

Higher Education Admissions Policy

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HE Policy

1. Introduction

This document outlines Craven College's policy and practice for managing the admission of Higher Education students to the College.

Craven College welcomes applications from all individuals with the potential and motivation to succeed. The College is committed to operating a fair, transparent and consistent Higher Education admissions policy which ensures equality of opportunity for all.

The Customer Service Manager is responsible for implementing and monitoring necessary procedures to ensure this policy is followed correctly, consistently and fairly for all applicants.

This policy has been written with reference to the [UK Quality Code, Advice and Guidance: Admissions, Recruitment and Widening Access](#).

2. Key Principles

- This policy seeks to ensure a fair, transparent and consistent Higher Education admissions service which ensures equality of opportunity for all
- This policy will not conflict with partner institution or awarding organisation policies and regulations

3. Responsibility

- The Customer Service Manager has overall responsibility for this policy
- The Customer Service Manager is responsible for ensuring that Customer Service Team are compliant with the policy
- Customer Service Team are responsible for following the policy and practicing fair admissions for all higher education applications received

4. Legislation

The College is compliant with the professional, statutory and academic requirements of the agencies with which it works, and with national legislation and gives due regard to Statutory Guidance and the law, for example Equality Act 2010, Human Rights Act 1998 and GDPR compliancy.

1. An enhanced DBS (Disclosure and Barring Scheme) check, or Disclosure Scotland Certificate may be required for applicants applying to certain programmes e.g. Young Children's Learning & Development, Teacher Training or courses based at the College's Aviation Academy. This information is clearly stated as a requirement for entry to the course and applicants will be informed of this with their offer.

NB: Where the College needs to request a DBS disclosure or Disclosure Scotland Certificate, a charge will be levied, which will be payable by the applicant.

HE Admissions Policy

Introduction

Craven College is committed to effectively, courteously and fairly selecting and recruiting students from the pool of applications received. The following procedures detail how the objectives of the Higher Education Student Admissions Policy will be met and identifies:

1. Key Processes
2. Roles and Responsibilities
3. Objectives
4. Communication
5. Implementation
6. Monitoring
7. Reporting
8. Assessment of Impact
9. Continuous Improvement
10. Associated Documentation

1. Key Processes

- Entry Requirements
- Right to Refuse an Application
- Appeals
- Application Procedure
- Collecting information about students

2. Roles and Responsibilities

- The Customer Service Manager has overall responsibility for this policy
- The Customer Service Manager is responsible for ensuring that Customer Service Team are compliant with the policy
- Customer Service Team are responsible for following the policy and practicing fair admissions for all further education applications received

3. Objectives

Through our Admissions Policy we aim to:

- Ensure our applicants receive a responsive and customer-focused service
- Admit students who have the potential to succeed and benefit from our programmes of study, thereby supporting student progression and success
- Promote equality of opportunity and diversity

The College will achieve these objectives by ensuring that:

- Our admissions procedures and policies are clearly documented and easily accessible
- Decisions are made in line with clearly stated selection procedures and entry requirements, and are applied consistently and fairly
- Our selection assessment methods are reliable, valid and support the admission of students with the potential to succeed
- Information relating to entry requirements is clear and transparent
- Programme information provides applicants with relevant, accurate and up-to-date details, which enables them to make an informed choice on the suitability of the programme for their needs

- Applications are considered on an individual basis with reference to information in the application, including academic achievements, personal statement and academic or work/personal reference
- Where students have previous similar qualifications the HE Accreditation of Prior Learning Policy is used
- All applications are given equal consideration irrespective of age, disability, ethnicity, gender, religion or belief, or sexual orientation
- Offers of admission are communicated to applicants in clear and easy to understand language
- We continually monitor and annually review our admissions procedures, in order that our admissions service is responsive and customer-focused

4. Communication

The following principles are fundamental to the communication of the Further Education Student Admissions Policy

- The Higher Education Student Admissions Policy will be published on a standardised template
- The Higher Education Student Admissions Policy will be reviewed by the Customer Service Manager, before being escalated to the SMT for approval
- This policy's purpose is to give admissions information to enquirers, applicants and advisors. The policy will be available on the College website and updated annually
- This document will be published on the College website and staff intranet

5. Implementation

1. Programme of Study Information

Admissions entry criteria are available from the College website www.craven-college.ac.uk, HE prospectus and for undergraduate admission to full-time programmes, the UCAS website www.ucas.com. Information provided is accurate, relevant and accessible and aims to provide applicants with the details they require, in order to make an informed decision on their choice of programme of study. The College may set minimum entry requirements for levels of attainment at GCSE or equivalent, particularly in English Language and/or mathematics. This information will be clearly stated within entry requirements for specific programmes.

