



## Admissions Statement: Addendum F August 2017

Admissions Policy & Procedure for Executive Short Courses Validated by  
the London School of Business and Finance

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### 1. Introduction

- 1.1. This Policy and Procedure has been designed to guide staff, delegates and the general public in all aspects of learner admissions for **Executive Short Course validated by the London School of Business and Finance**, as taught by the London School of Business and Finance (LSBF).
- 1.2. The Policy is one of a number of addenda developed to safeguard the guiding principles of learner admissions as given in the LSBF Admissions Statement, with which it should be read in conjunction.
- 1.3. The Policy in this Addendum is additionally guided by the requirements and expectations of LSBF Executive School.
- 1.4. LSBF will make this policy and all related policies available to the public via its main websites or on request from administration departments.

## 2. Admissions Criteria for LSBF Executive Education Validated Programmes

### General Requirements

Application form fully completed, hand-signed and dated

Passport or National ID Card for UK/EU delegates. UK prospective delegates who do not have a Passport, can present their Driving License along with their Birth Certificate.

International delegates coming from outside EEA must provide their residence permit documentation/Visa and Passport

Résumé

Undergraduate degree or equivalent Higher Education qualification, or relevant work experience (5 years professional work experience minimum for mature study route)

English language requirements – Common European Framework (CEF) Level B2\* or equivalent (all teaching and learning materials are provided in English only)

\*Please note those with a B1 level of English and relevant proof of further study will be considered.

All programme entry requirements are made available to prospective applicants on the College's website.

### Mini MBA Entry Criteria

Minimum of 5 years management experience

Undergraduate degree. Equivalent, relevant work experience also accepted.

English language requirements – Common European Framework (CEF) Level B2\* or equivalent (all teaching and learning materials are provided in English only)

\*Please note those with a B1 level of English and relevant proof of further study will be considered.

## 3. Programme Admission Process

Ref	Name (Role)	Description
1)	Assess Application  <i>LSBF Admissions Team - Validator</i>	<p>Applications together with supportive documentation are received as an email attachment sent by a recruiter from the Sales Team to <a href="mailto:executiveadmissions@lsbf.org.uk">executiveadmissions@lsbf.org.uk</a> . On receipt, they are allocated to an admissions team on basis of course type and the Validator then checks the application to ensure that:</p> <ul style="list-style-type: none"> <li>English language requirements are met <ul style="list-style-type: none"> <li>Course entry requirements are met, using <ul style="list-style-type: none"> <li>NARIC (National Academic Recognition and Information Centre) – for further guidance on international qualifications</li> </ul> </li> </ul> </li> <li>Passport/ID is valid: Name, date of birth, nationality, expiry date</li> <li>the course applied for is running</li> <li>the application is credible overall</li> </ul>

Ref	Name (Role)	Description
2)	Record Application <i>LSBF Admissions Officer</i>	<p>Details of the application are entered to the LSBF Delegate Records System.</p> <p>These include:</p> <p><b>Personal details</b></p> <ul style="list-style-type: none"> <li>▪ Title, Name, Date of Birth, Email, Postal Address, Ethnicity, Disability</li> <li>▪ Duplicates are identified, using name, DOB and email – if found delegate details are updated if necessary.</li> </ul> <p><b>Application details</b></p> <ul style="list-style-type: none"> <li>▪ Course title – if ambiguous the particular product (course and start point) is identified.</li> <li>▪ Intake (Start date)</li> <li>▪ Mode of Attendance</li> <li>▪ Area of specialisation within course</li> <li>▪ Advisor</li> <li>▪ Referral (optional)</li> <li>▪ Sponsor</li> <li>▪ Date of application receipt.</li> </ul> <p><b>Qualifications</b></p> <ul style="list-style-type: none"> <li>▪ Documents (certificates and transcripts). Any paper documents will be scanned and loaded to the system</li> <li>▪ Name of documents</li> <li>▪ Title of qualification and grade</li> <li>▪ Awarding institution</li> <li>▪ Expiry date if required (e.g. for English language tests)</li> </ul> <p><b>Other documents</b></p> <p>Any paper documents will be scanned and loaded to the system</p> <ul style="list-style-type: none"> <li>▪ Passports/ID's/Visas</li> <li>▪ References</li> </ul> <p>Application form and supporting documents are also saved in a folder named with delegate's ID number, stored in the appropriate programme folder on H Drive.</p>
3)	Decision making process – LSBF	Complete file is being prepared for LSBF Executive Education School Programme Manager who makes a final admissions decision.

