

HE Admissions Policy

Policy description:

This document outlines Craven College's policy and practice for managing the admission of Higher Education students to the College. The following principles underpin the policy:

Craven College welcomes applications from all individuals with the potential and motivation to succeed. The College is committed to operating a fair, transparent and consistent Higher Education admissions policy which ensures equality of opportunity for all.

The Student Services Manager is responsible for implementing and monitoring necessary procedures to ensure this policy is followed correctly, consistently and fairly for all applicants.

This policy has been written with reference to the SPA Guidance for further education colleges offering higher education (Revised December 2013).

Supporting documentation:

Appendix 1 – Central Admissions Procedure – Higher Education

Links to other policies:

- *Equality & Diversity policies and statements*
- *Data protection policy*
- *HE Accreditation of Prior Learning Policy*
- *It is also linked with College publications, such as the College prospectus*

Formal Review Cycle:	Annual		
Latest Formal Review (month/year):	2017-05	Next Formal Review Due (month/year):	2018-05
Policy Owner:	Catherine Jackson, Student Support Services Manager		
Impact Assessed by:		Impact Assessment Date:	

APPROVAL REQUIRED

SMT Y/N	Y	SMT Date approved:	1/08/17	
Governor Y/N	N	Committee:		Governor Date approved:

PUBLICATION

Website Y/N	Y	Intranet Y/N	Y	Student VLE Y/N	N	Other:	
Area/s of Staff Intranet:	HE, Quality, Student Services						

1. Introduction

Craven College's mission statement is "Enriching lives through learning". The College's Strategic Objectives are to improve Quality, improve Financial Performance, improve Facilities, Enhance its Reputation; Enhance the Economic Performance of the Area; and Provide Excellent Services to the community.

Craven College is committed to ensuring it is accessible to the widest body of students who can benefit from Higher Education. The Higher Education Admissions Policy sets out the means by which we encourage and welcome applicants with different educational and social backgrounds. All applications are considered and evaluated on the basis of individual potential. This policy applies to both full time and part time applications to undergraduate taught programmes of study.

Our Admissions Policy complies with the Quality Assurance Agency for Higher Education (QAA) Code of Practice on Admissions (UK Quality Code) and the SPA Guidance for further education colleges offering higher education (Revised December 2013).

2. Admissions Objectives

Through our Admissions Policy we aim to:

- Ensure our applicants receive a responsive and customer-focused service
- Admit students who have the potential to succeed and benefit from our programmes of study, thereby supporting student progression and success
- Promote equality of opportunity and diversity

The College will achieve these objectives by ensuring that:

- Our admissions procedures and policies are clearly documented and easily accessible. (SPA1. be transparent)
- Decisions are made in line with clearly stated selection procedures and entry requirements, and are applied consistently and fairly. (SPA1. be transparent)
- Our selection assessment methods are reliable, valid and support the admission of students with the potential to succeed. (SPA. 2. select students who are able to complete the course as judged by their achievements and their potential)
- Information relating to entry requirements is clear and transparent. (SPA1. be transparent)
- Programme information provides applicants with relevant, accurate and up-to-date details which enables them to make an informed choice on the suitability of the programme for their needs. (SPA. 5. be professional in every respect and be underpinned by appropriate institutional structures and processes)
- Applications are considered on an individual basis with reference to information in the application including academic achievements, personal statement and academic or work/personal reference. (SPA. 3. strive to use assessment methods that are reliable and valid)
- Where students have previous similar qualifications the Accreditation of Prior Learning Policy is used (SPA. 5. be professional in every respect and be underpinned by appropriate institutional structures and processes)
- All applications are given equal consideration irrespective of age, disability, ethnicity, gender, religion or belief, or sexual orientation. (SPA. 4. seek to minimise barriers to applicants)

- Offers of admission are communicated to applicants in clear and easy to understand language. (SPA1. be transparent)
- We continually monitor and annually review our admissions procedures in order that our admissions service is responsive and customer-focused. (SPA. 5. be professional in every respect and be underpinned by appropriate institutional structures and processes)

3. Roles and Responsibilities

The College is committed to providing a professional admissions operation in order to provide the best service to applicants. We operate a centralised admissions process in order to achieve this (with the exception of Teacher Training recruitment which is handled directly). Course tutors within the Schools remain involved in the admissions process, and have joint responsibility for ensuring that the correct entry criteria and selection processes are applied to each of their courses.