Where an interview, audition or portfolio forms part of the selection criteria, or where applicants are required to have work experience, we stipulate this in our prospectus, website and where applicable, on the UCAS website.

Applicants who do not meet the minimum academic criteria, but who have significant and relevant experience in their chosen subject, may be considered for entry providing they can evidence the ability to study at the academic level. The [HE Accreditation of Prior Learning Policy](#) may be consulted.

2. Application (UCAS and Direct)

Applications for full-time undergraduate degree programmes are made via the Universities and Colleges Admissions Service (UCAS). Applications for all other programmes are made directly to the College using the HE application form online.

Deferred entry applications are welcome and are considered alongside all other applications received within the admissions cycle. Students must normally meet the conditions of their offer (where applicable) by 31st August in the year of application.

3. Selection and Assessment Methods

For the majority of programmes our assessment methods focus on the information contained in the application and assess the applicant's suitability for study in terms of their academic qualifications, relevant work/life experience and subject interest and/or written task. Where a written task is used to assess applicant suitability for study, all applicants are informed of this in advance and the completed task will be assessed by a trained academic member of staff.

The exceptions to the above are those programmes where assessment methods for suitability for study may include interview and/or audition and/or submission of portfolio.

Where interviews are used to assess applicant suitability for study, these are carried out by fully trained staff with experience of interviewing applicants.

Where submission of a portfolio is used to assess applicant suitability for study, all applicants are informed in sufficient time of the specification for the portfolio and assessment methods used.

Where an audition is used to assess applicant suitability for study, all applicants are provided with full information relating to the audition process, such as what will be required from the performance; how the audition will be judged and by whom.

4. Offers, Responses and Communication

The College aims to process its applications quickly and efficiently (see flowchart: [appendix 1](#)). We aim to give applicants confirmation of our decision within 10 working days of receipt of the application in the College (Please note there is a delay from applying through UCAS before the decision reaches the College).

Where there is insufficient information to allow a decision to be made, we will contact the applicant and request additional detail. Where an application requires an interview, portfolio submissions or audition, the decision-making process will take longer.

Craven College continues to accept and process applications following the 26th January UCAS deadline, subject to available places.

Where an offer of admission is to be made, we aim to communicate the terms of the offer in clear and easy to understand language. Offer letters contain details of any action an applicant needs to take to accept the offer and provide information on the anticipated fee levels for the applicant.

An enhanced DBS (Disclosure and Barring Scheme) check, or Disclosure Scotland Certificate may be required for applicants applying to certain programmes e.g. Young Children's Learning & Development, Teacher Training or courses deliver at the College's Aviation Academy. This information is clearly stated as a requirement for entry to the course and applicants will be informed of this with their offer.

NB: Where the College needs to request a DBS disclosure, a charge will be levied, which will be payable by the applicant. Applicants who apply for DBS disclosure and are not able to enrol on the course will not be eligible for a refund.

Where students will be studying at the College's Aviation Academy, applicants will be required to apply for a Disclosure Scotland Certificate at their own cost, prior to enrolment. This information is clearly stated as a requirement for entry to the course and relevant applicants will be informed of this with their offer.

NB: Applicants who apply for Disclosure Scotland and are not able to enrol on the course will not be eligible for a refund.

Where an application has been unsuccessful, we will inform the applicant via letter or for full-time undergraduate programmes, via UCAS.

Under certain circumstances the College may reserve the right to reject an application. Applications from prospective students who fall into this category will be given full consideration before any such refusal.

The College reserves the right to refuse admission to any applicant who:

- Is unable to meet the entry requirements
- Has a relevant criminal conviction which is either not spent or can never become spent
- Has previously been excluded from the College
- Has previously studied a Higher Education course at the College and not completed assessments, without good reason
- Has previously been subject to the College's disciplinary procedure and has not followed the recommendations following the outcome of any such disciplinary
- Has outstanding debts with the College
- Provides false or misleading information on an application or enrolment form

Occasionally, changes may need to be implemented to course content or structure. In this situation the College will write to all applicants holding offers of admission to advise of these changes and if applicable, offer an alternative programme of study.

Applicants who choose to accept their offer of admission are sent additional information prior to the start of the course, which provides essential advice and guidance to prepare students for the start of their studies.

