



## Admissions Policy (Students)

### Further Education and Higher Education

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## **1. Introduction**

This Policy states the Colleges position on key matters relating to recruitment, selection, admissions and widening participation activity for its Further Education and Higher Education courses. The College is fully committed to fair, transparent and consistent admissions practices. The policy is underpinned by the College's strategies and policies on Data Protection, Disability Inclusion, Equality & Inclusion and Widening Participation.

The College is committed to equality in education. Students will be selected on the basis of their individual merits, abilities and aptitudes. The College aims to increase the diversity of its student population. It will actively encourage applications from students from all equality groups, students who face a disadvantage and those who are currently under-represented in Further and Higher Education.

The College aims to offer clear advice and guidance to prospective applicants to enable them to make informed choices and will help them to apply to apply for courses which are appropriate to their interests, academic qualifications and potential.

### **The admissions process will;**

- a) be transparent
- b) select students who are able to complete the course as judged by their achievements and their potential
- c) strive to use assessment methods that are reliable and valid
- d) seek to minimise barriers to applicants
- e) be professional in every respect and be underpinned by appropriate institutional structures and processes
- f) Offers for a place on a course, will be made on a first come first served basis.

## **2. Purpose**

The Policy will aim to achieve the following purposes:

- a) To provide Policy information to enquirers, applicants, parents and advisors about recruitment, selection and admissions at the College.
- b) This is the Policy framework for all staff who are involved in recruitment, selection and admissions activity at the Colleges.

### **3. Applicability and Scope**

- 3.1 This Policy covers applications for places on the College's Further Education, Higher Education and Continuing Professional Development courses.
- 3.2 Study modes available for each individual course will be detailed in the course description. Courses may be offered in one or more of the following study modes:
- Full time
  - Part time (day and evening)
  - Day release
  - Block release
  - or Distance or blended learning
- 3.3 It is not expected that fundamental Policy differences will exist between Leeds College of Building and institutions who are delivering courses on behalf the College. Every effort should be made to ensure compatibility between the respective Policy and procedure documents.
- a) Recruitment, selection and admission Policies for sub contracted programmes run by partner institutions are the responsibility of the partner institution and are not covered by this Policy.
- b) All partner institutions are required to have appropriate Admissions Policies, procedures and practices in place.

### **4.0 Roles, Responsibilities and Decision-Making**

Recruitment and admissions activities are carried out in partnership between different parts of the College. As such, responsibility for different aspects of recruitment and admissions are shared between Faculty areas and Business Support teams within the College.

#### **4.1 The Enrolment and Exam Planning Group**

The Colleges 'Enrolment and Exam Planning Group' will hold responsibility to review the Policy and College procedures for admissions on at least an annual basis. The group will include the following staff;

- Vice Principal – Teaching, Learning and Quality
- A faculty Director or an Assistant Faculty Director from each Directorate.

- Assistant Faculty Director – Student Support and Services
- Student Services Manager
- Employer Engagement Manager
- Equality, Inclusion and Safeguarding Manager
- Data and Information Services Manager
- Marketing Manager

#### **4.2 Decision Making on applications for a course**

Staff who will have responsibility for assessing an application against the selection criteria for a course and taking a decision on an applicant's suitability for the course will include;

- Faculty Directors,
- Assistant Faculty Directors
- Curriculum Managers
- Assistant Faculty Director – Student Support and Services
- Student Services Manager
- Employer Engagement Manager
- Personal Advisors

#### **4.3 Selection criteria for courses and progression**

The Faculty Directors, Assistant Faculty Directors and Curriculum Managers will have responsibility to determine and publish the selection criteria for courses.

They will also have responsibility to determine the 'progression selection criteria' for courses where students will be assessed for their suitability to;

- progress to a higher level qualification in the subject which they are currently studying,
- or to progress to the second or third year of the qualification which they are studying.

