



Wirral Met College

HE Admissions Policy

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1. Policy Statement

- 1.1 Wirral Met College is committed to valuing diversity, and to promoting and implementing equality of opportunity in all its activities. This commitment underpins the College admissions policy set out below.

The process of gaining admission to College courses will be clearly structured to allow ease of access for students onto courses appropriate to their needs.

Impartial information, advice and guidance will be available at each stage of the process, so that prospective students can make informed and appropriate choices.

Whilst we aim to offer provision for all applicants, we recognise that for some students the College, its courses or facilities will not be the most appropriate option. In these cases we will endeavour to provide accurate information and impartial advice and guidance on alternative provision.

This policy will be reviewed annually.

To ensure that prospective students make informed choices, the College will provide clear, consistent and accurate information (in line with Competition and Markets Authority guidelines) on:

- 1.1.1. Course entry criteria, content, workload and methods of assessment.
 - 1.1.2. Course target qualifications and awarding bodies.
 - 1.1.3. Previous students' destinations
 - 1.1.4. Student support services.
 - 1.1.5. Registration, tuition and examination fees and any other financial charges associated with a course.
 - 1.1.6. Bursaries, grants, loans, subsidies, fee remissions and other financial assistance which may be available to students for childcare, transport, equipment, work experience, accommodation and fees.
- 1.2. Opportunities to visit the College and meet with specialist tutors and guidance staff.
- 1.3. Opportunities to receive impartial advice and guidance from a dedicated team of qualified Information, Advice and Guidance (IAG) Specialists.
- 1.4. **Application forms which:**
- 1.4.1. Provide applicants with the opportunity to declare learning support needs and disabilities and encourages them to provide full information about their needs.
 - 1.4.2. Include clear statements about the Consent to Process requirement under the Data Protection Act.

- 1.5. If a course is cancelled or its content or cost changed at any point from when a student applies to a higher education course, the College will advise all current applicants of the cancellation or change as soon as possible, and provide impartial information, advice and guidance on alternative provision if required.
2. To ensure that applications are considered consistently and impartially, an applicant can expect:-
 - 2.1. A structured, responsive admissions procedure that includes:
 - 2.1.1. Screening of each application by a member of the admissions and course team.
 - 2.1.2. An acknowledgement or invitation to interview within 5 working days of receipt of an application form.
 - 2.1.3. A clear point of enquiry for those wishing to track the progress of their application. Opportunities to declare any disabilities, and receive information about how to apply for Disabled Students Allowance in order that an assessment of support needs can be carried out. The student may also wish to speak to a member of our Additional Learning Support team.
 - 2.1.4. Correspondence regarding the outcome of an interview in a timely fashion in line with UCAS and/or College service standards. This will include details of any conditions of offer.
 - 2.1.5. Clear, informative joining instructions at least 4 weeks before the beginning of a course for applicants who have applied more than 6 weeks before the start of that course. If applying less than 6 weeks before the start of that course, joining instructions will accompany the acceptance letter.
 - 2.1.6. An opportunity to review and, where necessary, re-negotiate admission to an appropriate course with both a Student Adviser and relevant Course Leaders after the publication of examination results.
3. Where an applicant is not given an offer of a place he/she will be given a clear explanation of the reasons for this and referred to a Student Adviser in order to explore alternative and appropriate courses.
 - 3.1 Reasons for not offering an applicant a place on a course may be:-
 - 3.1.1 That the applicant is clearly unable to meet the stated minimum entry requirements for the course.
 - 3.1.2 That the applicant has provided false or misleading information.
 - 3.1.3 That the applicant has applied for acceptance on a course where there is competition for places and the applicant has not met the required standard compared to other students.
 - 3.1.4 That the applicant has applied for a course that is officially closed.
 - 3.1.5 Where, after appropriate and thorough investigation and assessment, the College is unable to make the special adaptations required to enable a learner to participate on a course.