"Confirmation" refers to the period in August each year when the College receives examination results for applicants who have accepted conditional offers. Applicants who achieve the grades required by their conditional offer, have their place confirmed. Applications from candidates who have not met the required grades exactly are reviewed and their place may be confirmed if space is available, although no guarantee is made that this will be possible.

5. Applicants with Disabilities

The College welcomes applications from students with disabilities and seeks to ensure appropriate support arrangements and reasonable adjustments are made prior to students commencing studies. Applicants are therefore strongly advised to declare any disability on their application. This information is used only to identify support needs and is not part of the academic decision to make an offer of admission.

The academic decision to offer a place of study is made first. Following this decision, where an offer of admission is to be made, the application may be referred to the SEND Team, in order to assess any additional support which should be in place prior to the student commencing studies.

Disabled Students' Allowances (DSAs) provide extra financial help for disabled students. Students may receive DSAs if they have a disability, ongoing health condition, mental-health condition or a specific learning difficulty. Students can get help with the costs of:

- specialist equipment
- non-medical helpers
- extra travel because of a disability
- other disability-related costs of studying

Applicants should refer to <https://www.gov.uk/disabled-students-allowances-dsas/> for further details.

The College will make every effort to ensure required support arrangements are in place. However, this is dependent on the student applying in sufficient time, identifying their disability clearly at the point of application and providing a detailed assessment in line with the Disabled Students' Allowance.

6. Fraudulent Applications

All applicants have a responsibility to ensure the information submitted on their application is accurate and up-to-date. The decision to offer a place is based on the information contained in the application and where it is discovered that an applicant has submitted incorrect or inaccurate information as part of their application; the College will investigate further and reserves the right to withdraw the offer of admission. The College also reserves the right to refer cases for further investigation (where applicable), for example for UCAS applications to the UCAS Verification Unit.

Information relating to qualifications held by the applicant and listed in the application form is subject to verification.

7. Feedback, Complaints & Appeals

When requested, the College will provide feedback to unsuccessful applicants. Feedback must be requested in writing to Customer Services and will normally be provided within 10 working days of receipt of the request. Requests for feedback must be made by the applicant.

Where an applicant wishes to appeal against a decision regarding their application, they must normally do so in writing within four weeks of the date of the original decision. The Appeal must be addressed to the Customer Service Manager.

Where an applicant wishes to submit a complaint regarding the handling of their application, the applicant should discuss the problem with the Customer Services Manager at a mutually convenient time, and appropriate action should be agreed. A response will be made within 10 working days, but the College will endeavor to ensure the matter is resolved as quickly as possible. If there is no satisfactory outcome or agreed action, the applicant is entitled to submit a formal complaint following the guidance which may be found in the College's [Complaints and Compliments Policy](#).

8. Data Protection

Craven College takes privacy seriously and will only use the personal information provided for the purposes of administration. All data will be processed lawfully and in accordance with Article 6 of the GDPR.

9. Disclaimer

The College reserves the right to make variations to programme contents, entry requirements and methods of delivery, and to discontinue, merge or combine programmes, both before and after a

student's admission to the College, if such action is reasonably considered necessary. In the event that, prior to the student commencing the first term of study, the College discontinues the programme, the student may either:

1. Withdraw from the College without any liability for fees, or
2. Transfer to another programme (if any) as may be offered by the College, which the student is qualified subject to approval.

If in these circumstances the student wishes to withdraw from the College and to enrol on a course at a different college / university, the College shall use its reasonable endeavours to assist the student. Further information can be found in the [Terms and Conditions for Higher Education Students](#)

6. Monitoring

- The Customer Service Manager has responsibility to monitor the implementation of the policy
- The Customer Service Manager and the Higher Education Business & Development Leader are responsible for the annual review of the policy

7. Reporting

- Monthly and yearly comparison statistics, available on Power Bi
- The admissions statistics are reported into the HE Scheme Management Board by the Customer Service Manager

8. Assessment of Impact

1. The impact of this policy will be assessed by the number of HE enrolments
2. The impact of the policy will be assessed by the number of compliments/complaints

9. Continuous Improvement

The annual review will inform improvements and actions for the next application cycle.

