



## ADMISSIONS POLICY

1. OBJECTIVES AND PRINCIPLES
2. EQUALITY OF OPPORTUNITY
3. PRE-ENTRY INFORMATION AND GUIDANCE
4. APPLICATION
5. RECRUITMENT AND SELECTION
6. ENTRY REQUIREMENTS

## **1. OBJECTIVES AND PRINCIPLES**

The College recruits students from a diversity of backgrounds, admitting to its programme those applicants who, by virtue of their interests, abilities, knowledge, experience and motivation, will be best assisted to realise their full academic, creative or professional potential by benefiting from the College's educational provision.

The College wants students to gain the highest level of award of which they are capable. Therefore the admission of each student is based on a reasonable expectation that the applicant will be able to achieve the aims and outcomes of the programme and the standard required for the award for which they wish to register.

This expectation can be demonstrated through a wide variety of forms of preparation, including relevant experiential learning derived from employment or voluntary work, through vocational and professional awards, as well as through conventional certificated qualifications. Where appropriate for some identified groups, offers will be contextualised to ensure all those who have the potential to benefit from higher education have the opportunity to participate.

## **2. EQUALITY OF OPPORTUNITY**

The admissions process is consistent with the College's Equality and Diversity Policy and its commitment to encouraging the enrolment of students from many different backgrounds, especially from those groups currently under-represented in further and higher education. The admissions process is fair and equitable and applies equally to all individuals. There are specific procedures for applicants declaring a disability and for applicants declaring a criminal conviction, as follows:

### **2.1 Applicants declaring a disability**

An applicant declaring a disability on their application will be contacted and asked to complete a questionnaire with regard to their expected support needs whilst at the College. The academic decision on an application is made independent of any disability support needs. The emphasis in the disability procedure is to support the applicant as required additional support needs will be discussed with an applicant and recorded to form the basis of a support plan for the student whilst at the College.

### **2.2 Applicants with criminal convictions**

As part of its duty of care, the College asks all applicants with unspent criminal convictions to disclose them and to provide further information where needed. A criminal conviction is not of itself an automatic cause for rejection. The emphasis in the criminal conviction procedure is not to discriminate against or further punish an applicant, but to make a responsible assessment of risk to the College's programme, other students, staff and other members of the community which may impact on the College.

### **3. PRE-ENTRY INFORMATION AND GUIDANCE**

The College shall provide accurate, relevant and up to date information to ensure that all applicants have a realistic understanding of the programme for which they may apply and the conditions they would be expected to meet to be offered a place. The information should include as a minimum:

- Mode of delivery of modules
  
- Duration of modules, and of the Academic Programme as a whole -Start date of the Academic Programmes -Professional placements
  
- Module details in outline
  
- Average contact time
  
- Assessment methods
  
- Entry requirements
  
- Career opportunities and graduate employment
  
- Student satisfaction survey reports
  
- On-campus services and support
  
- Information about local services

### **4. APPLICATION**

All apprentices must be interviewed, assessed and offered a position by an employer before being admitted to the degree. Although the College may receive direct applications and filter these applications before passing them to prospective employers some apprentices may apply directly to an employer. Either way, after acceptance by an employer, the College will require a formal application, which it will be processed according to the following criteria:

All applicants can apply direct to the College through its Online Application System or send a hard copy application to the College. The College will communicate with the applicant using the contact details provided on the application. The deadline for application is generally six weeks before the start date of the programme.

The deadline is suggested to ensure that an application can be processed in detail and properly, in time for applicants to prepare themselves for induction, enrolment and study. Late applications and subsequent delays in the application consideration process can be to the detriment of the student' and their engagement in their programme of study.

Qualifications submitted in support of an application should be copies. No responsibility will be taken for the return of original certificates. The original certificates should be brought to enrolment for inspection. Applicant information is used primarily for the purposes of application processing. For students who are admitted to the College, the data becomes part of their student record. All data is held and processed in accordance with the requirements of the Data Protection Act.

## 5. RECRUITMENT AND SELECTION

In assessing the suitability of applicants for admission and the suitability of the College for the applicant, admissions staff ensures that applicants are in a position to benefit from the College's provision, that the provision will make appropriate demands of the applicant, and that the applicant's motivation for the course of study and for the institution is high.

Recruitment and selection decisions are made using the application, references, interviews where appropriate, records of achievement and examination results (which are interpreted in the context of the applicant's personal and educational situation).

Academic team reserves the right to interview any applicant with non-traditional qualifications or who has been out of education for a time. This is to ensure that the applicant is ready for Higher Education and to identify additional support that may be required.

The College does not use 'Admissions Tests' for each student it recruits but some interviews may be conducted if required and interview may include short tests.

## 6. ENTRY REQUIREMENTS

To be eligible for admission to a programme an applicant must satisfy the General Entry Requirement as follows:

Applicants must have one of the following:

- Three full A-Level Qualifications at grade C or above ( A-level in Maths for FD in data Analytics and Visualisation)
- Level 3 (QCF) BTEC National Diploma in Information Technology, or computing related courses
- Level 2 Professional qualification in a suitable computing related area. (students can possess a combination of these qualifications if relevant)

Version	Author	Date	Updated items
V1	Farhad Keissarian	10 March 2017	N/A
V2	Farhad keissarian Tyrone Corsinie	10 March 2020	Application Procedure & Entry Requirements