



Higher Education Admissions Policy

Date approved:	January 2016
Approved by:	Executive Board – 8 February 2016
Review date:	3 yearly
Responsible Managers:	Director of Higher Education
Group Executive Lead:	Group Director of Quality and Standards

1.0 Consultation

Consultation undertaken with:-

Newcastle College	Yes
West Lancashire College:	Yes
Intraining	No
Group Services	Yes
Kidderminster College	Yes
Rathbone	No

2.0 Applicability of Policy to Organisation

This policy applies to:-

Newcastle College	Yes
West Lancashire College:	Yes
Intraining	No
Group Services	Yes
Kidderminster College	Yes
Rathbone	No

3.0 Scope and Purpose of Policy

This policy applies to all staff involved in the recruitment and admission of students onto higher education awards and students undertaking a higher education award with NCG. This policy is subsidiary to the NCG's Admissions Policy. Its purpose is to ensure that the institution adopts QAA's 'Principles for fair Admission' and that these principles are applied consistently across the organisation. The principles state that a fair admission system should:

1. be transparent
2. enable higher education providers to select students who are able to complete the programme as judged by their achievements and their potential
3. strive to use assessment methods that are reliable and valid
4. seek to minimise barriers for prospective students
5. be professional in every respect and underpinned by appropriate organisational structures and processes.

As result this policy is fully informed by the [UK Quality Code for Higher Education - Chapter B2: Recruitment, selection and admission to higher education](#)

4.0 Policy Statement

This policy describes how NCG will make decisions relating to applications for admission to its prescribed Higher Education courses.

4.1 Responsibilities

4.1.1 Governance

Any changes to this policy will be approved by the Higher Education Academic Board.

4.1.2 Management

The Director of Higher Education is responsible for the management of this policy but may delegate implementation to others.

4.1.3 Administration

The administration of this policy is the responsibility of the following:

Within Newcastle College:
Student Recruitment and Marketing
International Office
Schools/Divisions

Within West Lancashire College:
Student Services and Admissions
The School of Access to Learning and HE

Within Kidderminster College:
Learner Services – Admissions

4.2 Recruitment Process

4.2.1 Full Time Undergraduates

Those who are applying for admission to a Full-time Undergraduate course will normally do so through the Universities and Colleges Admissions Service (UCAS).

Within NCG the process for admitting students through UCAS is devolved to each College.

4.2.2 Part Time Undergraduates and Postgraduates

Part-time Undergraduate courses (in all NCG colleges) and Postgraduate course admissions (in Newcastle College) are also aligned with the full time processes.

4.2.3 International

In Newcastle College the admission of international students (i.e. non-UK/European Union but including European Economic Area & Asylum Seekers) is administered by the International Office.

4.2.4 Responsibility for Admissions

HE Academic Board is responsible for overseeing and monitoring delivery of the undergraduate and post-graduate admissions and progress against targets and KPIs for all NCG Colleges.

Responsibility for all communications with UCAS, including the transmissions of decisions, is the responsibility of the UCAS Admissions Manager or designated staff within the Colleges.

Managers responsible for overseeing and implementing the admissions cycle are responsible for providing statistical information to enable the Colleges to monitor the conversion of applications within the annual recruitment cycle.

4.3.1 Selection framework

The Higher Education Academic Board will set the standard entry requirements, subject to the regulations of the awarding bodies that validate the particular courses. Entry requirements will be reviewed annually prior to the onset of the recruitment cycle by the HE curriculum senior manager and the admissions manager.

All Colleges within NCG accept a broad range of qualifications & combination of qualifications for entry onto its programmes, including vocational & Access to HE, alongside a range of qualifications offered to European Union & International applicants.

All applications received by the relevant UCAS deadline (normally 15 January prior to year of entry) are to be given equal consideration. Such consideration will also be

given to applications received after 15 January up to and including 30 June (end of main applications scheme through UCAS).

Applicants are expected to disclose information about any Disability or Learner difficulty that would help the College to identify and provide the appropriate levels of support.

Academic judgement will be applied to determine the standard entry requirements for each course and whether there are any variations to these. Admissions staff will use these requirements to screen applicants and to issue either an offer or a rejection in accordance to a points system. In addition, at Newcastle College, the International Office will advise on the equivalence of any non UK/EU qualifications offered.

4.3.2 Referral to Schools

If there is any doubt about a particular applicant's suitability for a course, admissions staff will refer the application to the relevant HE Manager and/or Team Leader. A decision will then be made in liaison between admissions and the section/school/division.

4.3.3 Interviews and Auditions

For select programmes auditions, interviews or portfolios are required as part of the admissions process. This will be facilitated through the college admissions team with the final decision made by the programme staff. Feedback is available to all students on request via admissions staff. Applicants who are not made an offer can receive clear feedback on the decision, should they wish it. The request for this must be in writing and/or email. Staff involved in selection via any of these methods will provide appropriate feedback and suggest an alternative course of action for the applicant.

4.3.4 Recognition of Prior Learning (RPL)

NCG has processes to enable the gaining of credit towards courses for prior qualifications and/or learning through Recognition of Prior Learning (RPL) which are guided by the RPL Policy. However, this is subject to the regulations of the awarding bodies that validate the particular courses applied to. Applicants who wish to apply to RPL should do so through the Recognition Service.

4.3.5 English Language Proficiency

For applicants whose first language is not English, each course will publish a minimum score for the International English Language Testing System (IELTS) and this forms part of the selection criteria. The procedures for this are managed by the International Office.

4.3.6 Criminal Convictions

If it is appropriate, NCG will carry out an enhanced Disclosure and Barring Service check on applicants or an appropriate alternative for international students. Those courses which require an enhanced DBS check or equivalent are listed in the general Admissions Policy.

4.4 Information

4.4.1 Information to applicants and potential applicants

NCG will ensure that information supplied to applicants and potential applicants is clear, accurate, reliable, valid and relevant. This will apply to the following:

UCAS Programmes Profiles will contain the most up-to-date information at any given time: www.ucas.com

Prospectus
Website (including social media)
UCAS publications
Key Information Sets

4.4.2 Communication of Changes

Changes to any courses involving significant restructuring or discontinuation will be communicated to applicants affected by such changes at the earliest possible opportunity.

4.5 Complaints

Any complaints will be dealt in accordance to NCG's complaints policies and procedures as well as UCAS regulations for full time entry.

4.6 Data Protection

Higher Education Admissions will be conducted in accordance with the NCG's Information Policy and the relevant data protection legislation.

4.7 Staff Training & Development

All staff will receive appropriate and on-going training/development to enable them to perform their duties in a professional, accurate and effective manner.

4.8 Monitoring and Review

Monitoring and review of this policy will take place through NCG's committee structure for Higher Education.

5. Linked Policies

Equality Strategy
RPL Policy
Complaints Policy
Information Policy
HE Fees Policy

6. Linked Procedures

UCAS Admissions Procedure
Enrolments Procedure
Complaints Procedure
IELTS Procedure

7. Equal Opportunities Statement

An Equality Impact Assessment was completed on 15 December 2015

8. Location and Access to the Policy

The Higher Education Admissions Policy is located as follows:

Newcastle College (SharePoint, Policies Section)
West Lancashire College: (SharePoint, Policies Section)
Kidderminster College: (SharePoint, Policies Section)
NCG Direct: (SharePoint, Policies Section)
Newcastle School of Education: (SharePoint, Policies Section)
Group Policies and Procedures SharePoint site

9. Person Responsible for the Policy

Director of Higher Education