



# **CITY COLLEGE PLYMOUTH**

## **HIGHER EDUCATION ADMISSIONS POLICY**

**Issue Date: September 2014**

**Review Date: June 2019**

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## **SECTION ONE POLICY OVERVIEW Principles and Aims**

- 1.1 City College Plymouth is committed to providing a clear and consistent admissions service which ensures that applications are processed efficiently and fairly in line with policies and procedures.
- 1.2 City College Plymouth actively supports and promotes equality and diversity and encourages applications from all sections of society. The College recognises the need to remain flexible and make individual judgements, adjusting conditions of offers where deemed necessary.
- 1.3 The College aims to:
  - provide equal access to all prospective students whilst providing impartial guidance and full and accurate details of the range of courses on offer and the opportunities to which they lead, in order for students to make an informed decision about their chosen course
  - Ensure a transparent and consistent process is in place, informing students of the admissions process and providing detailed entry requirements in all relevant publications i.e. University Course Guide, UCAS publications, College and HEI websites
  - Provide information to all prospective students on the support services in place and ways in which these can be accessed
  - Respond to all applications in a timely manner, informing applicants on the next stage in the application process

### **Scope**

- 1.4 This policy applies to all prospective students, both from home and abroad, applying for a full time or part time Higher Education course at the College.

### **Context**

- 1.5 This policy supports the standards and practices identified in the Quality Assurance Agency's Quality Code in relation to recruitment, selection and admission to higher education and complies with appropriate legislation and City College Plymouth policies.

### **Implementation**

- 1.6 This policy is compiled by the Head of Higher Education in conjunction with The College Admissions Officer and approved by the Senior Leadership Team.

### **Monitoring, Review and Evaluation**

- 1.7 This policy is monitored and reviewed annually with input from student

feedback and through the Senior Leadership Team. Associated procedures are revised accordingly in line with changes dictated by HE legislation and UCAS requirements.

## **SECTION TWO APPLICATION DECISIONS AND REQUIREMENTS**

### **Role of Higher Education Admissions Staff**

2.1 The Higher Education Admissions process is jointly administered by the Central Admissions team and the Higher Education Administrative team. The HE Administrative team is managed by the Head of Higher Education who is responsible for:

- Defining roles and responsibilities during the admissions process, in agreement with the Admissions Officer
- Confirming correspondence to be sent to applicants throughout the Admissions process
- Confirming entry criteria and selection procedures with programme tutors and disseminating information to both the HE Administrative and Admissions teams accordingly
- Advising both students and staff on UCAS procedures
- Attending College wide and Higher Education open events and ensuring students are aware of the opportunities available to them
- Liaising with UCAS and partner institutions
- Agreeing local adjustments to ensure students with disabilities have full and fair access to the admissions process including interviews and open events through collaboration between the Learning Support Team and Admissions Officer.
- Corresponding with applicants during the process, including sending offer letters and unsuccessful letters, including all appropriate information to applicants at the point of offer, in line with the guidance from the Competition and Markets Authority
- Monitoring decisions made by programme tutors and seeking confirmation from the Head of Higher Education where required
- Signposting to relevant support services within the College for any unsuccessful applicants
- Providing applicants with details of alternative course options and arranging careers interviews where appropriate

The Central Admissions team is managed by the Admissions Officer who is responsible for processing applications at the point of receipt and forwarding to the HE Office, sending acknowledgments and invite to interview letters, co-ordinating HE interviews as required.

## **Training**

- 2.2 All members of staff involved in the admissions process are provided with the necessary training and updates through College workshops, team meetings, College training days and UCAS training events, to ensure compliance with the HE policy.

## **Entry Requirements**

- 2.3 Each course will have a clear statement on the required entry criteria and this will be displayed in the HE Guide and on the College website, as well as through the UCAS website for full time provision.

- 2.4 The College welcomes applications from international students. Entry will depend upon receiving evidence of the required standard of English language ability and copies of all certificates which can be equated to a United Kingdom qualification.

2.4.1 All applicants who declare they need a visa to study in the UK or have lived outside of the UK for 3 years are fee assessed according to the relevant funding regulations to determine fee status. All applicants confirmed as home students are processed through the Central Admissions Office. All applicants confirmed as overseas fee payers are informed of this by the International Office who will support and correspond with the applicant throughout the admissions cycle and provide the relevant tuition fee to pay.

2.4.2 International applicants will be required to comply with UK immigration legislation and should refer to the UK Visas and Immigration website for the latest guidelines and policies. Further guidance for International applicants is also available through the College Website and the International Admissions Policy.

