



## **Learner registration and certification – including details of how you confirm the identity of learners**

In order to take up a course at Asian College of Teachers (ACT) all applicants must meet the qualification requirements of the specific course. Since we provide vocational courses, we do not follow any stringent eligibility criteria. However, there are course specific requirements for individual courses. When considering applications, counselors check evidence of learning and requisite qualifications that would provide the skills and knowledge the candidate would need for the course they are applying for. For TEFL courses the language level and competency of the candidates are checked by the counselors via telephone conversation. Our courses are mainly video-based courses with emphasis on self-paced learning. Tutor support is also provided to the candidates.

**Pre-enrolment information for learners with course entry requirements, fees payable, documents etc. are presented during enrolment.**

### **Please find below the process: -**

1. Qualification is checked and speaking and comprehension skills of the prospective candidate over a telephonic conversation
2. Eligibility criteria are matched with the course admission requirements
3. Communicating any special offer on fees
4. Getting confirmation regarding enrollment either verbally or over email
5. Email is sent regarding terms of admission mentioning fees to be paid, institute's bank account details and online payment link, documents to be uploaded in the Admission form -



ID proof, highest qualification certificate copy, passport size photo - all in soft copies

6. Payment is confirmed based on the receipt shared by the candidate marking the academic coordinator a copy

7. An Acceptance Letter is attached and sent to the students once they are accepted on the course.

### The certification procedure is as follows: -

The students get course access through LMS / online software and they need to go through the content, videos, assignment etc. The certification process begins after the completion of all course assignments. The students have to submit all the assignments and after all the assignments get evaluated, they receive course completion letter from the coordinator.

After checking all the course and assignment related details the coordinator starts the certification process and within 2 weeks the students receive the soft copy of the certificates. We dispatch hard copy of certificate through the courier after the students acknowledge the soft copy.

*\*\* All steps are managed through our ERP software. ERP demonstration is available on request.*