

## HE and Professional Admissions Policy

### Purpose of Policy/ Document

To document the College's policy regarding admissions for students on Higher Education or Professional courses.

### Application of Policy (Range and Scope)

This policy applies to all applicants to Heart of Worcestershire College applying for all undergraduate courses, both full-time and part-time, and professional awards at Levels 4 and above, including post-graduate awards and L2/3 where relevant.

### Particular Legal Requirements/Issues Outside of Equality, Diversity and Disability (E.D.D)

The policy is written in accordance with the requirements for HE providers set out in the Consumer Rights Act 2015 and subsequent guidance by the Competition and Markets Authority for HE providers.

The college is registered with the ICO under the Data Protection Act. The college takes the privacy of data, and its responsibilities under GDPR extremely seriously. Privacy notices are available on the college website, which explain how we manage personal data, and what rights applicants and students have under GDPR. Questions and enquiries about how the college processes personal data, should be sent to [dataprotection@howcollege.ac.uk](mailto:dataprotection@howcollege.ac.uk)

### Links with Other Policies/Documents

Equality Policy, Fees Policy  
HE Complaints Policy, General Data Protection Regulations Policy

For Completion by the Executive:

<b>POLICY/DOC REFERENCE</b>	<b>QUA05</b>
<b>CATEGORY</b>	<b>Quality</b>
<b>AUTHOR / ORIGINATOR</b>	<b>P Robinson</b>
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<b>POSTHOLDER RESPONSIBLE FOR REVIEW</b>	<b>A.P. - HE &amp; Professional</b>
<b>RATIFIED /AUTHORISED BY</b>	<b>SLT, HE Academic Board</b>

## **Introduction**

Heart of Worcestershire College ('The College') is a college of Further and Higher Education that aims to promote future success through high quality education and training. Through its fair admissions process, it aims to widen participation in higher education by enabling fair access to learning for all. This policy has been written with reference to SPA Good Practice Statements, UCAS guidance, Consumer Markets Authority guidance for HEI's, and relating Quality Codes.

## **Scope**

This policy applies to all applicants to Heart of Worcestershire College applying for all undergraduate courses, both full-time and part-time, and professional awards. The policy applies to all such courses at the College, across its sites at Worcester, Redditch and Bromsgrove and through blended or distance delivery. It applies to courses which are awarded by partner universities (Staffordshire University, University of Worcester, Birmingham City University, Wolverhampton University), professional bodies and external agencies. Where the terms of a university partnership agreement stipulate that the university's admissions policy is to be followed, then that policy supersedes this one. Where the terms of a partnership agreement stipulate that the two policies are to be jointly applied, then both policies will be applied in conjunction.

## **Principles**

The College aims to operate a Higher Education admissions system that is fair, transparent and easily accessible, and that incorporates the values of widening participation and equal access.

Specific principles that underlie this policy include:

- Provision of an admissions system that is transparent and consumer focussed
- Commitment to consider all applications that arrive by relevant deadlines
- Careful consideration of all qualifications, including non-traditional qualifications, as well as references
- Careful consideration of skills and experience that have been gained outside of traditional educational settings
- Commitment to handling complaints, appeals and reviews of admissions decisions appropriately and professionally within the framework provided in this document
- Commitment to ensuring consistent application of this policy across the College

## **Pre-entry Information and Guidance**

The College will provide potential applicants with as much information as possible to enable them to make an informed and appropriate application. We will provide up-to-date information on all aspects of recruitment, selection and admissions including our entry requirements and course information. Primary sites of publication are the College website, College HE Prospectus and UCAS. Responsibility for maintaining up-to-date information lies jointly with the College Marketing Department and curriculum managers.

## Applications

The correct format for applications is dependent on the type of course and mode of delivery.

Full-time HE courses:	Applications must be made through UCAS
Part-time HE courses:	Applications are made online via the College website
Professional courses:	Applications are made online via the College website
Franchised courses:	Applications may be required through the University or college website

Details on where and how to apply are available on the College website.

## Entry requirements

Entry requirements are set either by the College curriculum areas, or by the College in collaboration with a University partner or professional awarding body. The College makes use of the UCAS tariff in addition to other entry requirements.

The College has a commitment to widening participation in Higher Education, and will therefore give careful consideration to prior experiential learning, non-traditional qualifications and qualifications obtained outside of the United Kingdom.

## Interviews

The College aims to ensure that the 'right student – right course' principle is fulfilled. To this end, interviews will be conducted when necessary to ensure that students enrol on a course that achieves their needs and interests, and which is appropriate to their skills and qualifications.

