



<u>Policy Title</u>	HE Admissions Policy
<u>Policy Category</u>	Compliant
<u>Owner</u>	Director of Higher Education, NCG
<u>Group Executive Lead</u>	Executive Director Governance, Assurance and Risk
<u>Date Written</u>	10 October 2019
<u>Considered By</u>	Higher Education Learning Teaching and Assessment Committee
<u>Approved By</u>	NCG HE Academic Board
<u>Date Approved</u>	06 December 2020
<u>Equality Impact Assessment</u>	The implementation of this policy is not considered to have a negative impact on protected characteristics
<u>Freedom of Information</u>	This document will be publically available through the Groups Publication Scheme.
<u>Review Date</u>	June 2022

Policy Summary

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. Its purpose is to ensure that the institution follows the QAA's UK Quality Code "Advice and Guidance on Admissions, Recruitment and Widening Access" and that these Guidelines are applied consistently across the organisation. The QAA expectation for quality is that: From admission through to completion, all students are provided with the support that they need to succeed in and benefit from higher education. The guidance sets out principles of core practice:

- The provider has a reliable, fair and inclusive admissions system.
- The provider actively engages students, individually and collectively, in the quality of their educational experience.
- The provider has fair and transparent procedures for handling complaints and appeals which are accessible to all students
- Information provided to prospective students for recruitment and widening access purposes supports students in making informed decisions.
- Policies and procedures for selection and admission to higher education should be readily accessible by prospective students and their supporters, and clearly articulate how the application and selection process operates.
- Higher education providers use fair, reliable and appropriate assessment methods that enable them to select students with the potential to complete the course successfully.
- Higher education providers reduce or remove unnecessary barriers for prospective students.
- Information provided to prospective students for recruitment and widening access purposes supports students in making informed decisions.
- All staff, representatives and partners engaged in the delivery of admissions, recruitment and widening access are appropriately trained and resourced.

As result this policy is fully informed by the QAA guidance located at:

https://www.qaa.ac.uk/docs/qaa/quality-code/advice-and-guidance-admissions-recruitment-and-widening-access.pdf?sfvrsn=3628c181_6

<u>Applicability of Policy</u>	<u>Consultation Undertaken</u>	<u>Applicable To</u>
Newcastle	Yes	Yes
Newcastle Sixth Form	No	No
Carlisle	Yes	Yes
Kidderminster	Yes	Yes
Lewisham	No	No
Southwark	Yes	Yes
West Lancashire	Yes	Yes
Group Services	Yes	No

<u>Changes to Earlier Versions</u>	
<u>Previous Approval Date</u>	<u>Summarise Changes Made Here</u>
20 January 2016	<p>New policy framework Part of routine schedule of policy updating Adopts updated QAA guidance</p> <p>Not currently applicable to Lewisham College but have included as this may change in the future</p> <p>Updates reflect additional colleges merging with NCG since last policy review</p> <p>Removed reference to admissions data being overseen by HE Academic Board as in practice this is considered at Executive Board and local College Boards.</p> <p>Terminology has been updated to reflect current use.</p> <p>References to an overarching institutional policy have been removed as this no longer exists.</p>

<u>Linked Documents</u>	
<u>Document Title</u>	<u>Relevance</u>
Recognition of Prior Learning (RPL) Policy	Prospective students with relevant experience or qualification may be admitted with exemptions from part of a programme.
NCG Information Policy	GDPR compliance
NCG Complaints Policy	Recourse for unsuccessful applicants.
NCG Equality Diversity and Inclusion Policy	To demonstrate our support for inclusivity in admissions.

HE Admissions Policy

Scope

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

Responsibilities

Governance

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

Management

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

Administration

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

Within Carlisle College:

Student Recruitment and Marketing

HE Curriculum Manager

Within Kidderminster College:

Learner Services – Admissions

Within Newcastle College:

Student Services and Admissions

International Office

Curriculum Areas

Within Southwark College:

MIS: Admissions

Within West Lancashire College:

Student Services and Admissions

The School of Access to Learning and HE

Recruitment Process

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.

To remove unnecessary barriers Colleges may establish their own processes for the admission of internally progressing students.

Part Time Undergraduates and Postgraduates

Part-time Undergraduate courses (in all NCG colleges) and Postgraduate course admissions can apply directly to College.

International

In Newcastle College the admission of international students is administered by the International Office.

Responsibility for Admissions

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.

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 and combination of qualifications for entry onto its programmes, including vocational and Access to HE, alongside a range of qualifications offered to European Union and 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.

Referral to Curriculum Area

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

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.

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.

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.

Criminal Convictions

If it is a course requirement, NCG will carry out an enhanced Disclosure and Barring Service check on applicants or an appropriate alternative for international students.

Information

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

WhatUni

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.

Complaints and appeals

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

Data Protection and GDPR

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

Staff Training and 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.

Monitoring and Review

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

Linked Policies

Equality, Diversity and Inclusion Policy

RPL Policy

Complaints Policy

Information Policy

6. Linked Procedures

NCG Enrolment Standard Operations Procedure for Further and Higher Education

Complaints Procedure

7. Equal Opportunities Statement

An Equality Impact Assessment was completed on 17 October 2019.

8. Location and Access to the Policy

The Higher Education Admissions Policy is located as follows:

Group Policies and Procedures SharePoint site

<http://intranet.ncgrp.co.uk/SitePages/NCG%20Policies.aspx>

9. Person Responsible for the Policy

Director of Higher Education, NCG

