



HIGHER EDUCATION

ADMISSIONS POLICY

Ref No	0066	Version	3
Dept	Higher Education	Last Updated	August 2024
Responsible Manager	Director of Higher Education	Next Review	August 2026
Date Approved	10 September 2024	Category	Public
Where Approved	Executive Leadership	Covers	Staff & Students
Associated Documents	Telford College Admissions Policy Higher Education -PROGRAMME CLOSURE, SUSPENSION AND MAJOR CHANGE POLICY		

Table of Contents

Introduction	3
Scope	3
Key Principles	3
Process	3
Pre-entry Information	3
Entry Requirements	3
Applications.....	4
Declaration of criminal convictions	4
Decision Making.....	4
Applicants with health, disability or other additional learning support requirements.....	5
International Applicants.....	6
Enrolment.....	6
Changes to and discontinuation of programmes	6
Appeals and Complaints.....	6

Introduction

The purpose of this document is to set out the criteria for admission to higher education programmes offered by Telford College.

Telford College is a college 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 UK Quality Code Admissions, Recruitment & Widening Access/Guidance Advice (November 2018).

Scope

This policy applies to all applicants to Telford College applying for programmes at Level 4 and above that are eligible for funding through the Student Loans Company.

Key Principles

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

Specific principles that apply to this this policy are:

- Provision of an admissions system that is transparent and consumer focussed
- Commitment to consider all applications that arrive within 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.

Process

Pre-entry Information

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 programme information, at our Advice Events, on the College website and in the Adult Course Guide.

Entry Requirements

Entry criteria for each individual programme is set and reviewed annually by the Curriculum Director responsible for the programme and the Director of Higher Education. Where appropriate, programmes comply with Professional Statutory and Regulatory Body (PSRB) requirements for entry. Entry requirements, including subject specific requirements (portfolio, audition, written work etc) are advertised on the College website and in its prospectus.

The College has a commitment to widening participation in Higher Education and will therefore consider prior experiential learning, non-traditional qualifications and qualifications obtained outside of the United Kingdom. We recognise that student potential is not always demonstrated through formal academic qualifications and welcome applications from individuals who are able to demonstrate skills and knowledge acquired through a range of learning experiences, both formal and informal.

Each programme has a maximum number of places, these are allocated throughout the year until the maximum number is reached.

Applications

Applications for higher level programmes are made directly to the College via its website. The College will respond to applications within 2 working days of receipt. Not sure

Where applicants are invited to attend an 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 is a two-way process, it is part of the assessment for entry, however it also provides the applicant with an opportunity to discuss their application with the course tutor and determine if the programme of study is appropriate for them.

The interview will be conducted by trained and experienced staff who will follow and complete an interview checklist form. All interviews are conducted within the College's equal opportunities policy.

If an applicant is unable to attend a face to face interview an alternative will be offered e.g. telephone interview.

Declaration of criminal convictions

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 school, FE and vulnerable adult students, safeguarding the whole student body represents our primary duty. All applicants will be asked to declare any convictions or cautions in line with our Criminal Conviction Policy and Process.

Some programmes require an enhanced DBS, the website and programme information documents will make this clear. Normally the DBS is required prior to the student going out on placement.

Decision Making

An offer of admission is based on the assessment of a range of criteria which will include:

- Academic achievement or predicted achievement
- Relevant vocational experience and skills
- Personal statement
- References, if required
- Submitted work, if required
- Performance in a written assessment, if required

- Audition, if required
- Portfolio, if required
- Performance at Interview

Admissions decisions will be communicated by email within 10 working days of the interview to all successful and unsuccessful applicants.

An offer from the College will be either “conditional” or “unconditional”. If the offer is conditional, it will detail what needs to be achieved to meet the entry requirements prior to enrolment, and how to evidence this. If the offer is unconditional the applicant has already met all the entry requirements. It is the applicant’s responsibility to accept or decline the offer made to them by the College.

Applicants who wish to defer entry after their place has been confirmed will be considered on an individual basis, but will only be considered if all the conditions of the original offer were met.

Where an application is unsuccessful, the College will endeavour to find an alternative suitable programme for the applicant to undertake.

The College does not routinely provide feedback to unsuccessful applicants. However unsuccessful applicants who are not offered a place can request feedback, the College will respond to any such requests within 10 days.

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 programme.

For support at interview, applicants with additional needs should contact the Admissions Team detailing what support is required.

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

For OfS funded programmes 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 the Learning Support Team.

International Applicants

The College welcomes applications from overseas applicants in accordance with Schedule 1 of the Education (Fees and Awards) (England) Regulations 2007 (Statutory Instrument 2007 No. 779), as amended.

International fees will apply where learners do not meet the definition of 'Home and EU' (namely that learners have been ordinarily resident in the UK/EU for three years preceding the programme start date).

Please also note that we do not have a Student Sponsor Licence so are unable to offer a Confirmation of Acceptance for Studies (CAS) to prospective international students.

Enrolment

Details about enrolment will be sent out to all confirmed applicants. The enrolment letter will include clear guidance on the next steps. All prior qualifications must be available and recorded prior to enrolment.

Prior to starting applicants will be invited to attend an Induction Day which introduces the applicant to the Course tutors, the College, its facilities and available support.

Changes to and discontinuation of programmes

It will be unlikely for a programme to be cancelled, discontinued, or delivery model changed during an application cycle. Where there is any change to published information, the College will inform applicants as early as possible to minimise the potential disruption to the application process. If a programme is cancelled the College will make efforts to ensure that applicants receive timely advice on other suitable programmes and options available. Any decisions made by the College will be 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 reserves the right to refuse entry onto a programme where it is considered the college is not the appropriate environment, cannot meet the specific needs of the applicant by making reasonable adjustment or is concerned that enrolling the applicant is deemed to be a safeguarding risk.

The College recognises that applicants may wish to appeal if they are dissatisfied with an admission decision or complain about an aspect of the admissions procedure.

The applicant can formally appeal in writing to quality@telfordcollege.ac.uk within 20 working days of receiving their admissions decision. The grounds of appeal should be clearly stated. The Director of Higher Education will carry out a review of the appeal inline with the formal process detailed in the Colleges Compliments and Complaints policy.