



POLISI DERBYNIADAU ADDYSG UWCH HIGHER EDUCATION ADMISSIONS POLICY

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SECTION 1: CONTEXT

- 1.1 The College's mission is "Inspiring Learning, Enriching Lives, Delivering Success". To realise the mission statement the College seeks to provide a curriculum that is accessible at all levels to all students and to be an inclusive College.
- 1.2 A transparent and equitable Admissions Policy is part of the process of ensuring that students can fulfil their learning potential and consequently for the College to achieve its mission and strategic aims and objectives.
- 1.3 This policy and associated procedures comply with the relevant legislation and regulations including:
 - Data Protection Act 2018,
 - the General Data Protection Regulation (GDPR) 2016
 - the Equality Act 2010
 - Welsh Language (Wales) Measure
 - The requirements of UKVI
- 1.4 This Policy takes account of sector best practice including:
 - The QAA's revised UK Quality Code for Higher Education 2018
 - UCAS guidance and manuals
 - The Schwartz Reports principles of fair admissions
 - Good practice recommended by Supporting Professionalism in Admissions (SPA)
 - The requirements of relevant accrediting universities and professional bodies.
 - UUK Fair Admissions Review
 - Fair admissions in Higher Education: Contextualised Admissions: 2022
- 1.5 If any member of staff requires assistance with understanding or implementing this policy, particularly where the reasons for this are related to disability, religion or belief, sex, gender reassignment, sexual orientation, pregnancy or maternity, marriage or civil partnership, age or race they should contact the Senior Officer: Diversity or HR Unit, in the first instance for advice.

SECTION 2: STATUS

- 2.1 This is the first submission of the Higher Education Admissions Policy. A general Admissions Policy has been in place since April 2009. This was updated post-merger in 2013, this was again updated to consider the Equality Act 2010 and the "protected" characteristics. The policy was recently reviewed in May 2019 and the Equality and Linguistic Impact assessment was recently revised in March 2022. The

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Higher Education Admissions Policy had its Equality and Impact Assessment undertaken in March 2022.

- 2.2 This policy applies to all Higher Education applicants who attend any of the NPTC Group of College's campuses.

SECTION 3: POLICY

- 3.1 The aim of this Policy is to ensure equality of treatment for all applicants seeking entry as students to the College through compliance with best practice and appropriate legislation. The major relevant legislation is the Equality Act 2010.
- 3.2 This Policy should be read in conjunction with the following documents which are available on the College's website, Moodle, and SharePoint:
- Equality and Diversity
 - Privacy Standard Policy
 - HE Student Privacy Notice
 - Student Entitlements and Code of Conduct
 - Standard Terms and Conditions
 - Student Disciplinary Policy
 - Higher Education Student Fees
 - Fee and Access Plan
 - Welsh Language Scheme
 - Complaints Policy
 - Fitness to Study policies of partner institutions

SECTION 4: PROCEDURE

- 4.1 The College welcomes enquiries and applications from all sectors of the community.
- 4.2 The College is committed to ensuring a safe environment for all staff, students, and other clients. The college adheres to the principles enshrined in the Rehabilitation of Offenders Act 1974. Applicants will have the opportunity to disclose if they have any unspent criminal convictions/pending court cases. Disclosure will be handled sensitively and in confidence. Students disclosing a criminal conviction/pending court case will need to go through the appropriate risk assessment before the conditional offer is made or the enrolment form is processed.
- 4.3 The College is committed to ensuring that individuals with disabilities, including those with additional learning needs, are treated fairly. All reasonable adjustments to provision will be made to ensure that such students and other people using the College facilities with a disability are not disadvantaged. All disclosures of disability will be treated sensitively and used only for the potential benefit of the student. Applicants are encouraged to declare additional support needs as soon as possible

in the admissions process to ensure reasonable adjustments can be made prior to starting the course whenever possible.

