



IJN COLLEGE

WORK INSTRUCTION

TITLE:

LOCAL STUDENT ENROLMENT

DOCUMENT IDENTIFICATION:

IJNC-ACA-02

UNIT / DEPARTMENT / DIVISION:

IJN COLLEGE

EFFECTIVE DATE:

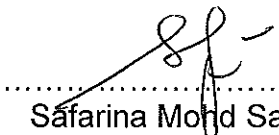
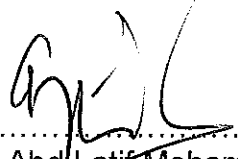
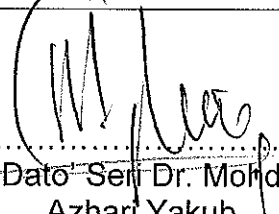
1st MARCH 2017

VERSION:

1

REVISION:

0

Prepared by	Reviewed by	Approved by
 Safarina Mohd Salleh Executive	 Abd Latif Mohamed Senior Manager	 Dato Seri Dr. Mohd Azhari Yakub Chief Executive
Date: 12/7/2017	Date: 12/7/2017	Date: 20/7/2017

Work Instruction Title	Local Student Enrolment	Effective Date : 1 March 2017
Document Identification	IJNC-ACA-02	Next Version Review : 1 March 2020
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Amendment List

Date	Description of changes	Requested by	Approved by
		Name and designation	Name and designation

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Flow Chart

Process Flow	Responsibility	Document / Record
<pre> graph TD Start([Start]) --> Decide[Decide commencement date] Decide --> Announce[Programme Announcement] Announce --> Type{Type of Student} Type -- Self-Sponsored --> Receive[Receive Completed Application] Type -- Organisation Sponsored --> Obtain[Obtain Approval] Obtain --> Receive Receive --> Review{Review} Review -- Not Successful --> Reject[Generate Reject Letter] Review -- Successful --> Offer[Generate Offer Letter] Reject --> End([End]) Offer --> End </pre>	<p>Programme Leader/Senior Manager</p> <p>Programme Leader</p> <p>Candidate/Organisation</p> <p>HR/HOD</p> <p>Programme Leader</p> <p>Programme Leader / Admission Committee</p> <p>Programme Leader/Executive</p> <p>Programme Leader/Executive</p>	<p>Academic Calendar</p> <p>Email/Website</p> <p>Application Form</p> <p>Completed Application Form</p> <p>Completed Application Form and Supporting Documents</p> <p>Reject Letter or Offer Letter</p> <p>Programme File/ Student File</p>

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Work Instruction

- 1.1 The Programme Leader/s and Senior Manager decide the date of commencement of the programme/s.
- 1.2 College will announce the commencement date to regular clients.
- 1.3 Organisational Sponsored Students
 - 1.3.1 The candidates completes the Application Form and forwards to their Training Unit/ HR Dept.
 - 1.3.2 The organisation will then send the application of selected candidates to the College.
- 1.4 Self-sponsored Students
 - 1.4.1 The candidate completes the Application Form and forwards to IJN College.
- 1.5 Upon receiving the Application Form, the Programme Leader and the Admission Committee will review the applications.
- 1.6 The Admission Committee will select successful and non-successful candidate based on entry requirement required.
- 1.7 Organisational Sponsored Student
 - 1.7.1 The Programme Leader will generate the Offer/Reject Letter and send to respective organisation, copied to candidate.
- 1.8 Self-sponsored Student
 - 1.8.1 The Programme Leader will generate the Offer/Reject Letter and send to candidate.

Related documents:

1. NIL