



## HE02 - Higher Education (HE) Admissions Policy & Procedure

<b>Policy Author:</b>	HE Registrar	<b>Policy Owner:</b>	Director of Curriculum
<b>Approval Date:</b>	September 2023	<b>Review Date:</b>	September 2025
<b>Purpose of the Policy</b>  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.			



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## **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. Policy Objectives**

- 2.1.** 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.
- 2.2.** The policy, where appropriate, should follow the guidelines as set out by our university partners.
- 2.3.** The policy will help College staff to understand the applications and admissions process.
- 2.4.** 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.

## **3. Policy**

- 3.1.** 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.
- 3.2.** 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.
- 3.3.** The College will keep applicants informed of the progress of their application as appropriate.
- 3.4.** Applicants should be offered the opportunity of coming into the College to view facilities and meet with staff to discuss their chosen course prior to accepting their offer.
- 3.5.** 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.
- 3.6.** All communications between the College and the applicant and/or other relevant parties will be made in accordance with the Data Protection Act.

## 4. Entry Criteria

- 4.1. 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.
- 4.2. Typical academic admissions criteria represent the usual level of academic attainment an applicant is expected to achieve prior to being admitted to that programme. These criteria are not intended to provide a guarantee that all applicants who satisfy the criteria may be offered a place, nor that all applicants to be made an offer will receive an identical offer to one another.
- 4.3. For programmes that are validated by a Professional Body, criteria for entry will also meet any requirements specified by the Professional Body.
- 4.4. 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 International English Language Testing System (IELTS). As a minimum, results will be in line with UK Border Agency (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.

### 4.5. Applicants requiring a visa to study in the United Kingdom (UK):

In compliance with UKVI regulations and legislation, should an applicant not be deemed credible, or is unable to evidence that they meet, and will continue to meet, all UK visa requirements for the anticipated full duration of their programme of study, we reserve the right to refuse admission.

Failure to take up an accepted offer of a place, withdrawal from the programme prior to the stated completion date of that programme, or another change of circumstance, is likely to impact an applicant's permission to come to, or remain in, the UK. We are required to notify the immigration authorities, where relevant, of any non- or late arrival, or failure to enrol or complete the right to study check by an applicant and of any subsequent changes to a student's enrolment status.

Where applicable, all applicants requiring a visa to study must have a good immigration history in the UK and must not currently be, nor have ever previously been, in the UK for any purpose without valid immigration permissions. If, during the process of admitting a student, we are informed that the student is (or has previously been) in the UK without such valid permissions, we may be required to inform the immigration authorities and/or withdraw the offer of a place.

- 4.6. 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.
- 4.7. 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.

- 4.8. 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.
- 4.9. The College 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 makes every effort to support applicants with a history of care.
- 4.10. 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.
- 4.11. 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.
- 4.12. 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.

## 5. Recruitment & Selection

- 5.1. All admissions decisions will be made against detailed criteria which will specify typical academic entry requirements and relevant experience and/or other qualities. Depending on the specific course in question, the selection process may consider any of the following:
  - Achieved and pending academic qualifications
  - The academic context in which qualifications have been achieved
  - An applicant's stated interest, commitment and motivation for study
  - An applicant's English language proficiency
  - Academic and/or professional references
  - Work or other non-academic experience
  - An applicant's personal statement
  - DBS clearance
  - An applicant's CV
  - An applicant's performance at interview or audition
  - An applicant's portfolio
  - A sample of written work

There may be occasions where we require further information to make an informed decision. We therefore reserve the right to implement additional elements to the selection process, for example, an interview where this is not normally a course specific requirement, to reach a decision.



- 5.2. 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.
- 5.3. Weymouth College will endeavour to provide information in a suitable alternative format for those applicants with particular disabilities.
- 5.4. 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.
- 5.5. 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.
- 5.6. Some programmes require a selection process requiring interviews or auditions to provide an opportunity for an applicant to demonstrate their skills and abilities, and interest. Where necessary online interviews will be arranged for applicants who are outside of the UK and where travel to Weymouth for interview would be impractical.
- 5.7. Where an applicant has non-standard entry qualifications or is being considered on their prior experiential learning the College may require them to complete a sample piece of work prior to making a decision whether to offer a place.
- 5.8. 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.

## 6. Rejection of Applications

- 6.1. 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 submitted a piece of written work which does not demonstrate the ability to study at the required level;
  - (iii) 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.

### 6.2 Feedback

We are committed to providing applicants with appropriate feedback, within resource constraints, upon written request.

Each admissions decision will have been documented appropriately on each application and we will respond to requests for feedback in that context.

Requests for feedback must be submitted by the applicant.



Requests for feedback from third parties on the behalf an applicant are not permitted without written consent from the applicant.

We will aim to respond within 14 working days to requests for feedback.

## 7. Course Closures

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

## 8. Responsibility

- Director of Curriculum
- HE Registrar
- Programme Leaders

<b>Definitions:</b>	None.	<b>Who Needs to Know?</b>	<ul style="list-style-type: none"><li>• All applicants</li><li>• All staff dealing with the admission of HE students to the College</li></ul>
<b>Related Policies and Procedures:</b>	<ul style="list-style-type: none"><li>• Single Equality Scheme</li><li>• Data Protection Policy</li></ul>	<b>Approval Date:</b>	September 2023
<b>This policy was approved and adopted by:</b>  <i>Julia Howe</i>  Julia Howe Principal			