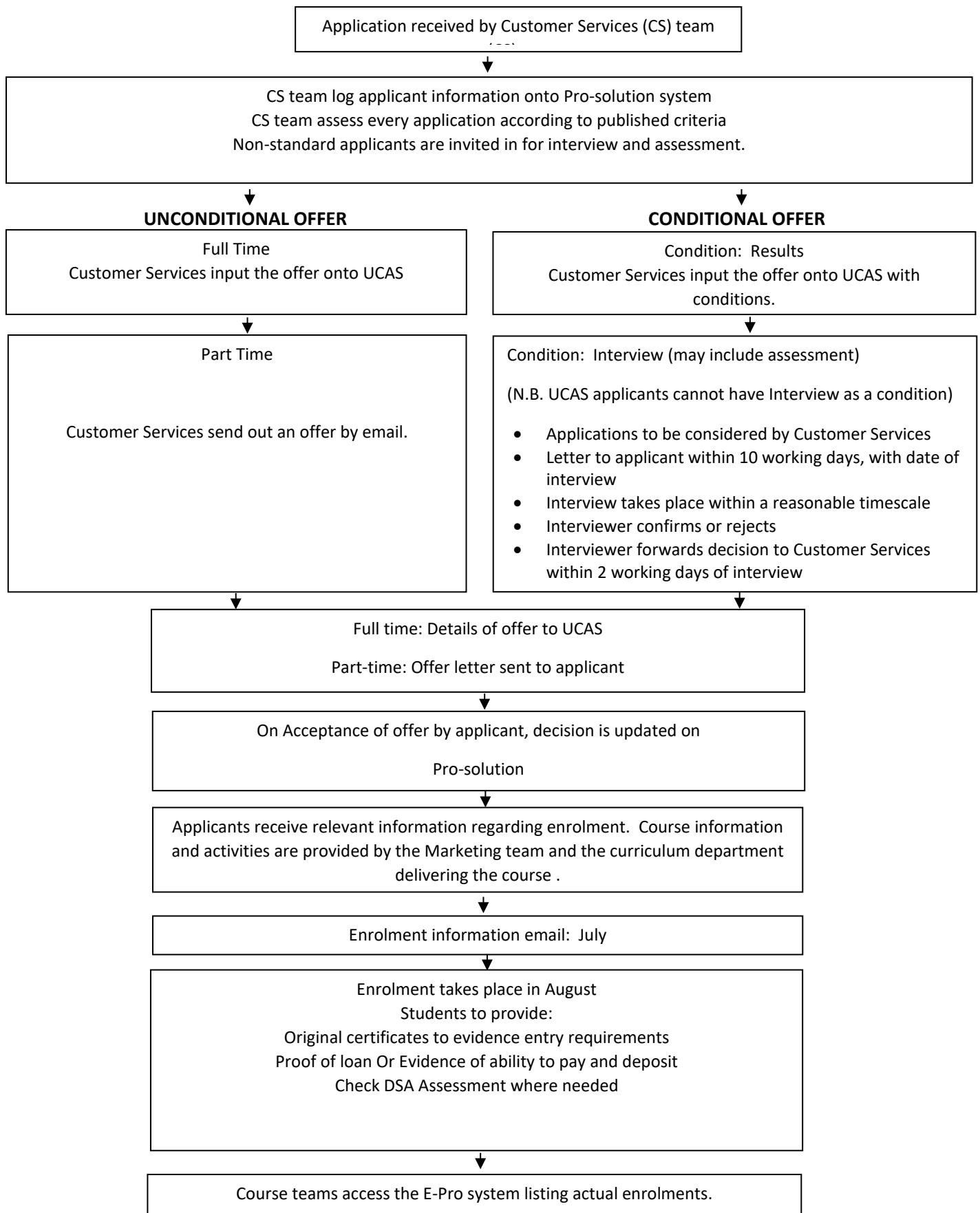
10. Associated Documentation

This policy has links to the following policies:

- Equality & Diversity policies and statements
- General Data Protection Regulation (GDPR) Policy
- HE Accreditation of Prior Learning Policy
- Disclosure, Barring Service (DBS) and Verification Checks of Staff and Students Policy and Procedure
- Fee and Refund Policy
- Safeguarding Children and Vulnerable Adults Policy

End – add flowchart here if appropriate and any additional forms or guidance in appendices. Use a page break and start these on new pages as appendices. Please ensure appendices are referred to in the policy or procedure area (e.g. see Appendix 1) so that the audience is aware of where to refer to these and why.

Appendix 1: Central Admissions Procedure – Higher Education



Glossary of Terms:

- QAA Quality Assurance Agency for Higher Education
- UCAS The Universities and Colleges Admissions Service
- DSA Disabled Students' Allowance