The consideration of individual applications for undergraduate programmes, including top up to Honours degrees, normally takes place in the Central Admissions Office, where specialist admissions staff review the application on the basis of achieved and predicted qualifications, alongside the personal statement, reference and other relevant information. Details of the proposed offers either conditional or unconditional are presented to the Dean of HE for approval.

Where the applicant has non-standard qualifications or on occasions where the applicant narrowly misses the qualifications for the standard offer of a course, the applicant will be invited to an interview with the Dean of HE and may be required to complete a written task. For Arts based subjects, Young Children's Learning and Development and Teacher Training non-standard applicants are also seen by a sector tutor.

4. Programme of Study Information

Admissions entry criteria are available from the College website www.craven-college.ac.uk, HE prospectus and for undergraduate admission to full-time programmes, the UCAS website www.ucas.com. Information provided is accurate, relevant and accessible and aims to provide applicants with the details they require in order to make an informed decision on their choice of programme of study. The College may set minimum entry requirements for levels of attainment at GCSE or equivalent, particularly in English Language and/or Mathematics. This information will be clearly stated within entry requirements for specific programmes.

Where an interview, audition or portfolio forms part of the selection criteria, or where applicants are required to have work experience, we stipulate this in our prospectus, website and where applicable, on the UCAS website.

Applicants who do not meet the minimum academic criteria but who have significant and relevant experience in their chosen subject may be considered for entry providing they can evidence the ability to study at the academic level. The Accreditation of Prior Learning Policy may be consulted.

5. Application (UCAS and Direct)

Applications for full-time undergraduate degree programmes are made via the Universities and Colleges Admissions Service (UCAS). Applications for all other programmes are made directly to the college using the HE application form (hard copy or online).

Deferred entry applications are welcome and are considered alongside all other applications received within the admissions cycle. Students must normally meet the conditions of their offer (where applicable) by 31st August in the year of application.

6. Selection and Assessment Methods

For the majority of programmes our assessment methods focus on the information contained in the application and assess the applicant's suitability for study in terms of their academic qualifications, relevant work/life experience and subject interest. The exceptions to the above are those programmes where assessment methods for suitability for study may include interview and/or audition and/or submission of portfolio.

Where interviews are used to assess applicant suitability for study, these are carried out by fully trained staff with experience of interviewing applicants.

Where submission of a portfolio is used to assess applicant suitability for study, all applicants are informed in sufficient time of the specification for the portfolio and assessment methods used.

Where an audition is used to assess applicant suitability for study, all applicants are provided with full information relating to the audition process such as what will be required from the performance; how the audition will be judged and by whom.

7. Offers, Responses and Communication

The College aims to process its applications quickly and efficiently. We aim to give applicants confirmation of our decision within 10 working days of receipt of the application in the college (Please note there is a delay from applying through UCAS before the decision reaches the College).

Where there is insufficient information to allow a decision to be made, we will contact the applicant and request additional detail. Where an application requires an interview, portfolio submissions or audition the decision making process will take longer.

Craven College continues to accept and process applications following the 15th January UCAS deadline for Home/EU students, subject to available places.

Where an offer of admission is to be made we aim to communicate the terms of the offer in clear and easy to understand language. Offer letters contain details of any action an applicant needs to take to accept the offer and provides information on the anticipated fee levels for the applicant.

Where an application has been unsuccessful we will inform the applicant via letter or for full-time undergraduate programmes via UCAS.

Occasionally, changes may need to be implemented at short notice to course content or structure. Where such changes are deemed to impact significantly on the student experience of the programme, we will write to all applicants holding offers of admission to advise of these changes and where applicable, offer an alternative programme of study.