- 4.4 There are two ways to apply to study higher education courses at NPTC Group of Colleges; either through the University and Colleges Admissions System (UCAS) or via our online application portal. Applicants should apply through UCAS if they are currently studying for A levels, a vocational level 3 course, or an Access to Higher Education qualification and are applying to a full-time programme. Applicants should apply through the NPTC Group of Colleges Online Application Portal only if they are applying to study a part-time course, a top-up programme, or a degree apprenticeship. This is only for applicants who want to study at NPTC Group of Colleges and have not submitted a UCAS application for the same application cycle. To apply through the College Online Application Portal, applicants must already hold qualifications and/or experience required to meet the entry requirements for the course.
- 4.5 Applicant's information will be treated in accordance with the Data Protection Act 2018 and the General Data Protection Regulations 2016. As the College's Higher Education courses are franchised from other universities and training providers specific information will be shared with them. Further information can be found in the HE Student Privacy Notice and the Standard Privacy Policy.
- 4.6 The College is proud to be a signatory to the Armed Forces Community Covenant and works with partner organisations to ensure that serving and retired members of the Armed Forces can access appropriate support, advice, and guidance to assist their return to education.
- 4.7 Individual programmes have their own entry requirements, based on qualifications, experience and suitability. This information is available on the College's website and in printed information. All information is accurate at the time of publication. However, as printed material is produced months in advance of courses commencing, applicants should always refer to the College website for the most up to date information on admissions criteria, financial matters, course content and procedures.
- 4.8 The College's Admissions Team will respond to requests for information within 3 working days and applicants will be informed of the outcome of interviews within 5 working days.
- 4.9 All HE full-time programmes and substantial part-time programmes will have an interview as part of the admissions process. For applicants to HE Care qualifications, due to the higher number of applicants involved, interviews may take place as part of applicant events held throughout the year. Any applicant who is unable to attend the event will be able to request an alternative date/time.
- 4.10 During the interview, staff will complete an interview checklist with applicants to assess their suitability for the course.

- 4.11 Some interviews will include an audition or the production of a portfolio of work, the courses with these requirements make this clear in the course information.
- 4.12 Falsification of results and qualifications may result in disciplinary action, or the applicant being refused a place, further details of the disciplinary process can be found in the Student Disciplinary Policy available on the website.
- 4.13 All programmes involving placements with children and vulnerable adults will require students to undertake Disclosure and Barring Service (DBS) checks, failure to do so could result in the inability to complete the qualification and withdrawal from the programme of study.
- 4.14 Students are expected to adhere to the Student Entitlements and Code of Conduct.
- 4.15 The College reserves the right to refuse entry to an applicant who has previously enrolled with the College and whose attendance and/or general behaviour has been unsatisfactory or an applicant who has previously been excluded from the NPTC Group of Colleges or other education establishments, see the Fitness to Study policy and in keeping with partner institutions policies.
- 4.16 Applicants who do not meet all the entry requirements for a particular course may be given a place, subject to specified conditions, at the discretion of the appropriate academic school. These conditions will be made explicit to the applicant at the interview.
- 4.17 The College will make every effort to Recognise Prior Learning (RPL) subject to the criteria set out by awarding partners. An applicant should inform the College if they have previous study, work experience and training that could count as credit towards their programme of study.
- 4.18 Contextual Admissions is where consideration of additional information beyond academic attainment, such as your social economic background is used in consideration of your application. At NPTC Group of Colleges we are committed to widening participation and providing educational opportunities for all and we consider all applications on an individual basis, taking into account any relevant information relating to applicants' background.
- 4.19 Applicants who are unsuccessful in obtaining a place on the course for which they have applied will be offered appropriate advice and guidance to discuss other options for educational courses or training.
- 4.20 During the admissions process the applicant is entitled to the following information:
- costs associated with the programme (including enrolment, examination, awarding organisation registration fees and any refunds policies, as well as equipment, uniforms or protective clothing, mandatory college trips) see the Higher Education Fees Policy for more details
 - qualifications gained from the programme
 - progression opportunities
 - outline of the content of the programme

- type of assessment
- sources of financial assistance relevant to the programme of study
- childcare facilities
- study support
- special arrangements for applicants with learning difficulties and/or disabilities and health needs
- complaints procedure

