



Brooksby Melton College

HIGHER EDUCATION ADMISSIONS POLICY

1. Introduction

The College is committed to ensuring that students achieve success, which is measured by whether they complete the programme and pass their chosen qualification/s. A key factor in achieving this is ensuring that potential students are recruited with integrity. To ensure that individuals have the highest chance of success they should only be admitted onto a programme if it meets their needs in terms of their ability to complete the programme, achieve the recognised qualification and gain employment.

The College is committed to recruiting with integrity and strives to ensure all students join a programme of study which is appropriate to their level of achievement, area of interest and relevant to their career ambitions.

2. Purpose & Scope

The College is committed to a fair and flexible admissions system, where diverse learning needs are recognised. In this context vocational qualifications will be given parity of treatment with academic qualifications, Access and Foundation programmes will be recognised, and prior experience will be taken into account.

The widening of participation initiatives are facilitated by the opportunity to access higher education at a variety of levels, namely HE4 or Higher National Certificate, HE5 or Higher National Diploma or honours degree, with the possibility of progression through these awards.

Admission may be at any point in a programme of learning and students may be credited with previous certificated learning, where possible.

Admissions practices and procedures will comply with the requirements of the College's Equality of Opportunity Policy.

Admissions practices and procedures will be guided by the precepts set out in the QAA Quality Code on Recruitment and Admissions.

Admissions practices and procedures will be reviewed annually by the Director of Curriculum & Marketing & Admissions Manager and updated as necessary.

3. The Procedure

Key responsibility for admissions within the institution

- The College HE Admissions Policy will be drawn up by the Director of Curriculum and the Marketing & Admissions Manager, and submitted to the Operational Planning group for approval.
- Annual review of standard entry criteria.
- Annual review of the Admissions Policy, any changes being submitted to the Operational Planning group for approval.
- The setting of recruitment targets for programmes as required,
- The monitoring of applications, offers and acceptances through the admissions cycle will be through CMT (T&L) and Marketing and HE Committee

Role and responsibilities of central admissions staff and the academic staff

The Admissions team will refer all applications to the course tutors to review and provide an offer, completed and returned within 2 weeks, where possible and all information is provided.

The relevant Programme Area Manager, Director of Curriculum or other appropriate academic member of staff will be consulted when;

- Applicants have a non standard / borderline profile with regard to entry criteria.
- Applicants have requested entry to a programme with APEL/APL.
- Applicants have applied for programmes with a large number of applications, and a limited number of places.

It will be the responsibility of the Marketing and Admissions Manager to ensure that admissions staff are adequately trained and receive adequate support, also that they are conversant with the admissions procedures to be used each admissions cycle.

If any prospective applicant is identified as having a conviction, Admissions will contact the Student Services Team to arrange an individual assessment / interview. This will be conducted separately and a Risk assessment maybe undertaken.

Transparency and information provided to applicants

The College Admissions Policy will be available to applicants on the College website.

An outline of the admissions processes used by the College will be available to applicants in the College prospectus and on the College website.

Standard entry criteria will be available to applicants in the College prospectus, on the College website and on the UCAS website.

Programme entry profiles will be available to applicants on the UCAS website.

Selection

The decision to offer a place will be made primarily on academic and vocational skills ability and potential, but in addition the type of skills and aptitudes needed for successful completion of the programme applied for will be taken into account.

Evidence of the above will be obtained initially from the applicant's UCAS or College Application Form, note being taken of:

- The pattern of qualifications obtained and to be taken
- The applicant's personal statement
- Relevant comments made by the referee
- Any relevant experience

If further information or evidence is required to make a decision, the Admissions team will request the applicant to supply the information or attend/book an interview as appropriate.

If it is deemed necessary by the Director of Curriculum that additional methods of assessment should be instituted as a standard procedure for selection, details of the procedures to be used will be submitted to the Operational Planning group for approval. In these instances the Equal Opportunities Co-ordinator will be co-opted onto the group.

