

IBCM Enquiry Process



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

Professional/Commercial

Academic

2. DOCUMENTATION (Admissions/ pl)
 Collect personal documents from student
 Create folder. **Check:**

- Application Form/ Personal Statement
- Academic documentation/Qualifications
- CV/ Details of work history
- Form of ID (Passport, driving licence etc)

3. INTERVIEW - Programme Leader
 Interview with student (Digitally 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.OFFER (Admissions)
 Create offer letter and send with terms and conditions, invoice, acceptance form, all relevant policies/documents and cancellation form.

5.PAYMENT (Finance)
 Receive payment and acceptance of offer form.
 Confirm start details.

6. INDUCTION - Programme Leader
 Introduction to Manchester (face to face/blended) and IBCM.
 Introduction to programme including structure, timetable, assessment and quality assurance procedures.
 Confirm 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 deposit/proof of sponsorship)
 Email copy of CAS to student
 Student applies for VISA upon receipt of visa full payment due
 Admissions process all documentation

9. Programme Leader - INDUCTION
 Introduction to Manchester (face to face/ blended) and IBCM.
 Introduction to programme including structure, timetable, assessment and quality assurance procedures.
 Confirm 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.

YES

2. DOCUMENTATION (Admissions In liaison with relevant manager)
 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. INTERVIEW (AQM/ PL/ Principal)
 Discuss with applicant reasons for wishing to study in the UK (face to face/ blended learning only) 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. ASSESSMENT (PL/ AQM)
 Confirm requested programme is appropriate
 Discuss any specific requirements and/or support needs

5. TEST (If applicable PL)
 Complete Maths and English Tests (as applicable)

6. Conditional OFFER (Admissions)
 Create conditional offer letter and send with terms and conditions, invoice, acceptance form, all relevant policies/documents and cancellation form.

7. PAYMENT (Finance/ admin)
 Receive payment deposit and acceptance of offer form
 Confirm start details (subject to visa approval)

Is Student on the student route ?

NO

2. DOCUMENTATION (Admissions In liaison with relevant manager)
 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

If IELTS and Academic Documents are OK

3.INTERVIEW (AQM/PL/Principal)
 Discuss with applicant reasons for wishing to study in the UK (face to face/blended only)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
 Complete first part of Initial assessment form

4. ASSESSMENT (PL/ AQM)
 Confirm requested programme is appropriate
 Discuss any specific requirements and/or support needs
 Complete remainder of Initial assessment form

5. TEST (If applicable PL)
 Complete Maths and English Tests as applicable.

6. OFFER (Admissions)
 Create offer letter and send with terms and conditions, invoice acceptance form, all relevant policies/documents and cancellation form.

7. PAYMENT (Finance/admin)
 Receive payment and acceptance of offer form.
 Confirm start details.

8. Programme Leader - INDUCTION
 Introduction to Manchester (face to face/blended) and IBCM.
 Introduction to programme including structure, timetable, assessment and quality assurance procedures. Confirm 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.