- 4.21 As part of the Welsh Language Scheme applicants may request any information or communications to be provided in Welsh language. Information and communications can also be provided in a variety of formats and applicants should request different formatting from the Admissions Team.
- 4.22 The College recognises the need to keep applicants informed about their application and will provide updates and reminders at various stages of the application process. All applicants will have an acknowledgement of their application on UCAS or through the College's online application. Applicants will also have confirmation of their offer, confirmation of meeting their offer and enrolment and introductory information. Applicants may also receive communications from Student Recruitment and School of Study.
- 4.23 The College welcomes international applications to Pearson HN programmes only. International students should apply by downloading the international application form on the website, completing and returning it to the international department. International students must satisfy the course entry requirements by providing proof of their qualifications with translations if necessary and must provide proof of meeting the English Language requirements of the course a UKVI IELTS core of 6.0 (with no individual score below 5.5).
- 4.24 If international students meet the conditions they will be issued with a conditional offer, which also explains what they need to do next. Once all conditions are met and payment made an unconditional offer will be made. International applicants will then have to satisfy the UK Visa and Immigration requirements in order to gain the appropriate visa to study at the College. Further information can be found on the international section of the College's website.
- 4.25 Any changes made to the material information about the course will be made known to applicants as soon as possible, including changes to the content, title, fees, additional costs, or cancellations.
- 4.26 The College has the right to cancel courses that do not meet the recruit minimum student numbers, applicants would be immediately informed and offered an alternative course at the college if available. If fees have already been paid then they would be refunded see the Higher Education Student Fees Policy for more information.

- 4.27 Applicants who are in debt to the College will not be permitted to enrol at the College until the debt has been cleared in full or a repayment plan has been agreed with the college Finance team.
- 4.28 An applicant can apply to delay the start of their course by applying to defer their application to the Admissions Team who will then inform the applicant of the School of Study's decision. Each application to defer will be assessed on its own merits and in line with awarding partner policy.
- 4.29 If an applicant is unsuccessful in obtaining a place at college, then they will be provided advice and guidance about their other options. Feedback can be requested from the Admissions department and every effort will be made to provide it.
- 4.30 If an applicant has a complaint about the College's admissions process the applicant should make their complaint to the Senior Officer Admissions via admissions@nptcgroup.ac.uk. Applicants should include their full name, date of birth and the course applied for along with details of their complaint, the subject title should read Admissions complaint. Complaints will normally be dealt within 10 working days. Please see the College's Complaints Policy for further details.
- 4.31 The College will consider appeals regarding the outcome of a selection decision. The appeal should be made to the Senior Officer Admissions via admissions@nptcgroup.ac.uk. Applicants should include their full name, date of birth and the course applied for with details of the appeal, the subject title should read Admissions appeal. Appeals will be responded to within 10 working days and will be considered by Senior Admissions staff and staff from the School of Study.
- 4.32 The College will work in conjunction with other internal and external organisations, which may include:
- NPTC Group of Colleges marketing
 - Local schools and colleges
 - Careers Wales
 - Probation Service
 - Training providers
 - Disclosure and Barring Service (DBS)
 - University Central Admission System (UCAS)
 - Partner HE institutions

5. Monitoring

- 5.1 It is the responsibility of the Assistant Principal: Student Recruitment to ensure that this policy is effectively and fairly implemented, monitored, and reviewed. Admissions procedures will be assessed and developed regularly by the Student Recruitment Strategy Group which will report to the College's Senior Management Team.

- 5.2 Continual monitoring of the policy will take place by the Student Recruitment Strategy Group.
- 5.3 Evaluation by students and applicants will take place throughout the year. Feedback will be taken at the interview stage, after enrolment, and at other suitable times through questionnaires and focus groups.

6. Review

- 6.1 The Policy will be reviewed every two years by the Senior Officer Admissions in conjunction with the Student Recruitment Strategy Group led by the Assistant Principal: Student Recruitment, will be tabled at SMT before final approval.
- 6.2 The date of the next review will be March 2024.