



Higher Education (HE) Admissions Procedure

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Document Owner	Vice Principal - Curriculum and Development

Revision history

Version	Type (e.g. replacement, revision etc)	Date	History (reason for changes)
1	Revision	08/04/2020	
2	Reviewed and approved	20/08/2020	

Monitoring and review

This document will be reviewed every year by:

- Quality and Standards Committee
- Academic Board

Policy Summary

The College's higher education admissions policy and procedures adheres to the principles of fair admission. They are transparent, reliable, valid, inclusive and underpinned by appropriate organisational structures and processes. They support staff involved at all levels of recruitment and selection of students to ensure that those admitted are competent to succeed in their chosen course.

Procedures

The **Assistant Principal, Higher Education** is responsible for:

- Monitoring of the access and participation plan

The **Head of Student Recruitment** is responsible for:

- Ensuring that all students can be provided with appropriate information, advice and guidance
- Ensuring that applications to full time undergraduate and full-time postgraduate (primarily Teacher Training courses) are made through UCAS but the college can take direct applications for these courses
- Applications to part time undergraduate and postgraduate programmes are made through the College using the direct application form available on the College's website
- Ensuring all applications through UCAS will be considered in line with UCAS deadlines
- Ensuring that all applications are considered in accordance with the college's entry requirements including RPL
- Ensuring that applicants receive an acknowledgement of their application or a date of interview, if required, within **24 hours** of the application form being received by student recruitment team
- Ensuring that all applicants receive regular communications from the student recruitment teams prior to commencement of their course
- Carrying out a DBS check on ALL applicants where a placement involves contact with children (under 18) or vulnerable adults.
- Providing all suitable students with an offer letter or alternative signposting onto other suitable provision or providers

The **Head of Marketing, PR and Communications** is responsible for:

- Ensuring that information for each course is displayed on the College's most recent prospectus or on the College Website.
- Ensuring all application deadlines are published on the college website

The **Head of Curriculum** is responsible for:

- Approving applications where students do not meet the entry criteria
- Carrying out any pre-enrolment activities with students including interviews, open days, meet the team events, applicant and industrial placement days
- Delivering any pre-enrolment events or delivery
- Encouraging students to continue learning and progress where possible or desirable

The **Head of Management Information Systems** is responsible for:

- Ensuring that students are eligible for their chosen course
- Providing student learning agreements and contracts
- Taking payment and fees from students
- Generating, analysing and interpreting reports and statistics showing trends in student recruitment statistics

The **Head of Quality** is responsible for:

- Supporting students to apply for financial support

The **Head of Student Support** is responsible for:

- Identifying and providing the appropriate advice and support

Relevant documents

- DBS Policy and Procedures for Students
- GDPR Policy
- RPEL Policy
- Policy on the Recognition of Prior Learning (RPL):
- UCAS guidance and manuals for institutions: <http://www.ucas.com>
- CMA HE Consumer law advice for providers

Other links

- <https://www.qaa.ac.uk/quality-code>
- SPA Guidance and Checklist on Student Recruitment Policies
- <https://www.ucas.com/providers/good-practice>
- Higher Education Appeals and Complaints Policy and Procedures
- Higher Education Student Contract

Appendix 1: Definitions

Jargon/Key word	Meaning
CMA	Competition and Markets Authority
DBS	Disclosure and Barring Service
RPL/RP(E)L	Recognition of Prior Learning/Recognition of Prior Experiential Learning
OfS	Office for Students
QAA	Quality Assurance Agency
UCAS	The Universities and Colleges Student Recruitment Service
UKQCHE UK	Quality Code for Higher Education
UKVI UK	Visas and Immigration