



# Higher Education Admissions Policy

## Academic Year 2022/23

<b>Document title:</b>	HE Admissions Policy 2022/23
<b>Audience:</b>	Students
<b>Version:</b>	1
<b>Approved by:</b>	Quality & Standards Committee
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<b>Document owner</b>	Vice Principal Curriculum
<b>Equality Impact Assessment</b>	Yes
<b>Student Friendly Version</b>	Yes

### Revision history

Version	Type (e.g. replacement, revision etc...)	Date	History (reason for changes)
1	Revision	08/04/2020	
2	Revision	24/11/2021	Annual Update includes additional reference to the need to adjust to meet student needs in line with the college's Access & Participation plan

### Monitoring and review

This policy will be reviewed by the Quality and Standards Committee every year.

## 1. Purpose of the Policy:

The College's higher education admissions policy 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.

## 2. Higher Education Admissions Policy Aims

The college is committed to providing a professional admissions service through implementation of clear and transparent policies and procedures. The college aims to provide fair and equitable access to all prospective students who have the potential to benefit from and contribute to academic life at the College. In order to do so, the college will at times need to demonstrate a flexible approach and, where appropriate, make adjustments for individual applicants. This includes, but is not limited to, the widening access interventions outlined in the colleges Access and Participation Plan.

The College will:

- Recruit high quality students, locally, regionally, nationally and globally
- Admit students who have the potential to succeed in their chosen programme
- Ensure that the student body is accessible to all students who can demonstrate the potential to succeed including those from non-traditional pathways
- Treat all applicants equally, fairly and consistently
- To achieve those aims the College will;
- Target recruitment activities regionally, nationally and globally
- Provide accurate and up to date information and guidance about the programmes on offer and the employment opportunities available on graduation
- Ensure that the entry requirements are appropriate to the programme of study
- Ensure the selection processes are followed fairly, courteously, consistently and speedily
- Ensure that all students are enrolled on appropriate programmes of study which are compatible with their abilities and aspirations
- Publish regular statistical reports to ensure transparency of process and maximise conversion
- Provide appropriate staff development for all staff involved in the admissions process
- Ensure that all students admitted to the college are done so ensuring we meet conditions that are legislative, compliant and within the rules of funding agencies and other statutory bodies
- Ensure that students with a Disability Statement have their support requirements assessed
- Use all our student data for the purposes of monitoring equal opportunities
- Not retain data outside of the purposes it is intended for in line with GDPR regulations

### RELATED POLICIES:

- Disclosure and Barring Service Policy Disclosure and Confidentiality Policy
- GDPR Policy

### RELATED PROCEDURES AND GUIDELINES

- Higher Education Admission Procedures