#### **5.0 Fairness and Transparent Admissions**

All applicants should expect and receive fair and reasonable treatment during the application and enrolment process by all staff at Leeds College of Building. Decision making will be unbiased and transparent. Applicants are entitled to receive feedback on their application decision if this is requested.

## **6.0 Equality, Diversity and Inclusion**

Leeds College of Building recognises that it is an integral part of the local and wider community. The College serves the needs of a wide range of individuals from the diverse ethnic and social mix of multicultural Britain. The College adheres to the Equality Act 2010, values difference and recognise that people with different backgrounds, skills, attitudes and experiences bring fresh ideas, perceptions and encourage harmony and understanding in the College community.

- 6.1 The College will not discriminate against applicants on any characteristics such as disability, race, gender, ethnicity, sexual orientation, age, religion, political beliefs or socio-economic status.
- 6.2 The College is committed to widening participation for under-represented equality groups and will run a range of positive action initiatives to encourage applications from those groups.
- 6.2 The College will also monitor applications for courses to the College by Ethnicity, Gender, Disability, Religion, Age and Sexual Orientation.

## **7.0 Special Educational Needs, Mental ill Health or Disability (inc. medical or health conditions)**

The College welcomes applications from disabled students and has a dedicated team providing support, advice and guidance to applicants and students.

- 7.1 Applications from disabled students will be assessed against the College's entry requirements for courses on the same basis as any other application, and will be subject to the same selection process.
- 7.2 Reasonable adjustments which are identified or required will be implemented. This may include offering more than one appointment for interview or an interview at a time when the College is less busy.
- 7.3 The College recognises that it will not be able to vary the entry requirements for a specific course if this is set by the qualification body, professional body or an industry requirement for a job role.

- 7.4 The construction industry (and the workshop environment at College) can be a hazardous environment for students. If there are overriding health and safety concerns or barriers relating to fitness to study, the applicant will be involved in discussions to explore options and, if necessary, to find a suitable alternative programme. In some circumstances, a risk assessment or occupational health report may be requested to help determine a student's suitability for a course or chosen career path.

## **8.0 How to apply for a course**

Each course will state how an applicant should make an application for a course. Applications for a course can be made in the following ways;

- Through the Colleges website
- Application form
- Via a referral partner (i.e. Jobcentre +, Local Authority - SENSAP)
- UCAS

## **9.0 Criteria for admissions and entry requirements (inc. progression)**

The College seeks to admit applicants it believes have the potential to succeed. Underlying this strong belief are three factors which are key to indicating the likely success of a student:

- Ability at a certain level in thinking, learning and practical skills
- A foundation of skills from which to extend their study (both practical and academic)
- Motivation and commitment

- 9.1 The entry requirements for each course will be determined by Curriculum staff in each Faculty. This will be published as the selection criteria for courses. The Faculty will also have responsibility to determine the 'progression selection criteria' for courses where students will be assessed for their suitability to progress. The criteria which is used should be a 'standard' and the method used for assessing the criteria should be open and transparent and reliable and valid. The criteria could include (but not limited to);

- Attendance & Punctuality data (discounting any absence due to illness or disability that can be reasonably accommodated)
- References
- Completion of a skill based assessment (practical or theory based)
- Academic or vocational qualifications

- Maths and English qualifications
- Interview
- Requirements of a professional body
- Progression and potential
- Report on previous behaviour
- Report on the student's motivation and attitude
- Employed status (apprenticeship or worked based learning course)

9.2 In considering an application for a course, the decision maker may take into account a range of additional factors which could include a qualification body requirement, professional body or industry requirement.

9.3 Leeds College of Building reserves the right to refuse admission. It should be noted that there is no legal right to attend a particular College and it is permissible for the College to deny enrolment to an individual;

9.3(a) if it is persuaded that the applicant does not meet the necessary admissions criteria for a course.

9.3(b) if it is reasonably persuaded that the applicant will compromise or will limit the Colleges ability to comply with a relevant legal duty (Equality Act [2010], Keeping Children Safe in Education [2019] or Health and Safety Legislation).