Applicants who choose to accept their offer of admission are sent additional information prior to the start of the course, which provides essential advice and guidance to prepare students for the start of their studies.

“Confirmation” refers to the period in August each year when the college receives examination results for applicants who have accepted Conditional offers. Applicants who achieve the grades required by their conditional offer have their place confirmed. Applications from candidates who have not met the required grades exactly are reviewed and their place may be confirmed if space is available, although no guarantee is made that this will be possible.

8. Applicants with Disabilities

The College welcomes applications from students with disabilities and seeks to ensure appropriate support arrangements and reasonable adjustments are made prior to students commencing studies. Applicants are therefore strongly advised to declare any disability on their application. This information is used only to identify support needs and is not part of the academic decision to make an offer of admission.

The academic decision to offer a place of study is made first. Following this decision, where an offer of admission is to be made, the application may be referred to Specialist Study Support Centre, in order to assess any additional support which should be in place prior to the student commencing studies.

Disabled Students' Allowances (DSAs) provide extra financial help for disabled students. Students may receive DSAs if they have a disability, ongoing health condition, mental-health condition or specific learning difficulty like dyslexia. Students can get help with the costs of:

- specialist equipment
- non-medical helpers
- extra travel because of a disability
- other disability-related costs of studying

Students may get a new computer if they don't already have one, or their current one doesn't meet the required specification. Students will need to pay the first £200, which is the minimum cost that any student is likely to incur when buying a computer. Students should refer to <https://www.gov.uk/disabled-students-allowances-dsas/> for further details.

The College will make every effort to ensure required support arrangements are in place. However this is dependent on the student applying in sufficient time, identifying their disability clearly at the point of application and providing a detailed assessment in line with the Disabled Students' Allowance.

9. Fraudulent Applications

All applicants have a responsibility to ensure the information submitted on their application is accurate and up-to-date. The decision to offer a place is based on the information contained in the application and where it is discovered that an applicant has submitted incorrect or inaccurate information as part of their application; the College will investigate further and reserves the right to withdraw the offer of admission. The College also reserves the right to refer cases for further investigation (where applicable), for example for UCAS applications to the UCAS Verification Unit.

Information relating to qualifications held by the applicant and listed in the application form is subject to verification.

10. Feedback, Complaints & Appeals

When requested, the College will provide feedback to unsuccessful applicants. Feedback must be requested in writing to Central Admissions and will normally be provided within 10 working days of receipt of the request. Requests for feedback must be made by the applicant.

Where an applicant wishes to appeal against a decision regarding their application they must normally do so in writing within four weeks of the date of the original decision. The Appeal must be addressed to the Student Services Manager.

Where an applicant wishes to submit a complaint regarding the handling of their application, the applicant should discuss the problem with the Student Services Manager at a mutually convenient time, and appropriate action should be agreed. A response will be made within 10 working days but the College will endeavor to ensure the matter is resolved as quickly as possible. If there is no satisfactory outcome or agreed action the applicant is entitled to submit a formal complaint following the guidance which may be found in the Colleges Complaints Policy.

11. Data Protection

Craven College will process all personal information supplied in the admissions process strictly in accordance with the Data Protection Act 1998 (DPA 1998).