- 3.1.6 Where the learner has been previously excluded from a College course on disciplinary grounds and the Principal decides after due consideration not to permit re-admission.
 - 3.1.7 Where an applicant has a criminal conviction and this disqualifies the applicant from completing the course requirements or in the Principal's judgement, presents a safeguarding risk to staff, students or children and adults at risk on work placements.
 - 3.1.8 Where an applicant is on probation or other non custodial order and entry to college is contrary to the probation or non custodial order licence conditions
 - 3.1.9 Where an applicant has applied for a course requiring a sponsor or suitable work placement and no suitable sponsor or placement has been identified.
- 3.2 Due regard will be given to any specific barriers a candidate may face due to a learning difficulty or disability, and reasonable adjustment will be applied to the entry criteria, before refusing an offer of a place. However, no adjustment will be made that would risk the academic standards of the course.
- 3.3 Where an applicant is not offered a place on a course, his/her application may be reviewed if the applicant is able to present new information relevant to their application that was unavailable at the time that the decision was taken not to offer them a place. Such information should be submitted in writing to Student Services.

4. Complaints and Appeals

- 4.1 Any complaint relating to admissions procedures or appeal about a decision made as a result of considering an application will be dealt with through the College Complaints procedure.

5. Admissions Procedures

- 5.1 The College will be registered with UCAS as Wirral Met College and adhere to standard UCAS regulations and procedures for those courses offered through the UCAS system.
- 5.2 Application for courses not offered through UCAS will be via the College application form (either online or paper-based).
- 5.3 All applications will be administered on behalf of the College by the Admissions Team.
- 5.4 The minimum entry requirements for each course will be published on the College website, and will form the basis of the standard conditional offer to applicants. The minimum entry requirements will be reviewed annually by the HE and Admissions Managers.
- 5.5 Applicants will be invited for interview with a subject tutor, at which the course structure and contents and the applicant's suitability for the course will be discussed.

6. International Students

- 6.1 The college no longer has a licence to sponsor international students.

Resident students who do not speak English as a first language AND do not have any UK qualifications should be referred to ESOL for an English language assessment.

7. Students with a specific learning difficulty and/or disability

- 7.1 The admission of students with a specific learning difficulty and/or disability to academic programmes is not a confirmation that all personal care and study support needs will be met by Wirral Met College. Students can apply for Disabled Students Allowance from Student Finance England who will arrange for an assessment of support needs and will agree funding and any resulting support plans. On receipt of the support plans from Student Finance England, the college will then meet with students to facilitate the implementation of the plan.
- 7.2 Wirral Met College positively encourages applications from students with a learning difficulty and/or disability. As part of our commitment to providing a fully inclusive learning environment Wirral Met College actively encourages applicants to disclose the relevant information and make contact with the Additional Learning Support team early on within the application process. All requests for support will be considered in line with the criteria for 'reasonable adjustments' as outlined in the Equality Act 2010. However, if the provision of support following an assessment of need is considered by Wirral Met College to be unreasonable or unavailable, for reasons that are beyond the Institution's or the student's control, the application will be subject to further review in conjunction with the applicant. In certain circumstances the outcome of such a review may be to defer or withdraw the offer of admission or enrolment. Assessment of need will not normally take place before an offer is made.
- 7.3 In addition, students for professional courses (for example in Health or Education) will be required to meet any professional 'fitness to practise' requirements and assessment of this will be undertaken by an appropriate Occupational Health Service.
- 7.4 For courses where selection tests are a requirement, applicants who require extra time or adapted test arrangements must provide suitable evidence that this adaptation is required in order to enable them to overcome their particular special educational need or disability. This may be medical evidence, a Local Education Authority Statement of Special Educational Need or Education, Health and Care Plan, a diagnostic report from a suitably qualified practitioner, or a letter from their current school or college to confirm that the adaptations are normally provided.

8. QAA UK Quality Code

- 8.1 This policy complies with the QAA UK Quality Code for the assurance and enhancement of academic quality in higher education, Chapter B2: Recruitment, Selection & Admissions to Higher Education
- 8.2 Expectation: Recruitment, selection and admission policies and procedures adhere to the principals of fair admission. They are transparent, reliable, valid and inclusive and underpinned by appropriate organisational structures and processes. They support higher education providers in the selection of students who are able to complete their programme.