## **10.0 Evidence of Qualifications and Information Verification**

10.1 The College Reserves the right to request evidence of any qualification stated on an application form

10.2 Applicants who fail to provide evidence of qualifications to the College within 28 days of the initial request may have their application or conditional offer rejected or withdrawn

10.3 The College reserve the right to withdraw or reject any application found to contain misleading or false information. This information may be shared with UCAS or other external bodies.

10.4 Any applications found to be fraudulent through the UCAS Similarity Detection Service, or found to be fraudulently claiming extenuating circumstances, will be rejected by the College.



- 10.5 UK NARIC provides vital support to Universities, Colleges and employers with international recruitment and the processing of international applications for work or study. The College may use this service to confirm the status of a qualification which is not awarded in the UK meets the entry requirements for a course.

## **11.0 English Language**

- 11.1 Programmes are taught in English and applicants must have demonstrated sufficient English language ability to be able to succeed prior to enrolment on a programme.
- 11.2 Applicants who have previously studied English as a second language (in which the primary mode of instruction is in a different language) may still be asked to provide evidence of English ability as part of their offer conditions. The College may consult the UK NARIC for guidance on qualifications in this category.

## **12.3 Deferred applications**

- 12.1 A deferral is any instance in which an applicant requests to delay their enrolment on a Higher Education programme by one year or more. This can be requested either on the original application form or at any stage in the application process up to enrolment.
- 12.2 Whilst the College accepts deferred applications, it cannot guarantee that a course will run in the requested year of entry. This normally applies to HE courses and such applications can be made directly through UCAS at the time of applying.

## **13.0 Unsuccessful Applicants and Feedback**

In cases where an applicant is unsuccessful in their application, feedback regarding the reasons for rejection can be provided on request. Feedback is not provided as standard following an unsuccessful decision, however all applicants are entitled to request and receive feedback.

## **14.0 Care Leavers**

The College will have mechanisms in place to identify and support applicants from local authority care backgrounds. Students identifying themselves as having spent time in local authority care or foster care through their application form, will be flagged and will be eligible for support if this is needed.

## **15.0 Supporting the Rehabilitation of Offenders**

To help the College to reduce the risk of harm or injury to a member of the College community, all current and prospective students must declare any unspent criminal convictions. This will extend to any ongoing police investigation or criminal proceedings being taken against them.

15.1 The College is mainly, but not exclusively interested in relevant incidents concerning;

- offences against a person (Only ABH, GBH or murder / Manslaughter)
- offences concerning the possession of, or using firearms / offensive weapons
- convictions for offences relating to sexually harmful behaviour
- convictions for offences involving unlawfully supplying controlled drugs or substances
- offences where individuals are currently serving a prison sentence for a relevant criminal conviction (Release of Offender on Temporary License - ROTL)

15.3 The College will work in partnership with a range of agencies to carry out a risk assessment to ensure any identified risks can be controlled. These agencies could include the Police, Probation Service, HM Prison Service, Children's Social Work Services and the Youth Offending Service, and any of those partners may at any time contact the College to make a disclosure.

15.4 The Equality, Inclusion and Safeguarding Manager or the Colleges Safeguarding Risk Assessment Panel will have authority to take decisions on the applicant's suitability for the course.

## **16.0 International and EU applicants**

International, and EU applicants are welcome to apply for courses at the College and will be subject to the admissions conditions outlined in this Policy.

16.1 The College will consider a wide range of qualifications for entry on to its programmes for International and EU applicants, taking advice and guidance from sector-wide products and publications such as UK NARIC, The British Council and UCAS publications. This will help to ensure the College's international qualification equivalencies are fair and consistent.

16.2 The College will require applicants to indicate their residency status for fee paying purposes. The College will use this information to determine the correct course fees.

