	Policy Name:	Admission & Registration Policy			
Policy Applies to	Administration/Registration office, Centre Directors. Academic Affairs	**Department**	**Student Affairs**	**Policy Code:**	

1. Policy Statement

The Admission & Registration Unit , in coordination with the rest of the Trainee Affairs Department is is responsible for admitting trainees to the Academy based on specific criteria and a non-discrimination principle. It is mandatory to follow the admission policy and procedures outlined herein without exception unless it is explicitly stated by the Academy director.

2. Policy Purpose

This policy is made to ensure the effective fair handling of the admission and registration process. It details the process that guarantees recruiting as many trainees as possible as per the strategic directions of SEA.

3. Procedure

3.1 Attracting Trainees

The Admission & Registration Office posts admission criteria to the programs on the website. At the beginning of each semester, the Admission & Registration Office announces, on the Saudi Entertainment Academy's website and its different social media platforms, that the Academy has started receiving admission applications for its diploma programs.

3.2 Admission Criteria

Applicants interested to join SEA fill in the admission application form which includes the below admission criteria:

- Nationality: Non-working Saudi National
- Age: Not exceeding 30 years old
- Gender: Males and Females
- Academic qualifications: High School Diploma and Above
- Attempting the English Language Placement Test
- Acceptance of the Academy and Employers through the interviews

In addition, prospective candidates **must not have** any of the following:

- Chamber of Commerce Registration
- Membership at the Organization of Social Insurance

- Any previous sponsorship by the Human Resources Development Fund

3.3 Initial Filtration & Assessment
- The Admission & Registration Office reviews the applications of all the prospective candidates to only identify the applications who meet the admission criteria
- A list is produced and Admission & Registration staff call the identified candidates to verify their status

3.4 Administering a Battery of Admission Tests:

Candidates who meet the admission criteria are invited to do the below assessments:

- English Language Placement Test
- Aptitude Test
- Career Interest Test

The assessment results are reviewed, filtered, and applicants are shortlisted by SEA Registration & Admission Unit team.

3.5 Academy & Employers Interviews Plan by Gea & Employers Relations Officer
- GEA and Employers Relation Officer arranges for both the Academy and employers interviews
- Creating an interview plan and deciding whether it is online or face to face
- Deciding on who the interview panel, the date, time and duration of the interviews
- Deciding on what will be measured and measurement criteria
- Creating an interview schedule, specifying the date and time for each potential candidate
- Sending all the potential candidates interview invitation
- Employers issue employment contracts and get them signed by the approved candidates through the GEA & Employers Relation Officer

3.6 Registering the Approved Trainees in Classera & Documents Collection
- The Admission & Registration Unit is notified of the final list of accepted trainees
- The Admission & Registration unit creates Trainees IDs
- The Admission & Registration unit enters all the approved applicants' relevant data on the SIS and request them to provide the required documents
- Uploading all the applicants documents on the SIS
- Creating trainees email accounts and registering them on the LMS
- Sending a welcome email with the log in information to each candidate
- Enrolling applicants in their chosen program in the SIS.

3.7 Trainees Orientation/Induction Program by the Trainee Support Services Officer
- The Trainee Support Services Officer coordinates with different HODs for creating a comprehensive orientation plan including all the needed information about the Academy, e.g programs, classes, trainers, facilities, and technical and academic support
- Sending all the Trainees an invitation for the orientation session with details of date, time and venue

- Ensuring that each trainee gets a copy of the trainee handbook and acquiring the trainees' signature to testify that they have received the handbook
- Arranging for the uniform hand over to the trainees
- Conducting a trainee satisfaction survey on the trainees' admission & registration experience

3.8 Special Needs Candidates

The Saudi Entertainment Academy applies the non-discrimination policy in admission to its programs. Accordingly, special needs candidates can apply to its diplomas provided each of the candidates has a meeting with the relevant Head of Department who will decide if the chosen diploma is suitable for them. In case a candidate has chosen a diploma to which he cannot be admitted due to the specific nature of the job that is not suitable for the candidate, he/she will be advised to join another suitable diploma.

4. Resources:
- Admission Process Infographic
- Trainee Handbook