



HE & PROFESSIONAL ADMISSIONS POLICY

For completion by The Executive

Strategic Theme (7Ps)	Purpose		Place		People		Prosper	
	Partnership		Potential		Planet			
Policy/Document Reference No.	QUA05							
Category	Quality							
Owner (job title)	Vice Principal Higher Education, Adult & Curriculum Development							
Issue Date	June 2026							
Review Date	June 2028							
Postholder Responsible for Review (job title)	Vice Principal Higher Education, Adult & Curriculum Development							
Authorised By: (ELT/Corporation)	ELT							
Communicated via/Location: (Policy Acceptance software/website/portal etc)	Portal Website							
For completion by The Author								
Version control	Date and Details of Change (Author)							
	Date and Details of Change (Author)							
	Date and Details of Change (Author)							

1. Purpose

Heart of Worcestershire College ('the College') is committed to delivering high-quality Further and Higher Education and promoting student success. Through its fair, transparent admissions process, the College supports widening participation and equitable access to Higher Education. This policy is informed by SPA Good Practice Statements, UCAS guidance, Consumer Markets Authority (CMA) guidance for HEI's, and relevant Quality Codes.

2. Scope

This policy applies to all applicants for undergraduate, part-time, full-time, and professional Higher Education courses delivered across all College sites and through blended or distance learning. It includes programmes validated by partner universities (University of Worcester and University of Wolverhampton), professional bodies, and other awarding organisations. Where partnership agreements require application of a university admissions policy, that policy will take precedence or be applied jointly where specified.

3. Policy Statement

The College is committed to a fair, transparent, and accessible admissions process that promotes widening participation and equal opportunity.

Key principles include:

- Transparent, applicant-focused admissions processes
- Consideration of all applications received by published deadlines
- Recognition of a wide range of qualifications, including non-traditional and international
- Consideration of relevant skills, experience, and prior learning
- Fair handling of complaints, appeals and reviews
- Consistent application of this policy across the College

4. Definitions

UCAS	Universities and Colleges Admissions Service
HEI	Higher Education Institute
DfE	Department for Education
SPA	Supporting Professional Admissions
ELT	Executive Leadership Team
DBS	Disclosure and Barring Service
DSA	Disabled Students Allowance
QIA	Office of the Independent Adjudicator for Higher Education

5. Roles and Responsibilities

5.1 Principal and Senior Leaders

- Provide strategic oversight and ensure regular review and effective implementation of this policy.

5.3 Staff

- Admissions staff ensure compliance with this policy and associated procedures.

5.4 Students

- Are responsible for familiarising themselves with and adhering to this policy

6. Procedures

6.1 Pre-Entry Information and Guidance

The College provides accurate, up-to-date information on courses, entry requirements, and admissions via its website, prospectus, and UCAS. Curriculum Managers maintain accuracy; Marketing is responsible for publication.

6.2 Applications

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

- Full-time: via UCAS
- Part-time and professional: via college website
- Franchised programmes: via college or partner university
- Internal applicants: via a Record of Prior Acceptance form, added directly to UCAS by College staff

Application guidance is available on the College website.

6.3 Entry requirements

Entry criteria are approved by ELT or agreed with partner organisations. The College uses UCAS tariff points and considers non-traditional qualifications, prior experiential learning, and international qualifications.

6.4 Interviews

Interviews may be required appropriate course placement. These are conducted by trained staff in line with equality policies and may be held remotely where necessary.

6.5 Declaration of criminal convictions

Applicants must declare relevant convictions in line with DBS guidance. Disclosures are considered sensitively, with safeguarding as a priority. Some programmes require enhanced DBS checks. The College is committed to inclusion and equality of opportunity. We recognise our duties under the Rehabilitation of Offenders Act 1974 and updated in 2014. However, as the College operates on sites where there are FE, School and vulnerable adult students, safeguarding the whole student body represents our primary duty.

6.6 Decision-making

Applications are assessed by the HE Admissions team and academic staff. Decisions include unconditional offer, conditional offer, invite to interview, or unsuccessful.

- Relevant vocational experience and skills
- Personal statement
- References
- Submitted work, where requested
- Performance in any written assessment

- Performance at Interview, where required

Decisions are communicated to applicants via UCAS Track (full time applicants) or directly from the College. The offer letter will set out any conditions that the applicant must meet. Applicants who receive an offer should refer to the terms and conditions, sent with the offer and available on the College website. 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.

6.7 Conditional Offers

Offers are confirmed upon receipt of required evidence. Failure to provide evidence may result in withdrawal. Deferrals are considered on a case-by-case basis.

6.8 Plagiarism

Applications containing plagiarised or AI-generated personal statements may be rejected or withdrawn.

6.9 Dishonesty

Fraudulent or misleading information may result in withdrawal of application or offer.

7.0 Applicants with health, disability or other additional learning support requirements

The College is committed to inclusivity and complies with the Equality Act 2010. Reasonable adjustments are made throughout the admissions process.

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

Applicants are encouraged to disclose support needs early. Disabled Students 'Allowance (DSA) applications should be made in advance as an assessment of need will be undertaken by an external agency, further details can be obtained by contacting hehub@howcollege.ac.uk.

7.1 International Students

The College welcomes international applications in line with relevant regulations. However, it does not currently hold a Student Sponsor Licence and cannot issue Confirmation of Acceptance for Studies (CAS) documentation a virtual document required for those students applying for a student visa.

7.2 Enrolment

Enrolment information is provided to applicants prior to course start; this will be online. Attendance at induction and provision of qualification evidence are mandatory.

7.3 Student Transfer

Applicants may request changes; advice is available from the HE Admissions team. A two-week cooling-off period applies for refunds. Recognition of Prior Learning (RPL) may allow advanced entry or module exemption, subject to partner approval.

7.4 Changes to and discontinuation of courses

Course changes or cancellations are rare. Applicants will be informed promptly and supported to consider alternative options.

8.0 Appeals and Complaints

Applicants may submit appeals or complaints in writing to the Quality Department. Responses are issued within 10 working days. The Office of the independent Adjudicator (OIA) provides independent review once internal processes are complete. <https://www.oiahe.org.uk/students>

10. Monitoring and Review

- The policy will be reviewed annually.

11. Legal and Regulatory Framework

- The Equality Act 2010
- Public Sector Equality Duty (PSED)
- Consumer Rights Act 2015
- Competition and Markets Authority for HE providers

12. Related Policies and Documents

- Terms and Conditions following acceptance of an offer for HE Students 2026-28
- HE Fee Policy 2026-27