- 2.5 Equal consideration is given to all applicants who apply by the closing date, and each application is considered on its individual merit and in line with the entry criteria. The criteria for selection may vary depending on the individual requirements of the programme. This may include a requirement to pass a Disclosure and Barring Service (DBS) check. Reasonable adjustments will be made where appropriate depending on the circumstances of individual applicants.

2.5.1 If applicants are applying for a course where a DBS check is essential this will be made clear in the entry criteria for the course. Information and fees regarding the DBS criteria will be sent to the applicants with their invite to interview letter and will be further discussed during the interview. If a DBS check reveals a disclosure this will be considered on an individual basis with the guidance of the Safeguarding Officer.

- 2.6 The College acknowledges it has a duty of care to students and staff and

reserves the right to refuse admission to an applicant where there is evidence that they could be a threat or danger to others. If an applicant has previously received a caution, reprimand or conviction this must be declared this on the application. Where a potential safeguarding issue is identified through the application process, the Admissions Administrator will notify the College's Safeguarding Officer who will take the necessary actions in line with the College Safeguarding Policy. Certain convictions may lead to an unsuccessful application.

- 2.7 Applicants with learning difficulties and/ or disabilities will have the opportunity to disclose a support need at the application stage. This will then be referred to the Learning Support Manager for appropriate signposting to support and guidance.
- 2.8 The College endeavours to ensure that all applicants are considered equally and fairly during the selection procedure, and in accordance with the academic and non-academic criteria published for each programme of study.

### **Qualifications**

- 2.9 Every Higher Education qualification at City College Plymouth has specific entry requirements which are published in relevant College documentation. These entry requirements will specify:
- The need to be able to demonstrate appropriate levels of literacy and numeracy relevant to the programme of study
  - The required UCAS Tariff Points, or other considered academic qualifications where relevant
  - Relevant experience and skills

These entry requirements have been determined to ensure that applicants are prepared for Higher Education in order for them to achieve and succeed in their chosen programme of study.

City College Plymouth encourages and welcomes the wide range of post-16 qualifications and consideration is given to each application individually, whilst ensuring that applicants have the potential to succeed on their chosen course.

Consideration may be given if an applicant feels that they have been disadvantaged due to previous ill-health or other personal circumstances, for example bereavement, which may have effected their previous achievements. Details and evidence will need to be submitted to the Admissions team at the time of application.

### **Accreditation of Prior Learning**

- 2.10 Applicants may be able to claim academic credit towards their chosen programme of study through APL. Credits can be awarded for relevant formal

study completed previously (APCL), or for learning gained through experiences in work (APEL). Decisions relating to APL are made in partnership with the relevant awarding body and are agreed prior to the commencement of the course. Applicants who wish to apply for APL should contact the Higher Education Department for further guidance on the process and requirements involved.

### **SECTION THREE ADMISSIONS PROCESS FULL TIME STUDENTS UCAS Process**

- 3.1 Applications for admissions to full time courses are processed in accordance with the UCAS procedures and deadlines. Applicants must apply through UCAS online at [www.ucas.com/students/apply](http://www.ucas.com/students/apply). International and European students should also apply through UCAS.
- 3.2 Applications for courses starting in September must reach UCAS by the 15 January of the same year. Applications made before the closing date are judged equally against the course selection criteria. City College Plymouth will consider late applicants where places are still available on the chosen course. In addition, City College Plymouth will accept applicants for those courses registered with UCAS Extra and during the clearing and adjustment period.
- 3.3 Acknowledgment of applications and notification of outcomes will be sent directly to the applicant by UCAS. Applicants are able to access the progress of their application through the UCAS Track. In addition, City College Plymouth will correspond with the applicant throughout the process to ensure they are provided with all the necessary information to make an informed decision.
- 3.4 UCAS processes applications using the UCAS Similarity Detection Service and will notify both the applicant and City College Plymouth of any instances where plagiarised material is detected. At the discretion of City College Plymouth, applicants who are identified by this service may be given the opportunity to submit a new personal statement. However, City College Plymouth reserves the right to refuse an application if it is deemed that there is sufficient evidence of plagiarism.

### **PART-TIME STUDENTS**

- 3.5 Applicants applying for a part time programme of study should apply on the City College Plymouth Application Form, and not through UCAS. This form can be found on the College Website or within the College Course Directory. Alternatively a form can be posted to applicants on request.
- 3.6 Applications for part time programmes are accepted throughout the admissions cycle and do not follow the same UCAS deadlines. However, it is advisable to submit applications by the end of July for the subsequent

academic year.

