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## Contents

Scope .....	1
Introduction.....	1
Policy .....	2
Admissions Principles and Aims.....	2
Admissions Criteria.....	2
Authority and Responsibility .....	3
Review .....	3

## Scope

The document is an addendum to, and to be read in conjunction with, the TCAT College Admissions Policy. This policy addendum refers to any student applying for a higher education course at level 4 and above.

## Introduction

This policy is directly tied to the overall College mission ('where great futures begin, and every learner matters'), and reflects the most recent iterations of the College's vision and core values. In particular, the implementation of this policy and the attainment of its targets serves to address directly three of the College's core values, namely 'learners first, effective partnerships and continuous improvement'.

The key purpose of this policy is to provide prospective students, College Staff and Partner Organisations with a guide to our approach to admissions onto HE programmes, covering the principles of transparency, fairness, honesty, consistency, accessibility and timeliness. The College is committed to promoting equal opportunities for all students, recognising that the HE provision is enriched by a diverse student body that is reflective of the wider community. The policy is fully informed by the UK Quality Code for Higher Education – Chapter B2: Recruitment, Selection and Admission to Higher Education.

## Policy

### Admissions Principles and Aims

All course entry requirements, content, duration and costs will be made publically available via the College website, and in other print formats. It will be the responsibility of each Head of School, working in conjunction with the HE Quality Coordinator, to ensure that all public information is complete, consistent and accurate. The college will ensure that financial support systems are similarly publicised through its recruitment information sources.

The College welcomes applications from motivated applicants from all backgrounds. We recognise that student potential is not always demonstrated within formal academic qualifications and welcome applications from individuals from backgrounds that are under-represented within HE.

The aims of the HE Admissions Policy are to ensure that:

- All applicants are treated fairly and impartially;
- All applicants are provided with appropriate, timely and personalised support throughout the process of application;
- All decisions are demonstrably sound, and evidence-based; and
- National and local strategic objectives are recognised.

### Admissions Criteria

The admission of any applicant will be determined by an assessment of their potential to contribute to and benefit from their proposed course of study. It is also expected that applicants must be able to demonstrate their reasonable ability to fulfil the objectives of the course and achieve the required standard to complete the award.

Admission will be based on the assessment of a range of criteria which will include academic qualifications, personal circumstances, and professional and other course entry criteria and requirements. Individual programmes of study will specify the minimum course entry requirements and will include subject-specific elements. The HE Management Team will review annually the admissions criteria to ensure consistency across the full HE curriculum.

Schools will determine any specialist entry criteria, such as interview, audition or portfolio requirements, in accordance with the needs of the course and will make explicit and transparent the purpose and reason for such variation. In addition, prospective students may gain credit towards courses for prior qualifications and/or learning through Recognition of Prior Learning (RPL) which are subject to the regulations of the awarding bodies that validate the particular courses applied to.

The College will normally respond to applications within ten working days of receipt of an application. Admissions decisions will be communicated to full-time undergraduate HE applicants by letter. An offer from the College will contain details of academic and other conditions or confirmation of an offer where an applicant has partially or fully met the entry requirements.

Applicants who are not offered a place will be entitled to feedback regarding the reason for non-acceptance. Applicants have the right of appeal against an outcome of a selection decision and/or to make a complaint, and such processes will be undertaken in accordance with the College Complaints and Academic Appeals Policy

No potential student will be excluded from entry as a result of discrimination on the grounds of race, age, gender, sexual orientation, disability, ethnic or national origin, religion or creed. Applications from prospective students with disabilities will be assessed on the basis of the criteria above and subject to professional practitioner requirements where they apply.

Recruitment and admissions decisions for applicants with learning and support needs will be undertaken by the Disability Support Team in consultation with the Course Admissions Tutor. The College will make reasonable adjustments to accommodate applicants with support needs. However, if the College is unable to meet these additional needs or can only do so by compromising the learning experience of the student, the College will inform the applicant as soon as the situation becomes apparent.

Applicants will also be made aware of additional requirements in relation to the College obligations with regard to age, disability legislation and criminal conviction procedures.

All HE Admissions will be conducted in accordance with relevant data protection legislation.

### **Authority and Responsibility**

The admission of prospective applicants onto a particular programme of HE study is the responsibility of the Deputy Principal and such authority is normally delegated to the Heads of School and Admissions Tutors.

The College operates standardised procedures for admission across its HE curriculum portfolio, and these are supported by appropriate guidance for all staff undertaking an admissions tutor role, augmented by training and development sessions as part of the wider annual staff development and training offer.

Where an offer is made through the Awarding body, the student is required to agree to the terms and conditions of the process and then again when they enrol on the programme. When the student enrolls at College, they are also required to agree to the terms of the College which are stated as part of the enrolment form, and again within the learning agreement. Close liaison between the Teams at the College, and at the Awarding Body is a fundamental part of this process, ensuring that there is no duplication or contradiction between these two sets of terms and conditions, and the student is aware at all stages of the process which of these prevail in which circumstances.

### **Review**

The operation of the admissions process will be subject to annual review by the Higher Education Management Team, taking into consideration the expressed views of students on the operation of the admissions process within HE, augmented by feedback from Staff Teams and Partner Institutions. In addition, data collected on performance in relation to applicants' characteristics, including age, gender, ethnicity, disability and socio-economic status, will also be taken into account to ensure informed decision-making

The outcomes of this review will be notified to the Senior Management Team and Corporation as an assurance source, and any actions arising used to inform the next admissions cycle.