

Admissions Policy

STU8

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This document can also be produced in alternative formats upon request.

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Admissions Policy

1. Purpose

This Admissions Policy aims to ensure that:

- The College operates in a fair, equitable and transparent manner in the acceptance and enrolment of applicants.
- Students are recruited with integrity, to courses identified as appropriate for them based on their career aspirations, previous qualifications and/or work/life experience at the point of application.
- Access to College courses is widened as far as possible in line with DfE Widening Access and Participation guidance.
- Associated Admissions administrative processes can be implemented in the most efficient and effective manner.
- The College Terms and Conditions are reviewed and current.

2. Background

Each academic year, the College invites applications for further and higher education programmes, including WBL and professional qualifications, on a full and part time basis. This policy supports the College in continuing to meet its strategic priority of 'Improved Learner Outcomes' and demonstrates the College's commitment to an effective and timely process in matching applicants to courses, based on their needs and aspirations

3. Admissions Principles

- a. All applications will be reviewed on merit and on the information held on the completed online application form. The College reserves the right to review previous records to assess suitability for a course.
- b. For all full time and substantial part time FE, HE and WBL programmes, a pre-entry advice session will be offered, and for a small minority of courses, will be mandatory. Failure to attend a mandatory pre-entry advice session without reasonable notice may impact on an applicant's place in the recruitment process. The College reserves the right to reallocate priority

based on a lack of communication or engagement in the College recruitment process from any applicant.

- c. Decisions about eligibility for a course will be made objectively and without discrimination. Staff will not venture outside of the agreed processes for reviewing applicant suitability for a course and in the issuing of any offers. At each application review period, where courses are oversubscribed, applicants will be prioritised on the following:
 - i. Course listed as first preference.
 - ii. Date of application.
 - iii. Attendance at the first available interview and/or information session if required.
 - iv. Upload of any evidence required by the advertised dates e.g., Prior achievement, employer form, health declaration, as requested by publicised date and in any communication issued.
 - v. Previous College student or a student from a partner school
- d. Selection criteria will be signed off by the Curriculum Management Team at the start of each admissions cycle and advertised on the College website and in the prospectus.
- e. Where applicants can directly enrol onto a course, they must apply for the course and pay the required fees either online or by contacting the College. Applicants will only be fully enrolled once both these steps have taken place.
- f. The College will adhere to its safeguarding responsibilities when considering the admission of students with criminal convictions.
- g. All applications will be considered equitably without regard to any inappropriate distinction e.g., S75 characteristics such as age, ethnic origin, nationality, disability, sexual orientation, gender, religious or political beliefs, marital status, care experience and/or socio-economic background.
- h. The Vice Principal for Teaching and Learning has overall accountability for the Admissions Process.

The Head of Department for Student Experience has overall management responsibility for the monitoring and quality control of the Admissions Process.

4. Non-Admission

The College reserves the right to refuse admission to the following:

- i. An applicant who does not meet the advertised entry criteria for the course they have applied for.
- j. an applicant who has previously:
 - i. been excluded from the College and/or a partner organisation,
 - ii. attended but failed to make sufficient effort towards successfully completing their studies.
- k. An applicant who has not attended mandatory pre-entry advice sessions.
- l. An applicant with outstanding College debts.
- m. An applicant where despite best endeavours, the College is unable to make the adaptations required for them to participate wholly in their studies.
- n. An applicant who has already attained the level of study equal to or higher than the level for which they are applying without a clear rationale.
- o. An applicant where there is evidence that they could be a threat or danger to others.

An applicant with a declared criminal conviction that does not satisfy the requirements of the pre-entry risk assessment.

5. Qualifications on Entry

The College advertises entry criteria for courses on the website and within the online prospectus and it is the responsibility of the applicant to ensure they meet the entry criteria prior to enrolment. Conditional offers will be based on eligibility against these advertised qualifications.

Any applicant who has applied for a Level 2 or Level 3 vocational study programme will be enrolled on Essential Skills or GCSE Maths or English as part of their programme of study. This is only in instances where it has been approved for an applicant to be enrolled on a vocational programme without these qualifications as a prerequisite. Enrolment on Essential Skills or GCSE Maths and English is mandatory, and no student will be enrolled onto a Level 2 or L3 full time vocational programme without this. If an applicant declines this at the enrolment stage, their application to the full study programme will be withdrawn and the waiting list will be accessed to offer the next available space to a student.

The College delivers and assesses all qualifications in English, and as such, an appropriate level of English is a prerequisite for all courses, apart from those aimed at non-English speakers i.e., ESOL. Progression from ESOL through to full time L2 and L3 vocational programmes is possible and further information can be gained from the ESOL section of the College prospectus.

If a student has achieved an international qualification and would like it checked for eligibility for entry to a programme of study at the College, they can access the services of NARIC for a 'Statement of Comparability'. It is the responsibility of the applicant to cover the cost of this.

Further information can be found at

<https://www.naric.org.uk/Qualifications/SOC/Default.aspx>

6. Quality Assurance

Comments and complaints regarding this document will be handled through the College's comments and complaints mechanisms. If you have a comment or complaint, or require further information regarding the process, please e-mail quality.improvement@nrc.ac.uk.

This policy/strategy will be monitored on an ongoing basis and subject to a full review at least every two years. It may also be updated if changes or improvements in processes or procedures are identified. In monitoring and reviewing this policy/strategy, the following will be taken into consideration:

- feedback regarding the content and format of the policy/strategy;
- uptake and usage;
- comments or complaints regarding the policy/strategy;
- Equality information and monitoring data.