- 3.7 Part time applicants will be kept informed regarding the status of their application through correspondence from the Central Admission Team. All applicants must confirm their offer a place by returning the confirmation of offer slip.

## **ADMISSIONS PROCESS APPLICABLE TO BOTH FULL AND PART TIME APPLICANTS**

### **Interviews**

- 3.8 Where appropriate, applicants may be required to attend an interview to find out more about their qualifications, explore their knowledge and understanding of the programme of study applied for and their motivation to succeed. This is also an opportunity to ensure that the applicant understands the demands of their chosen programme and explain the support and information mechanisms that are available to help them with their studies.
- 3.9 The College will ensure that reasonable adjustments are made to ensure applicants with disabilities have fair and equal access to the interview process and will inform and liaise with the Learning Support Manager for further guidance where necessary.

### **Offers**

- 3.10 Where an applicant is deemed suitable for their chosen programme of study an offer will be sent by to the applicant confirming an unconditional or conditional offer.

3.10.1 An unconditional offer will be made where the applicant has already achieved the academic entry requirements and has met the non-academic requisites required for their chosen programme of study.

3.10.2 A conditional offer will be made to an applicant where certain conditions still need to be met eg: qualifications, outstanding DBS checks, attending pre-study programmes, fee assessment for international students. Conditions will be specific to each applicant, depending on their qualifications and individual circumstances. Conditions of offer must be met by the 31 August of their application year, unless stipulated otherwise, in their conditions of offer.

3.10.3 City College Plymouth aims to ensure that all applicants are informed of the next stage in their application within two working weeks following initial receipt.

### **Unsuccessful Applicants**

- 3.11 Some applicants may be unsuccessful in gaining a place on their preferred



programme of study. In these instances, the applicant will be notified of the reason for this decision which could include that this particular course is oversubscribed.

### **Withdrawn Applicants**

- 3.12 The College or the applicant may choose to withdraw an application for a number of reasons.

3.12.1 The College may need to make the decision to withdraw a course during the admissions cycle and will offer an alternative programme of study where possible, or guidance and support of alternative providers if a suitable subject area is not available. The applicant will be notified in writing of the withdrawal and notification will also be displayed on the UCAS Track.

3.12.2 An applicant can withdraw their application at any time and are required to do so via UCAS.

### **Deferred Entry**

- 3.13 The College welcomes applications from students who wish to defer their entry. For full time students this should be indicated on the UCAS application, and for part time students this should be indicated on the City College Plymouth application form. Students who make the decision to defer after the point of application should submit this request to the HE Office. Applicants should be aware that no guarantee can be given that another offer will be made, and that the conditions may differ.

## **SECTION FOUR SUPPORT AND GUIDANCE**

- 4.1 All applicants have access to impartial Careers Advice and Guidance through the College Infospace. Applicants are provided with information regarding student funding through joining instructions but are also welcomed to contact the Student Funding Team for support throughout the application cycle.
- 4.2 Applicants who wish to discuss their individual experience, skills and qualifications that may differ to the required entry criteria are encouraged to contact the Central Admissions Team who will seek further guidance from the relevant faculties as appropriate.
- 4.3 City College Plymouth welcomes a diverse range of applicants and will ensure that the necessary support is in place throughout the application process dependent on individual requirements. This may include additional study skills support offered prior to entry and flexibility around interview arrangements where appropriate.

**SECTION FIVE APPEALS AND COMPLAINTS**

5.1 Applicants who wish to appeal against any decision made during the admissions process should do so via the formal College Complaints procedure (Talkback).

**SECTION SIX DATA PROTECTION**

6.1 The College will process personal information collected from applicants during the admissions process in accordance with the Data Protection Act 1998.

**SECTION SEVEN SUPPLEMENTARY DOCUMENTATION**

- City College Plymouth Strategic Plan
- Higher Education Strategy
- QAA Quality Code (section B2)
- City College Plymouth Admissions Policy
- Guidance for applicants declaring a criminal conviction
- International Admissions Policy
- Talkback Procedure

**POLICY CONTROL**

Policy Title: **Higher Education Admissions Policy**

**Issuing Authority: Senior Leadership Team**

**Issuing Officer: Head of Higher Education**

**Monitoring Authority: Senior Leadership Team**

**Monitoring Officer: Vice Principal, Curriculum & Quality**

**Monitoring, Review and Evaluation:**

This policy will be monitored and reviewed through: Reports to Senior Leadership Team

**Dates of review:**

<b>Issue Date</b>	<b>September 2014</b>
<b>First Review</b>	<b>June 2015</b>
<b>Second Review</b>	<b>June 2016</b>
<b>Third Review</b>	<b>June 2019</b>