

# Higher Education Admissions Policy & Procedure

## 1. Policy Statement

- 1.1. The College welcomes applications from all prospective students regardless of age, gender, disability, social class, family circumstances, marital status, sexual orientation, gender re-assignment, race, nationality, ethnic or national origin or religion. The College is committed to ensuring that professional standards are followed in each application to any course or learning programme.
- 1.2. The Higher Education courses offered at Weymouth College have been developed to offer widening access to local students who would not otherwise be able to participate in higher education.

## 2. Reason for the Policy

- 2.1. The College endeavours to offer places to applicants subject to availability of places and meeting the entry criteria for individual programmes of study. The policy has been developed to assure both applicant and relevant staff that the appropriate processes are in place and that these processes comply both with external and internal mandates and constraints.

## 3. Policy Objectives

- 3.1. The overall aim of this policy is to ensure an effective and efficient, admissions process for all applicants to Higher Education programmes offered at Weymouth College.
- 3.2. The policy, where appropriate should follow the guidelines as set out by our university partners.
- 3.3. The policy will help College staff to understand the applications and admissions process.
- 3.4. The policy will ensure that there is a procedure in place which will enable all applicants to understand the Admissions process and their entitlements within it.

## 4. Policy

- 4.1. The College will provide enquirers and applicants with sufficient relevant information, advice and guidance to enable each person to make an informed choice about the most appropriate programmes of study.
- 4.2. Designated members of staff will assess the abilities, aptitudes, skills, qualifications (including English language proficiency) and experiences of applicants that indicate their potential to succeed on each programme and use this as a guideline - along with subject specific, benchmarks for entry - to determine if a student can be admitted to their chosen Higher Education programme.
- 4.3. The College will keep applicants informed of the progress of their application as appropriate.
- 4.4. Applicants should be offered the opportunity of coming in to the College to view facilities and meet with staff to discuss their chosen course prior to accepting their offer.
- 4.5. Applicants should meet the published entry criteria for the programme they have applied for. This may include examination results and qualifications, portfolios of work, records of achievement or evidence of previous relevant experience.
- 4.6. All communications between the College and the applicant and/or other relevant parties will be made in accordance with the Data Protection Act.

## 5. Entry Criteria

- 5.1. Entry criteria, is usually outlined within course approval documentation and may vary from programme to programme. Entry requirements may be reviewed from time to time where appropriate based on University Partner Institution or Professional Body guidelines.

Policy Title:	Higher Education Admissions Policy	Policy Owner:	Vice Principal Curriculum
Status:	FINAL	Policy Author:	Vice Principal Curriculum
EIA Required Yes or No due regard given	Yes	Author Approval Date:	September 2017
Yes - EIA Date:	November 2014	Review Date:	September 2019

- 5.2. For programmes that are validated by a Professional Body, criteria for entry will also meet any requirements specified by the Professional Body.
- 5.3. Applicants whose first language is not English will be required to demonstrate competency in the four components of English: Listening, Speaking, Reading and Writing, normally by means of a recognised qualification such as IELTS. As a minimum, results will be in line with UKBA requirements and are currently, for the majority of courses, IELTS (Academic) 6.0 (with a minimum of 5.5 in each of the four component scores) or equivalent. It should be noted that the language requirement may be higher for some programmes, in particular those which require a high level of communication skills.
- 5.4. Applicants to certain programmes will be required to undergo selection tests, occupational health and/or Disclosure Barring Service (DBS) checks, the outcomes of which will be taken into consideration as part of the admissions process.
- 5.5. There should be a reasonable expectation that anyone admitted to a programme of study will be able to fulfil the learning outcomes of the programme and achieve the standard required for an award. The ability to successfully complete and benefit from a programme should be the basic criterion for admission, and this is not necessarily best evidenced by the highest possible entry grade at A-level or equivalent.
- 5.6. The College welcomes applicants with disabilities. Applicants will be subject to standard entry requirements. Early disclosure of a disability, will assist the College with understanding and supporting individual needs. It is the applicants responsibility to ensure that they make the College aware of any supporting need.
- 5.7. The University welcomes applications from applicants who identify themselves as currently in, or have been in Local Authority care. Applicants will be subject to standard selection procedures. The College is a holder of the Buttle UK Quality mark, which means that we make every effort to support applicants with a history of care.
- 5.8. In considering each individual applicant for admission to a programme of study, evidence should be sought of personal, professional and educational experiences that provide indications of ability to meet the demands of the programme.
- 5.9. The number of places on each programme is set by the College and their university partners. It is the responsibility of the Programme Leader to make offers in accordance with the numbers allocated.
- 5.10. Admission decisions will be based on the information supplied by the applicant. It is the applicant's responsibility to ensure that all pertinent information is supplied on his/her application. The omission of such information, or the supply of inaccurate information, may invalidate the application and, where relevant, any subsequent offer of a place.

