 Registration with awarding body.

Is Student Tier 4 ?

YES

NO

If IELTS and Academic Documents are OK