

<b>Policy Name</b>	Higher Education Admissions Policy
<b>Directorate</b>	Sales & Marketing
<b>Created by (Job Title)</b>	Director of Sales & Marketing
<b>Date Reviewed</b>	January 2019
<b>Date of Next Review</b>	October 2021
<b>Pathway</b>	
<b>E &amp; D Policy Disclaimer</b>	This policy has been reviewed in line with the Equality Act 2010 which recognises the following categories of individual as Protected Characteristics: Age, Gender Reassignment, Marriage and Civil Partnership, Pregnancy and Maternity, Race, Religion and Belief, Sex (gender), Sexual orientation and Disability. We will continue to monitor this policy and to ensure that it has equal access and does not discriminate against anyone, especially any person/s listed under any protected characteristic.

# Admissions Policy

## 1. Introduction

This policy details the Group's approach to and arrangements for the admission of students on to higher education courses.

## 2. Scope

This policy relates to The Bedford College Group's colleges that offer higher education courses, which are Bedford College, Shuttleworth College and Tresham College.

This policy applies to our HNC, HND, Foundation Degrees and degree-level teaching qualifications as listed in our undergraduate course prospectuses and on our websites.

It does not apply to our degree top-ups (BA or BSC), which are validated by one of our partner universities - please see the relevant university's admissions policy.

## 3. Policy statement

The Bedford College Group is committed to providing its local community with a wide range of learning opportunities at different levels to facilitate access and progression.

It is our policy to operate an admissions service that guides prospective students on to appropriate programmes of study and courses from which they are likely to benefit and which will enable them to succeed and progress. This is achieved through the Group's values of being student-focused, high performing and demonstrating openness, respect and honesty.

## 4. Regulatory framework

This policy has been developed taking account of the relevant guidance relating to the Consumer Protection Law, and the UK Quality Code for Higher Education (Admissions, Recruitment & Widening Access) published by the Quality Assurance Agency (QAA). It also meets the requirements of UCAS.

## 5. Policy aims

It is the aim of The Bedford College Group to ensure the admissions procedures are designed to:

- Provide impartial information, advice and guidance (IAG) to help prospective students make realistic and informed decisions about their choice of learning opportunities
- Make available clear, accessible and accurate information for each course or programme, which includes entry criteria, qualification aims, costs, study requirements, progression routes and assessment methods
- Manage applications and enrolments in a timely and efficient manner, with high levels of customer service
- Ensure that the admissions procedures do not disadvantage applicants by discriminating on any grounds, such as disability, age, gender and

gender identity, marriage and civil partnership, race, religion or belief, pregnancy or maternity, sexual orientation and gender reassignment.

- Make reasonable adjustments to facilitate access to learning programmes for people with disabilities
- Provide information and advice on college facilities and support services
- Undertake best endeavours to maintain a safe college environment for all our students, staff and visitors
- Ensure prospective students receive a student contract that is transparent and has fair terms and conditions
- Ensure applicants are notified of the reason where admission to their chosen course is declined
- Provide applicants with information on alternative opportunities, including those offered by other providers, where we are unable to meet their needs
- Treat applicants with courtesy and respect at all times
- Provide information, advice and guidance services which continue to meet the standards of the Matrix quality mark
- Ensure that complaint handling practices are clear, accessible and fair.

## **6. Responsibilities**

The Director of Sales & Marketing has overall responsibility for the Admissions Policy. It is implemented by the Enquiries & Admissions team under the leadership of the Head of Enquiries & Admissions.

Interviews for higher education courses, where required, are the responsibility of the relevant Course Manager / Course Lead.

Curriculum areas, Enquiries & Admissions and the Higher Education team work in partnership to provide an effective admissions service.

## **7. General principles**

### **7.1 Information, advice and guidance**

The College will ensure that prospective students have access to information, advice and guidance from the Enquiries & Admissions team and/or Course Tutors in order to help them decide on the course of study that best meets their needs and aspirations.

The College is committed to providing the highest quality of information, advice and guidance (IAG). Staff within the Enquiries & Admissions team hold, or are working towards, professional IAG qualifications, and the College's Enquiries & Guidance and Student Services teams have been accredited the Matrix standard in recognition of our commitment to providing high quality, impartial information, advice and guidance.

### **7.2 Entry criteria and condition of entry**

Information about each course, along with its entry requirements, can be found on each college's website and in the higher education course prospectus.

Existing college students studying at Level 3 and wishing to apply for a higher education course can do so under the College's Progression Guarantee. See *Student Progression (HE) Policy* for more details.

### **7.3 Making an application**

Information on how to apply can be found against the course details on each college's website or in our higher education course prospectus.