Normally the same standard offer will be made to applicants for each programme. If however at confirmation applicants do not fulfil the academic terms of offer, their achievement will be reviewed contextually using information provided on their UCAS form, and any further information received since the time of application.

Applications from students that are border line or with a disabilities or special needs will be assessed initially using the standard entry criteria. Such applicants may require an interview with the Advice and Guidance manager or Additonal Learning Support manager to allow the College to better assess the support needs to succeed on programme or if the programme is suitable for progression.

Changes during the application cycle

All offer holders will be advised of any changes to the programme (with the exception of minor changes that do not affect the learning outcomes) as part of the HE course modification approval process.

Should a programme be withdrawn, applicants for that programme will be informed at the earliest possible time in the admissions cycle, and be notified of their options.

If an applicant has been offered a programme other than that which for which they have applied, they will be contacted to explain why the change has been made.

Feedback, appeals and complaints

An appeal in this context is defined as a request for the alteration of a decision. There will be no appeal against the academic or professional judgement of those taking decisions. Appeals will only be considered if submitted on grounds of procedural irregularity, if new material information becomes available which may have affected the original decision, or if evidence of bias is presented.

A complaint in this context is defined as a specific concern about the way an application has been handled in terms of processes and procedures. Applicants will be informed about how they may make a complaint.

APPLICATION PROCESS

STAGE 1 - APPLICATIONS

The college currently accepts applications through 2 main processes, these being:

- 1) Undergraduate Programmes (Foudation Degrees, Top Up or 3yr programmes), presently this includes both INTERNAL & EXTERNAL students. Therefore students must apply via the UCAS website; - Student services can offer assistance with this.
- 2) Post Graduate programmes (PGCE) apply via the college application form on the College website – Student services can offer assistance with this.

The college reference code is **B92** with programme codes available via UCAS, HE prospectus, College website or Admissions.

ALL APPLICATIONS ARE RECORDED ON UCAS FOR THE COLLEGE TO MANAGE.

STAGE 2 – ASSESSMENT, INTERVIEW & OFFER

The Admissions team will refer all applications to the course tutor to review and provide an interview date (if necessary), offer, completed and returned within 2 weeks, where possible.

Programme Leaders are able to offer one of a range of offers including Unconditional, Conditional and Decline.

The decision to offer a place will be made primarily on academic and vocational skills ability and potential, but in addition the type of skills and aptitudes needed for successful completion of the programme applied for will be taken into account.

All application that present as borderline*, APEL/APL, recognised disabilities or special needs will be judged initially using the standard entry criteria but may require an interview to ensure that;

- The student has selected the most appropriate programme.
- The college is able to support their APEL/APL, recognised disabilities or special needs.
- That student's academic skills & vocational experience are at the entry requirements.

* Low/poor vocational knowledge and/or experience or low/poor academic ability.

Where the person may need to travel long distances this interview may be done over Skype or phone and/or may require you to gather more written evidence.

With the offer letter there will be a programme specific information sheet and the bursary and finance info sheets attached.

Stage 3 – Keeping Warm

Student services and curriculum departments will be encouraged to keep in contact direct with applicants to ensure that the applicant is well informed of the programme, transport, accomodation and bursaries.

Stage 4 – Welcome Packs

The student services team will send welcome packs to all incoming students in the spring semester. This welcome pack will include further information regarding transport, accommodation, finance, bursaries and enrolment date.

Stage 5 – Enrolment / Fresher's

Enrolment will be conducted on one the college campus's and will include a welcome from HE staff, HE reps and the student servives.

Fresher's activities will be notified via the course tutors.

IMPACT ASSESSMENT:

This policy has been considered for impact upon age, disability, family responsibility, marital status, race, colour, ethnicity, nationality, religion or belief, gender and sexual orientation.

DATE FOR REVIEW: April 2020

**RESPONSIBILITY: Operational
Planning Group**

APPROVED BY BOARD: April 2019