

Riga, 1st November, 2018

## **Admission Regulations for BTEC Level 3 (UK diploma) educational programmes**

### **GENERAL ISSUES**

1. Pearson BTEC National qualifications are designated vocational education qualifications in the UK. They are designed to provide much of the underpinning knowledge and understanding for the National Occupational Standards (NOS), as well as developing practical skills in preparation for work and possible achievement of National Vocational Qualifications (NVQs). NOS form the basis of NVQs.
2. "HOTEL SCHOOL" Hotel Management College is approved to deliver following Pearson BTEC Level 3 National qualifications:
  - 2.1. Pearson BTEC Level 3 National Diploma in **Hospitality** (mode of delivery: Full-time; language of delivery: English / Russian / Latvian).
3. Access to Pearson BTEC National qualifications is available to everyone who is capable of reaching the required standards without any barriers that restrict access and progression.
4. The intake takes place all year round.
5. "HOTEL SCHOOL" Hotel Management College reviews the applicant's prior qualifications and/or experience to consider whether its profile shows that they have the potential to achieve the qualification.
6. Additional information about admission can be received in the following ways:
  - 6.1. Directly - Riga, Smilsu 3, 4<sup>th</sup> floor, room no. 47;
  - 6.2. Calling: +371 26634824 (whatsapp);
  - 6.3. Via E-mail: [admissions@hotelschool.lv](mailto:admissions@hotelschool.lv);
  - 6.4. By Skype: hotelschool.riga
  - 6.5. In the Internet: [www.hotelschool.lv](http://www.hotelschool.lv)

### **ENTRY REQUIREMENTS**

7. For students who have recently been in education, the entry profile is likely to include one of the following:
  - 7.1. A standard of literacy and numeracy supported by a general education equivalent to four GCSEs at grade A\*-C;
  - 7.2. A related Level 2 qualifications in hospitality and/or tourism;
  - 7.3. Related work experience in hospitality and/or tourism;
  - 7.4. An international equivalent of the above.
8. "HOTEL SCHOOL" Hotel Management College may consider applicants' prior learning when considering their acceptance on a BTEC Higher Nationals, through Recognition of Prior Learning.

9. Students who are non-native English speakers and who have not undertaken their final two years of schooling in English, must demonstrate capability in English at a standard equivalent to the levels identified below, before being recruited to the programme where the programme is delivered in English:
  - 9.1. Common European Framework of Reference (CEFR) level B2;
  - 9.2. PTE 51;
  - 9.3. IELTS 5.5; Reading and Writing must be at 5.5;
  - 9.4. or equivalent.

### **ADMISSION**

10. Applicants must complete an Application Form and submit:
  - 10.1. Copies of documents about previous education;
  - 10.2. A grading /mark list;
  - 10.3. An English language test result (if available);
  - 10.4. The personal ID or Passport;
  - 10.5. A document about changing last name (if necessary);
  - 10.6. A photo (3x4cm) or in *jpg* format.
11. Application forms are reviewed by Admission Committee of "HOTEL SCHOOL" Hotel Management College.
12. In order to verify the applicant's capability to achieve the qualification Admission Committee may organise an interview via Skype.
13. Successful applicants receive:
  - 13.1. A confirmation letter;
  - 13.2. A study contract;
  - 13.3. An invoice.

### **REGISTRATION**

14. Students, who have signed the study contract and payed the first tuition fee for studies in accordance with the contract, as well as registration fee, will be registered for the qualification.
15. Students are obliged to start studies on the date set out in the study contract.
16. In order to obtain a Residence Permit for full time studies in Latvia HOTEL SCHOOL is going to register Non EU Citizens to equivalent study programme developed and accredited in Latvia.