For full-time courses, applicants will be required to apply through UCAS by the published deadlines. Detailed information on how and when to apply can be found at [www.ucas.com](http://www.ucas.com). Applications made via this method will be acknowledged by the College on receipt.

For part-time courses, applicants will be required to apply direct to the College via the college's website. In order to make an application, applicants will need to set up an account on the applicant portal if it is the first time they have applied to one of the Group's colleges. Applicants will be able to see in the portal copies of applications made and copies of all key communication relating to the application. Applications can be made from October (for courses starting the following year), and will be acknowledged by return by email.

### **7.4 Selection process**

For the majority of courses, applicants will be offered a place based on meeting the entry qualifications for the course. Mature applicants without the entry qualifications but with relevant work experience and all applicants applying for an Art & Design, Performing Arts or Teacher Education course will be required to attend a guidance interview and/or assessment.

Applicants usually receive an invitation to the interview within one week of the application being received. The interview usually takes place within four weeks of the application being received.

The interview provides an opportunity for the applicant to ask questions and obtain more detailed information about the course and college to ensure it meets their expectations. It also helps staff assess the suitability of the applicant and at what level they should start at. Sometimes applicants will need to take part in practical skills activities as part of the interview, for example auditions and presenting portfolio of works. The format varies according to the course applied for, and will be clearly detailed in the invitation communication.

If an applicant has declared a learning difficulty, disability or support need, adjustments will be made to accommodate the candidate at the interview.

If an applicant does not attend their interview and doesn't notify the College, we reserve the right to withdraw the application.

### **7.5 Offering a place on a course**

A formal offer will usually be made within one week of receiving the application or, where an interview/assessment is required, within one week of the

interview. Applicants attending an interview and/or assessment will usually also receive a verbal offer as part of the interview.

Applicants will receive an email inviting them to go to the College's online applicant portal to view a copy of their formal offer letter, which they will need to accept or decline within two weeks. If applicants do not have an online account, they will be given a username and temporary password to enable them to set one up.

For full-time courses, the offer will also appear in applicant's UCAS account, which applicants will need to update with their decision.

A course offer may be conditional, which means a place has been offered provided that the applicant can meet certain conditions. Conditions will normally relate to qualifications that the applicant is required to pass (including specific grades required). Any conditions relating to the offer will be detailed in the applicants formal offer communication.

If it is not possible to offer an applicant a place on the course, the applicant will be offered an alternative course, a careers interview and/or referred to another provider where practicable.

All successful applicants will receive pre-contract information with their offer. This includes the units applicants will study as part of their course, method of assessment, number of contact hours for teaching, expected self-study requirements, course costs, payment terms, any additional costs such as materials and excursions, and terms and conditions.

## **7.6 Preparing to start your course**

Applicants who have been offered a place on a course will be invited to attend an event in June, where they can experience what it is like to study at the College, meet staff, see our facilities, and find out about bursaries and support available.

Applicants accepted on to a full-time course will receive information about their enrolment in July. Applicants will need to attend an enrolment event in September, where they will also receive their induction timetable. Applicants accepted on to a part-time course can enrol at any time from May over the telephone or in person.

At enrolment, applicants will be asked to pay for their course if they are funding the course themselves, or provide evidence of their student loan or commitment from their employer. More information on paying for higher education courses can be found on our websites.

## **7.7 Communications during the process**

We will communicate primarily by email using the email address provided on the application form. We will also use text messaging to remind applicants about important dates and events. Communication will include:

- Acknowledgement of your application
- Confirmation of the outcome of your application – unconditional offer, conditional offer or no offer – and what you need to do next
- Pre-contract information
- Confirmation of meeting the terms of any conditional offer of entry
- Enrolment information.

### **7.8 Course closure**

In the event that a course is oversubscribed and a limit on numbers has been approved by the Senior Management Team, places will be allocated on a first come, first served basis.

### **7.9 Disclosing a criminal convictions**

We have a duty of care under our safeguarding procedures and Prevent strategy to make every effort to ensure that applicants who might pose a risk to other college users are not admitted on to our courses, and have procedures in place to do this. The procedures were developed in consultation with Nacro.

Applicants are asked during the recruitment process, at either application or offer stage, to declare any unspent criminal convictions. They are also assured that this declaration will not necessarily be a bar to them joining the College. Convictions which would give rise to particular concern are those for offences against a person, whether of a violent or sexual nature, convictions involving unlawful supplying or possession of controlled drugs or substances, and theft. Convictions that are spent (as defined by the Rehabilitation of Offenders Act 1974, and reformed under the Legal Aid, Sentencing and Punishment of Offenders Act 2012) do not need to be disclosed. However, applicants for courses involving working with children or vulnerable adults are required to undergo a Disclosure and Barring Service (DBS) check.