Where applicants are invited to attend interview, they will be given detailed information in advance of the interview as to any documentation or evidence to bring with them, the day, time and precise location of the interview. The interview will be conducted by trained and experienced staff who will follow and complete an interview checklist form, or where relevant sector or awarding body documentation. All interviews are conducted within the College's equal opportunities policy.

Where attendance at a College venue is impractical (e.g., on a blended or distance learning course) alternative arrangements can be made (e.g., Skype interview).

Applicants who receive an offer without interview, and those who are successful at interview, will be invited to attend College Open Days or Course Information events.

Where a course or programme requires enhanced disclosure of criminal convictions (e.g., Social Work, Early Years) the College website and course information documents will make clear the requirement and the consequences of a positive result in the disclosure.

## Decision-making

The College will reply to applications in a timely and expeditious manner. All HE applications are received through the central HE admissions team and then forwarded to the relevant academic team for a decision. Professional Course applications are received by the Professional Admissions team and sent to the relating Co-ordinator in the Management and Professional Department. Acknowledgement of an application will be followed by a decision:

unconditional offer, conditional offer, invitation to interview or rejection. Where an application is rejected the College will endeavour to find an alternative suitable course for the applicant to undertake.

Applications will be assessed on the following criteria:

- Academic achievement or predicted achievement
- Relevant vocational experience and skills
- Personal statement
- References
- Interview where required

Decisions will normally be communicated to applicants by electronic means either through UCAS or directly from the College. Where an application has been submitted directly to a university partner, the admission decision will come from that source. In all cases, the College strives to make decisions as quickly as possible after application.

The College does not normally provide feedback for unsuccessful applicants. However, unsuccessful applicants may request constructive feedback by contacting the;

HE Admissions team at: [headmissions@howcollege.ac.uk](mailto:headmissions@howcollege.ac.uk)

Or the Professional Admissions team at: [profadmissions@howcollege.ac.uk](mailto:profadmissions@howcollege.ac.uk)

### **Applicants with health, disability or other additional learning support requirements**

The College is committed to providing a learning environment which respects all individuals and celebrates diversity. In line with its Equality and Diversity Policy and the Equality Act 2010, the College will provide support in the admissions process for those with additional needs and will make reasonable adjustments to enable all who have the potential to succeed to access the College curriculum.

Applicants have an opportunity to declare their support requirements at the application stage, at the time of enrolment, or through the duration of the course.

For support at interview, applicants with additional needs should contact the [hehub@howcollege.ac.uk](mailto:hehub@howcollege.ac.uk) with evidence of their disability and what support will be required at interview.

Students will be invited to discuss their disability prior to the start of the course, if declared at the interview stage, in order that the appropriate support is put into place through a DSA application and advice to staff.

For HEFCE funded courses applicants with disabilities or learning difficulties are advised to apply early for the Disabled Students' Allowance (DSA) as assessment for support is not undertaken within the College but through an external agency. Further details can be obtained by contacting HE Admissions ([headmissions@howcollege.ac.uk](mailto:headmissions@howcollege.ac.uk)), Professional Admissions team ([profadmissions@howcollege.ac.uk](mailto:profadmissions@howcollege.ac.uk)), or [hehub@howcollege.ac.uk](mailto:hehub@howcollege.ac.uk)

### **International Students**

The College welcomes applications from non-EU applicants if they have applied for and received settlement status (indefinite leave to remain) in the UK for the duration of the

course. All international applicants will be considered according to the criteria detailed in this document.

Applications from EU nationals are considered in the same manner as an application from a UK resident.

### **Enrolment**

Once the offer has been accepted, prospective students will be informed of the relevant enrolment procedures, and will be given details as to how, when and where enrolment will take place. One form of identification is required upon enrolment, and all students will be required to sign an Enrolment Form.

Before their course begins, students will attend an Induction Programme which introduces College facilities and support, and where College policies and rules will be discussed in more detail.

### **Changes to and discontinuation of courses**

It will be exceptional for a course to be cancelled, discontinued, or delivery model changed during an application cycle. Where there is any change to published information applicants will be notified in a timely manner and provided a detailed explanation. If a course is cancelled the College will make efforts to ensure that applicants receive timely advice on other suitable courses and options available. Any decision made by the College is carefully considered and made in the best interests of its applicants and students to enhance both their success and experience.

### **Appeals and Complaints**

The College recognises that applicants may wish to appeal against a decision, or complain about an aspect of the admissions procedure. Appeals and complaints should be put in writing to the College Quality Department:

Quality Department,  
Heart of Worcestershire College  
All Saints' Building  
Deansway,  
Worcester WR1 2JF  
E-mail: [quality@howcollege.ac.uk](mailto:quality@howcollege.ac.uk)

Appeals and complaints will be responded to within 10 working days.