## 6. Recruitment & Selection

- 6.1 Weymouth College strives to ensure that promotional materials are relevant, accessible, accurate at the time of publication, are not misleading, and provide as much information as possible to enable applicants to make informed decisions about their options.
- 6.2 Weymouth College will endeavour to provide information in a suitable alternative format for those applicants with particular disabilities.
- 6.3 Higher Education tuition fees are set either directly by the College or in conjunction with their university partners and are generally reviewed on an annual basis.
- 6.4 The College's minimum admissions criteria is set in consultation with university partners or professional bodies and may be altered annually. However once the criteria are made public for a specified intake/calendar period, they will not be changed except in exceptional circumstances.
- 6.5 The selection process for some programmes may require interviews or auditions. Interviews provide an opportunity for an applicant to demonstrate their skills and abilities, and interest in studying at Weymouth College, and are not tests. Skype interviews will be arranged wherever possible for applicants who are outside of the UK and where travel to Weymouth for interview would be impractical.
- 6.6 Where applicants have disclosed a criminal conviction or a criminal conviction is discovered as a result of a Disclosure Barring Service (DBS) check a risk assessment will be undertaken by an impartial team of staff to establish if the application can be approved. The College will evaluate the risks of admitting applicants who may pose a detrimental risk to the college or its users.

## 7. Rejection of Applications

Policy Title:	Higher Education Admissions Policy	Policy Owner:	Vice Principal Curriculum
Status:	FINAL	Policy Author:	Vice Principal Curriculum
EIA Required Yes or No due regard given	Yes	Author Approval Date:	September 2017
Yes - EIA Date:	November 2014	Review Date:	September 2019

- 7.1 The College reserves the right not to make an offer of a place to an individual applicant, if deemed necessary and/or appropriate. Some examples include:
- (i) The Applicant is unable to demonstrate that they hold the minimum entry requirements;
  - (ii) The Applicant has a criminal conviction which restricts them from certain areas of work and wishes to follow a programme which would normally lead to that type of work.

## 8. Course Closures

- 8.1 If the College has cause to close a programme of study during an admissions cycle, applicants will be notified as soon as is practicable.

## 9. Policy Owner

Vice Principal Curriculum

## 10. Who will need to know about this policy

- All applicants
- All staff dealing with the admission of HE students to the College

## 11. Responsibility

Vice Principal Curriculum

## 12. Related Policies & Procedure

- Single Equality Scheme
- Data Protection Policy

## 13. History

This policy was adopted and approved:

Signed: *Nigel Evans*

Date: *8 November 2017*

Nigel Evans, Principal

Policy Title:	Higher Education Admissions Policy	Policy Owner:	Vice Principal Curriculum
Status:	FINAL	Policy Author:	Vice Principal Curriculum
EIA Required Yes or No due regard given	Yes	Author Approval Date:	September 2017
Yes - EIA Date:	November 2014	Review Date:	September 2019