Applicants with unspent criminal convictions will need to attend a meeting with the Head of Enquiries & Admissions to undertake a risk assessment. The risk assessment is then reviewed by a panel, and the outcome communicated to the applicant.

See our Dealing with Disclosure of Unspent Convictions Policy for more details.

### **7.10 Applicants with additional learning support needs**

The College welcomes applications from people with learning difficulties and/or disabilities. Where an applicant is identified as declaring a disability or difficulty which may impact on his/her learning, they will be followed up by the College's Additional Support Team.

The Additional Support team will provide:

- Support and guidance in applying for a Disabled Student Allowance should they require additional learning support on their course
- A support interview to produce an Individual Support Plan to inform the teachers of student's additional needs

- An exam arrangements assessment to ensure students have access arrangements during their exams if applicable.

### **7.11 Non-EU students (or EU students that have not been resident in the EU for three years or more)**

The College does not currently hold a Tier 4 Border Agency Licence and therefore only accepts applications from EU and EEA residents or those who have lived in the EU or EEA for more than three years. Applicants may be asked to provide supporting evidence regarding residency.

### **7.12 Right to refuse admission to the College**

Under certain circumstances the College may reserve the right to refuse an application or enrolment, or withdraw an offer. Applicants who fall into this category will be given full consideration before any such refusal or withdrawal.

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

- Who has disclosed a criminal conviction which is either not spent or can never become spent and which the College believes represents an unacceptable risk to students and/or staff
- Who has previously been excluded from one of the Group's colleges or another educational institution. Before any such decision is made, reasonable effort will be made to obtain references from previous educational institution(s) and, where provided, references will support any decision
- Who has previously attended this or another education institution and not completed courses, including all external assessments, without good reason
- Who has previously been subject to the College's disciplinary procedure and has not followed the recommendations following the outcome of any such disciplinary
- Who is identified as being a threat or danger to themselves or others in the College environment in relation to the College's duty of care to staff and students. See our [Fitness to Study Policy](#).
- Where the College has been notified by the police that the applicant presents an unacceptable risk
- Has outstanding debts with the College
- Has provided false or misleading information on an application or enrolment form.

The above list is indicative, and is not exhaustive or exclusive. The College reserves the right to make the final decision on whether or not to accept an application or enrolment to the College. Any such decision will be made by a Vice Principal or the Director of Student Services.

## **8. Collecting information about applicants**

Details on the information we collect about applicants can be found in our [Data Privacy Policy](#), which sets out what we do with applicants' information and what we do to keep it secure. It also explains where and how we collect applicants' personal information, as well as their rights over the personal information we hold about them.

## 9. Requesting feedback

We feel it is important that unsuccessful applicants have the opportunity to receive feedback on their application. This can be done on request by contacting our Enquiries & Admissions team.

## 10. Appeals and complaints

If an applicant feels that the process has not been followed, or the decision reached by the College is unfair or incorrect, they have the right to appeal or complain. This can be done by visiting [www.bedford.ac.uk/haveyoursay](http://www.bedford.ac.uk/haveyoursay) or [www.tresham.ac.uk/haveyoursay](http://www.tresham.ac.uk/haveyoursay)

Our [Complaints Policy](#) is designed to ensure that your complaint is dealt with promptly and effectively. A copy can be obtained from the downloads section of our websites, by emailing [haveyoursay@bedford.ac.uk](mailto:haveyoursay@bedford.ac.uk) or by writing to the Quality Department, The Bedford College Group, Cauldwell Street, Bedford MK42 9AH.

After exhausting the Group's internal complaints procedure, if you are still dissatisfied with the outcome you can complain to the Office for Students (the independent regulator of higher education in England). Further details on how to contact them can be found in our [Complaints Policy](#).

## 11. Monitoring and evaluation

The implementation of the admissions policy is monitored through:

- Assessment under the Matrix quality standard
- Customer feedback
- Service standards detailed in the admissions processes
- Analysis of performance recorded on student recruitment system
- Observation of admissions interviews and related activity
- College self-assessment process
- Equality impact analysis.

## 12. Supporting policies

The following College policies are relevant to the application of this policy:

Document	Owner
Customer Care Charter	Director of Sales & Marketing
Data Privacy Policy	Director of Sales & Marketing
Dealing with Disclosure of Unspent Convictions Policy	Director of Student Services
Equality & Diversity Policy	Diversity & Inclusion Advisor
Fitness to Study Policy	Director of Student Services
Full-Time Student Progression to Higher Education Policy	Director of Higher Education

Have Your Say Policy (Praise, Suggestions, Complaints)	Vice Principal (Quality)
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