Ref	Name (Role)	Description
	Executive Education School Programme Manager	<p>If application is:</p> <p>Approved – Programme Manager sends an email back to <a href="mailto:executiveadmissions@lsbf.org.uk">executiveadmissions@lsbf.org.uk</a> confirming that delegate's application has been approved. The admissions officer runs a final check on the documents ensuring their compliance against the entry criteria and LSBF's Terms and Conditions, then the Offer Letter can be sent to the delegate and advisor;</p> <p>Not approved – Programme Manager informs recruiter and <a href="mailto:executiveadmissions@lsbf.org.uk">executiveadmissions@lsbf.org.uk</a> of the reasons delegate cannot be accepted on the course/programme; alternative programme is suggested if applicable;</p> <p>Further documents/information needed – Programme Manager requests further details from recruiter.</p> <p>The outcome will be one of the following:</p> <ul style="list-style-type: none"> <li>▪ <b>Accepted</b></li> <li>▪ <b>Conditionally Accepted</b> (Further qualifications or other conditions must be met before the offer can be made unconditional)</li> <li>▪ <b>Rejected</b></li> </ul>
4)	Notify Decision / Request Missing Information <i>LSBF Admissions Officer</i>	<p>If the application is to be rejected a Rejection e-mail is generated by the LSBF Delegate Records system and sent to the Applicant and Recruiter, and the process ends.</p> <p>If LSBF Executive Education recommends that the delegate is made an offer, an e-mail is generated and sent to the Applicant and the Recruiter. The letter includes details of the course, the start date, and fees. The letter may request further information.</p> <p>If there is insufficient information to make a decision on rejection or offer, the Applicant is sent an e-mail asking for the additional information.</p> <p>Missing information may be:</p> <ul style="list-style-type: none"> <li>Missing certificates / transcripts</li> <li>References</li> <li>Clarification of work experience</li> <li>Details of any disability</li> <li>Exam / English test results when available.</li> </ul>

Ref	Name (Role)	Description
5)	Supply Requested Info <i>Applicant</i> <i>LSBF</i> <i>Admissions</i> <i>Team</i>	<ul style="list-style-type: none"> <li>▪ The applicant forwards the missing information to LSBF Executive Admissions Team</li> </ul>
6)	Notify Applicant of Rejection or Unconditional Offer <i>LSBF</i> <i>Admissions</i> <i>Team</i>	<p>A Rejection or Unconditional Offer letter is generated and emailed to the Applicant and Recruiter.</p> <ul style="list-style-type: none"> <li>▪ If it is an Unconditional/ Conditional Offer the letter includes details of the course, the start date, fees and the deposit required for the applicant to secure their place, course timetable and a map to the Campus</li> </ul>
7)	Offer acceptance by Applicant	A Deposit/ fee payment is paid, at this point the applicant officially becomes a delegate. An enrolment letter is then issued.

## LSBF Executive Education – Appendix 1 – English language requirements

To study LSBF Executive Education programmes, it is essential that delegates provide evidence that their English language ability meets the minimum requirements for admission. To satisfy English language requirements delegates must provide evidence that they meet one or more of the following:

- Prior Study in the medium of English
- Accreditation of Prior Learning in the medium of English [see APL policy]
- Other English Language Evidences
- English Language Test Scores
  - CEFR Level B2\* or equivalent (IELTS: 5.5 – 6.5, TOEFL: 72 to 95, TOEIC: 400-485 (listening), 385-450 (reading), City and Guilds: Communicator, Cambridge Exam: CAE (45 to 59) / FCE grade B or C / PET Pass with Distinction, British general qualifications: GCE A-Level (known as A2)
  - Any English Language test score, apart from the Cambridge English Exam, must be two or less years old by the start date of the LSBF EE programme.
  - The assessed LSBF EE courses meaning PG Certificates must demonstrate a writing score of at least 5.5 or equivalent
  - The non-assessed LSBF EE courses (i.e. short courses, mini MBA, SBS, WBS etc) must demonstrate a speaking score of at least 5.5 or equivalent

LSBF EE in some cases will review and consider applicants with a B1 level of English in addition to relevant proof of further study in the medium of English. Additionally, the School reserves its right to request for further proof of English proficiency in cases where extra clarification is required.

### 1. Other English Language Evidences

Applicants who are unable to demonstrate they meet one or more of the aforementioned criteria, but believe their English Language skills are adequate will be required to meet one or more of the below conditions:

#### a) English Language Test Scores

Any English Language test score, apart from the Cambridge English Exam, must be two or less years old by the start date of the LSBF EE programme.

#### b) Directly relevant work experience

Candidates must have engaged in relevant work experience in the medium of English. This indicates to LSBF EE they have immersed in the English Language at a professional level.

Candidates will be required to submit a letter from their current employer on company letterhead which states:

- i. Applicants name as indicated on their passport
- ii. Job title
- iii. Duties undertaken

- iv. Name of the Organisation
- v. Date/s of Employment (From – To)
- vi. The level of English spoken i.e. how was English used (written (e.g. report writing), verbal (e.g. presentation/managerial responsibilities) etc.)
- vii. The employee responsible for creating this letter should be the applicants line manager and/or person authorised by the manager. The letter should be dated and signed clearly indicating the name and position in the organisation.

