



1. Introduction

C-TAC is committed to ensuring equitable access to its educational courses and providing opportunities for learners to transfer credits and progress in their educational journey. This Course development and approval– Admissions Policy outlines the procedures and guidelines related to these aspects.

2. Course Access

2.1. Equal Access

- C-TAC ensures that all eligible individuals, regardless of their background, have equal access to its courses.
- Discrimination on the basis of race, gender, age, disability, religion, or other protected characteristics is strictly prohibited.

2.2. Eligibility

- Learners must meet the eligibility criteria specified for each course, including prerequisites and admission requirements.

2.3. Accommodations

- C-TAC provides reasonable accommodations to learners with disabilities to ensure accessibility and participation in courses.

3. Credit Transfer

3.1. Recognition of Prior Learning

- C-TAC recognises prior learning experiences, including formal education, work experience, and certifications.
- Learners may request credit transfer based on the assessment of their prior learning.



3.2. Articulation Agreements

- C-TAC may have articulation agreements with other educational institutions to facilitate the transfer of credits.
- Learners transferring from partner institutions may receive credits for equivalent courses.

4. Progression

4.1. Academic Progress

- Learners are expected to make satisfactory academic progress to continue their studies at C-TAC.
- Criteria for satisfactory progress will be outlined in course materials and communicated to learners.

4.2. Student Support

- C-TAC provides academic advising and support services to help learners progress in their educational journey.

4.3. Probation and Dismissal

- Learners who fail to meet the academic progress criteria may be placed on academic probation or, in severe cases, dismissed from the program.

5. Course Transfer

5.1. Transfer Requests

- Learners may request to transfer from one course to another within C-TAC.
- Transfer requests will be evaluated based on eligibility and seat availability.



6. Records

- C-TAC will maintain records of learner access, credit transfers, progression, and course transfers in accordance with data retention policies.

7. Review and Revision of Policy

- This policy will be reviewed regularly to ensure its effectiveness and alignment with current educational practices and legal requirements.