## **17.0 Applicants Personal Data**

- 17.1 Information held by the College will be treated in confidence, in line with the Data Protection Act 1998 and GDPR. Applications will not be discussed with third parties, unless consent has been granted by applicants.
- 17.2 Applicants have a right to access personal data held about them by the College by making a 'Data subject access request'. Information on how to do this can be found on the Colleges website [www.lcb.ac.uk](http://www.lcb.ac.uk)

## **18.0 Course closures**

If the College withdraws or suspends a programme, applicants will be contacted as soon as possible to inform them. The College will offer guidance, advice and support to students affected by course closure and endeavours to withdraw a programme only in unavoidable circumstances

## **19.0 Complaints (about the level of customer service)**

- 19.1 A complaint may arise when an applicant feels that they did not receive the level of customer service or attention that was expected during the admissions process. This could be relating to;
- 19.1(a) the behaviour of an employee of the College during the application process
  - 19.1(b) the level of feedback provided to an applicant
  - 19.1(c) the way in which an application has been handled

Students must use the 'Complaints and Compliments Policy and Procedures' to submit their complaint. Information on how to do this can be found on the Colleges website [www.lcb.ac.uk](http://www.lcb.ac.uk)

## **19.2 Appeals (relating to an admissions decision)**

The Applicant may want to appeal the decision relating to their application for a course, if they feel the decision was made unfairly.

An appeal under the Admissions Policy will be accepted if the student indicates one of the following:

- 19.2(a) the decision maker did not take relevant information into account and this lead to an incorrect or unfair decision being reached.
  - 19.2(b) there is evidence of prejudice or bias relating to an equality and diversity issue and this has influenced the outcome
  - 19.2(c) there is evidence that procedural irregularities have occurred
- 19.3 Applicants must show that they have met with or spoken to the decision maker, to discuss the reasons why their application was not successful, and secondly they must state clearly which part of the decision they disagreed with and why.
- 19.3(a) If the applicant has not met with or spoken to the decision maker, the appeal will not be accepted until this meeting has taken place. This may delay the timescale for responding to the appeal.
- 19.4 Applicants will also be required to provide evidence of the unfair treatment if they are submitting an appeal (or they may indicate any lines of enquiry which the reviewer should take).
- 19.4(a) The College may provide advisory support to the applicant to help them to draft their appeal if this is requested. This will be limited to advice on College Policy and Procedure and may also include reasonable adjustments for a student who has declared a disability.
- 19.3 **Stage 1** - All appeals must be made to the Assistant Faculty Director in the Faculty which runs the course. The Appeal should be made by completing the form '**APP1 Form**'.
- 19.3(a) If the Assistant Faculty Director was the decision maker, the Faculty Director in the Faculty may review the decision.
  - 19.3(b) The Assistant Faculty Director will review the decision of the decision maker and respond within 10 working days from receipt of the appeal, provided that the conditions and requirements in section 19.2, 19.3 and 19.4, including its subsections are met. They will provide them with clear reasons on how the decision was reached.

19.4 **Stage 2** – An applicant may appeal against the decision of the Assistant Faculty Directory if they are unsatisfied with the decision. Applicants may appeal to the Faculty Director. The Appeal should be made by completing the form '**APP1 Form**'.

19.3(a) If the Faculty Director was the decision maker, the Vice Principal – Teaching, Learning and Quality may review the decision.

19.3(b) The Faculty Director will review the decision of the Assistant Faculty Director and respond within 10 working days from receipt of the appeal, provided that the conditions and requirements in section 19.2, 19.3 and 19.4, including its subsections are met. They will provide them with clear reasons on how the decision was reached.

19.3(b) The Decision of the Faculty Director or Vice Principal – Teaching, Learning and Quality, will be final.

19.3(c) Following the final decision of the Faculty Director / Vice Principal, a student on a Higher Education course is entitled to ask the OIA, the independent ombudsman service, to review his or her complaint about the outcome of the provider's complaints process. The complaint should be submitted to the OIA within 12 months of the date of the Completion of Procedures letter.

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