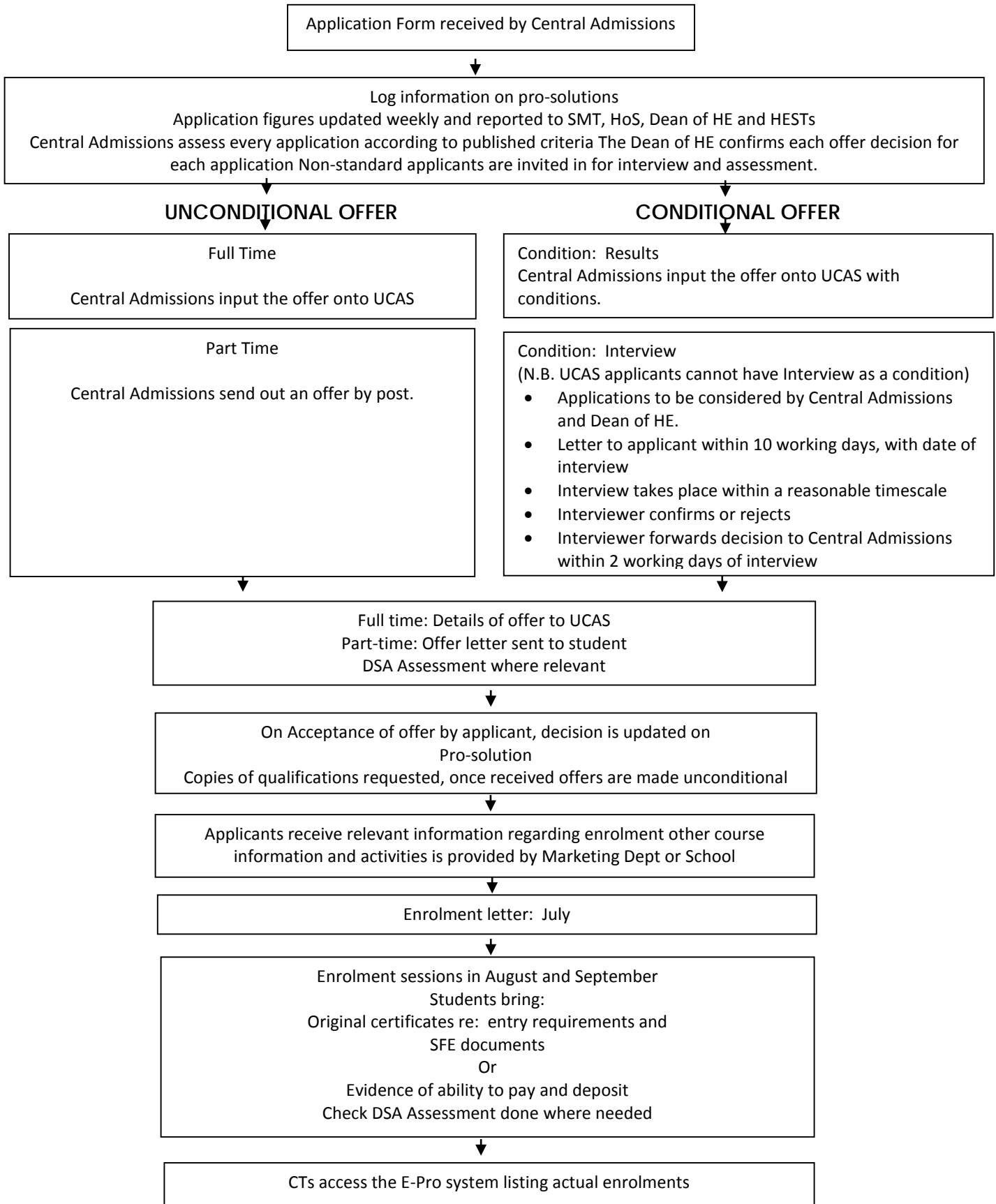
12. Disclaimer

The College reserves the right to make variations to programme contents, entry requirements and methods of delivery, and to discontinue, merge or combine programmes, both before and after a student's admission to the College, if such action is reasonably considered necessary. In the event that, prior to the student commencing the first term of study, the College discontinues the programme, the student may either:

1. Withdraw from the College without any liability for fees, or
2. Transfer to another programme (if any) as may be offered by the College, which the student is qualified subject to approval.

If in these circumstances the student wishes to withdraw from the college and to enrol on a course at a different college / University, the College shall use its reasonable endeavours to assist the student.

CENTRAL ADMISSIONS PROCEDURE – Higher Education (HEFCE FUNDED)



Glossary of Terms:

- HEFCE Higher Education Funding Council for England
- QAA Quality Assurance Agency for Higher Education
- UCAS The Universities and Colleges Admissions Service
- DSA Disabled Students' Allowance
- VLE Virtual Learning Environment
- CT Course Tutor
- HEST Higher Education Subject Tutor