

ADMISSIONS POLICY FOR HE STUDENTS

Rationale

The policy reflects the College's commitment to value diversity and to recognise aspiration by providing equal opportunities for all individuals, regardless of their background, to gain admission to a programme of higher education suited to their ability and interests. Support for students in all spheres of their studies has become a major factor in judging a college's performance. Every process in supporting students through their course to a successful outcome is equally important. The first steps are attracting students to the College, ensuring that they have selected their courses appropriately and offering them advice on alternatives should they be unsuccessful in their initial application. It therefore follows that a transparent and well-structured admissions process is essential. The Policy reflects the practices defined in the Quality Assurance Agency (QAA) *Recruitment, Selection and Admission to Higher Education (Chapter B2)*

Scope

This policy applies to students undertaking HE qualifications at Grantham College except where the regulations of the awarding body or validating institution take precedence.

The admissions process is intended to facilitate the exchange of information between the applicant and the interview team in order that the components can be addressed. There are six main components to the admissions process:

- Ensuring that the candidate has access to information about the course
- Ensuring that the applicant has the appropriate academic ability and aptitude for the selected course
- Ensuring that the needs of applicants with disabilities and/or learning difficulties are identified so that appropriate adjustments can be made
- That the applicant understands the nature and the content of the course
- Progression - is the course appropriate for the applicant's career aspirations?
- Referral for advice and guidance on alternative courses where the applicant is unsuccessful or the course is not appropriate as a result of exploring any of the first three components

Procedures

Recruitment and admissions material will be available on the College's website and provided upon request in hard copy format. The information on the website will include details of entry requirements, the range and content of programmes of study, assessment processes, progression opportunities and fees. This information will be reviewed annually.

All HE courses require the completion of an application form which can be obtained through the College website or on application to the IAG team. This can be submitted as either hard copy or in electronic format. All applicants are required to provide references in support of their application – failure to do so may result in refusal. Acknowledgement of the application and offer of an interview will follow in accordance with the College's policy on recruitment.

Applications will be judged against published entry requirements and on the basis of the applicant's statement, references and any other relevant information.

For those applicants with overseas qualifications UKNARIC (UK National Recognition Information Centre) will be the point of reference for equating qualifications to the UK system. Decisions on applications will be made by staff trained and equipped to make the required judgements.

The College will consider applicants who wish to enter a programme of study with appropriate advanced standing in relation to Accredited Prior Experience or Learning (APEL) as outlined in the Policy for the Accreditation of Prior Experience or Learning for HE students. Experience or Accredited Experiential Prior Learning (APEL) can provide transferable skills to a course in Higher Education which will be taken into account on an individual basis. These applications will be considered through the admissions process at the same time as the process for APEL.

Where an applicant declares disabilities in their applications, reasonable adjustment will be offered as necessary as outlined in the Access Policy for HE students. Adjustment throughout all stages in the process along with support and guidance is available from IAG.

Interviews for all prospective students form a mandatory part of the recruitment and selection process. Interviews will only be carried out by appropriately trained and informed staff. Due to the variation in course requirements there may be some variation in the format of interviews to ensure the suitability of the candidate in terms of the programme but the interview will be structured to provide the applicant with general information about the College and specific information about the course. General information about fees and loan/bursary/grant opportunities will also be given with applicants being offered the opportunity to discuss these in more detail with the Student Finance Officer for the College.

Where an applicant has access needs these will be discussed with the prospective student at interview in order to ascertain reasonable adjustments and support requirements which may need to be put in place to support them in their studies. Any concerns about suitability should be dealt with at the interview in order that applicants understand the issues clearly. Verbal offers should not be made if there is any doubt but the applicant informed of the concerns in order that they are clear about the issues.

Any refusals or concerns are to be discussed with the Curriculum Manager in the first instance and then referred to the Assistant Principal: Higher Education.

All forms relating to the interview are to be signed by interviewer and clearly annotated with the offer to be made and any additional entry requirements or conditions which need to be fulfilled prior to enrolment. The forms must be returned to IAG within 5 working days whereupon the appropriate letter will be sent to the applicant advising them of the outcome of the interview.

Where an applicant is refused admission to the course they will be advised of their right to appeal against the decision in writing and of the College's Complaint Procedure – Request for Review.

It is important to the College that they remain the first choice of applicants. Contact with prospective students will be maintained throughout the period between interview and enrolment through electronic or postal means.

Applicants that have been offered places will be invited to an enrolment appointment where their eligibility will be checked against the offer. Those meeting the offer will be enrolled; those who do not will be offered advice and guidance about alternative provision.

Quality Assurance – Version Control			
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