**Letters from employers are subject to discretionary authenticity checks by LSBF Admissions Board.**

- c) Residency in an English-speaking country for at least 5 years and/or proof birth and primary education training in an English-speaking country  
Candidates should be able to provide evidence of residency in an English speaking country for a minimum of 5 consecutive years immediately prior to commencement of studies at LSBF EE. If the applicant has not been resident for 5 consecutive years in the English-speaking country where they were born then they can provide proof of birth and primary education training.
- d) Where further evidence of English proficiency is required, LSBF retains its right to interview the candidates in order to assess their English proficiency

## **2. Exemptions**

Citizens of the following countries outside of EEA qualify for an exemption:

- Antigua and Barbuda
- Australia
- The Bahamas
- Barbados
- Belize
- Canada
- Dominica
- Grenada
- Guyana
- Jamaica
- New Zealand
- Republic of Ireland
- St Kitts and Nevis
- St Lucia
- St Vincent and the Grenadines
- Trinidad and Tobago
- USA

### 3. TLG language test

All potential applicants who do not have documented evidence of a CEFR B2 level of English will be referred to The Language Gallery (TLG) for a language test. TLG will conduct a test with the applicant covering the following areas:

- Reading and Writing (approximately 1.5 hours – will be sent to applicant via email)
- Listening and speaking (approximately 30 minutes, conducted over Skype)

Once the applicant has completed BOTH components of the assessment, TLG will issue the applicant with a Certificate indicating their CEFR level of English. This certificate can be used as evidence of EL proficiency in LSBF Executive Education application.

Additionally, if an applicant tries to register for class and is suspected of misrepresenting their English level, LSBF Executive Education reserves the right to send the applicant to TLG for a language test at the applicant's expense.

If the applicant fails to achieve a CEFR level of B2 or higher in that test, the applicant will not be registered for LSBF Executive Education and will not be refunded their fees, but will be entitled to participate in a TLG English course of equivalent value AND/OR time for the duration of their stay.





## Matriculation under Experience (Mature Study Route)

Applications from mature and other delegates who have non-standard qualifications or who wish work experience to be taken into account as part of their application, will be considered on an individual basis, in line with the general aims and principles of the LSBF Admissions Policy and Procedures.

The Admission department will be required to follow specific admission criteria for entry on the basis of experience provided under Matriculation under Experience.

### 1. Matriculation under Experience

1.1 Delegates who wish to apply for matriculation under experience must provide evidence of previous work experience in detail. Applicants **must** provide following documentation in support of their Matriculation under Mature Study Route Application:

- Letter from the Company OR letter of reference if not currently employed. Letter must be on letterhead paper, stamped or verifiable and signed, containing the contact person details
- Detailed job description for most recent role
- Curriculum Vitae
- Hand signed and dated Application form including a Personal Statement
- Proof of fluency in English
- All qualification certificates, translated in English by a certified translator
- Passport copy, driving license, Birth Certificate, Visa OR valid proof of identification as per the general admissions T&Cs

1.2 The evidence provided (in sum) should aim to cover following points relating to candidates work experience:

- How many years of work experience
- Candidate's position(s)
- Description of the company(ies)



- Highest educational/professional qualification(s)
- Any professional achievements with relevance to the course applied for
- Future goals and aspirations

**1.3** LSBF EE has set two criteria - Minimum Criteria and General Criteria - which should be met in order for the matriculation under experience application is accepted.

**1.3.1** As per the Minimum Criteria, applicants **must:**

- be 23 years of age or older;
- meet the relevant English Language requirements;
- have five (5) years of work experience in a professional capacity.

**1.3.2** The General Criteria requirements are sub-divided into following areas:

- **Management:** This deals with the applicant's position of responsibility, whether the applicant is managing people or processes.
- **Course Relevance:** The applicant has accumulated sufficient experience to prepare himself/herself for the course of study, whether the candidate's experience is of relevance to the scheme of study and whether the applicant is prepared appropriately compared to a candidate matriculating on the basis of existing academic qualifications.
- **Future Aspirations:** Whether applicant's future aspirations and goals are in relevance to the course of study and will the candidate is benefited from this course.

**1.4** LSBF EE has set standard criteria for Admissions Department to assess the matriculation under experience applications. Admission department must follow the set criteria on the basis of relevant experience at all times.

**1.5** LSBF EE will regularly monitor the number of applicants using the matriculation under experience route of entry through a weekly Admissions report.

## Document Information Table

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Applicable Institution(s)	
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\*Content owner is responsible for ensuring the regular review and update of the document to reflect changes in both internal governance and external regulations.

## Authorship

	Name	Role	Date
Original Author(s)			
Original Reviewer(s)			
Delegate Reviewers			

## Annual /Biannual Review

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3. MM / YYYY	<input type="checkbox"/>	4. MM / YYYY	<input type="checkbox"/>
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Last Reviewed by:

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Role

## Version Control Table

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