

POLICY / PROCEDURE TITLE		DATE OF APPROVAL
HE Admissions Policy		October 2024
APPROVED BY	VERSION NO.	VALID UNTIL
NCG HE Quality and Standards	1	August 2026

OWNER	Academic Registrar, NCG		
GROUP EXECUTIVE LEAD	Principal Newcastle College, Executive Lead HE		
DOCUMENT TYPE	Policy <input checked="" type="checkbox"/> Group Procedure <input type="checkbox"/> Local Procedure <input type="checkbox"/>		
PURPOSE	The purpose of this policy is to set out NCG's approach to student admissions in higher education.		
APPLICABLE TO	All NCG employees and higher education partnership employees.		
EQUALITY ANALYSIS COMPLETED [POLICIES ONLY]	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
	(If EA not applicable, please explain)		
KEY THINGS TO KNOW ABOUT THIS POLICY	<ol style="list-style-type: none"> 1. This policy outlines NCG's approach to higher education student admissions. 2. The implementation of this policy is not considered to have a negative impact on protected characteristics. 3. This document will be publicly available through the Groups Publication Scheme. 		
EXPECTED OUTCOME	Readers are expected to understand the organisational position on HE admissions, know their responsibilities in relation to the policy and comply with the terms of the policy.		

MISCELLANEOUS	
LINKED DOCUMENTS	<ul style="list-style-type: none"> • NCG HE Academic Regulations. • HE Tuition Fees Policy. • NCG Recognition of Prior Learning Policy • NCG Information Policy

	<ul style="list-style-type: none"> • NCG Complaints Policy • NCG International Admissions Policy • NCG English Language Policy (UKVI Student Sponsorship) • NCG Equality Diversity, Inclusion & Belonging Policy
KEYWORDS	<ul style="list-style-type: none"> • Admissions • Higher Education

Equality Impact Assessment

EQUALITY IMPACT ASSESSMENT			
	Yes	No	Explanatory Note if required
EIA 1 - Does the proposed policy/procedure align with the intention of the NCG Mission and EDIB Intent Statement in Section 2?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
EIA 2 - Does the proposed policy/procedure in any way impact unfairly on any protected characteristics below?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Age	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Disability / Difficulty	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Gender Reassignment	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Marriage and Civil Partnership	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Race	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Religion or Belief	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Sex	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Sexual Orientation	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
EIA3 - Does the proposed policy/processes contain any language/terms/references/ phrasing that could cause offence to any specific groups of people or individuals?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

EIA4 - Does the policy/process discriminate or victimise any groups or individuals?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
EIA 5 - Does this policy/process positively discriminate against any group of people, or individuals?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
EIA 5 - Does this policy/process include any positive action to support underrepresented groups of people, or individuals?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
EIA 6 - How do you know that the above is correct?	Consultation has been carried out with relevant colleagues within NCG and with a higher education (HE) committee within our HE deliberative structure, which includes HE student representation.		

1. Scope

This policy describes how NCG will make decisions relating to applications for admission to its prescribed Higher Education programmes. The purpose of the policy is to ensure that admissions practices are fair, explicit and implemented consistently to support equal opportunity. The policy complies with relevant consumer, equality and diversity legislations affecting the admission of students and considers best practice. Including, but not limited to the UK Quality Code for Higher Education, Competition and Markets Authority legislation, Education and Skills Funding Agency, Institute for Apprenticeships & Technical Education, UK Visas and Immigration, NCG's Financial Regulations, Office for Students requirements and UCAS good practice resources.

2. Responsibilities

Governance

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

Management

The Academic Registrar 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:

Assistant Director for Marketing and Recruitment

Programme Teams

Within Kidderminster College:

Learner Services – Admissions

Within Newcastle College University Centre:

HE Admissions and International Office

Within Southwark College:

Relevant curriculum managers and programme leaders

Within Partnerships

Relevant Partnership Admissions Team

3. Recruitment Process

3.1. Full Time Undergraduates

Those who are applying for admission to a Full-time Undergraduate course at Newcastle College University Centre will normally do so through the

Universities and Colleges Admissions Service (UCAS). Partnership students will apply directly to the Institution delivering the programme.

Within NCG the process for admitting students through UCAS/Internal Progression is devolved to each college.

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

3.2. Part Time Undergraduates and Postgraduates

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

3.3. Non-standard programmes

These programmes follow an NCG standardised admissions procedure and entry requirements are established by the professional bodies. The staff with responsibility for following these procedures are outlined on the previous page.

3.4. International

In Newcastle College the admission of international students is administered by the International Office and is set out in the International Admissions Policy.

3.5. Responsibility for Admissions

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

NCG 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.

3.6. Selection framework

The Higher Education Academic Board will set the standard entry requirements, subject to the regulations of the awarding bodies that validate the programmes. Entry requirements will be reviewed annually prior to the onset of the recruitment cycle by the HE curriculum senior manager and the admissions manager or equivalent at each college/partnership. 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 last week of January prior to year of entry) are to be given equal consideration. Such consideration will also be given to applications received after the January deadline 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 programme 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 with the UCAS Points Tariff scheme. In addition, at Newcastle College University Centre, the International Office will advise on the equivalence of any non-UK/EU qualifications obtained by applicants.

No applicant will be admitted unless there is a reasonable expectation that they can reach the required standard for an award.

3.7. 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.

3.8. Interviews and Auditions

For select programmes auditions, interviews or portfolios are required as part of the admissions process. This will be facilitated through the colleges admissions teams with the final decision made by the programme staff.

For internally progressing students who require an audition, interview or portfolio review, this activity in all instances is to be embedded within their Level 3 programme of study.

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. The request for this must be in writing and/or email.

3.9. 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 and subject to NCG's regulations. Applicants who wish to apply to RPL should do so through the Recognition Service.

3.10. English Language Proficiency

3.11. For applicants whose first language is not English, each course will specify a minimum score for the International English Language Testing System (IELTS), which forms part of the selection criteria. In alignment with the Common European Framework of Reference for Languages (CEFR), the minimum requirement for admission to a Higher Education programme is an overall IELTS score equivalent to CEFR Level B2, a minimum requirement of 6.0, with no individual language component falling below 5.5. Other English language proficiency tests may also be accepted as outlined in the NCG English Language Policy (UKVI Student Sponsorship).

3.12. Criminal Convictions

If it is a course requirement, NCG will carry out an enhanced Disclosure and Barring Service check on applicants.

3.13. Public 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 to ensure adherence to CMA guidelines. This will apply to the following:

- UCAS Programmes Profiles will contain the most up-to-date information at any given time for those colleges with offerings through UCAS: www.ucas.com
- Prospectus (hard copy and online for each college)
- College/Partners Website (including social media)
- UCAS publications
- DiscoverUni
- 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.

3.14. 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.

3.15. 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.

3.16. 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.

4. Monitoring and Review

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

5. Linked Procedures

NCG Enrolment Standard Operations Procedure for Higher Education. (Not applicable to Partnerships) Complaints and Compliments Procedure (Not applicable to Partnerships)

6. Location and Access to the Policy

The Higher Education Admissions Policy is located as follows:

- Group Policies and Procedures SharePoint site
- Our Policies and Procedures - NCG (ncgrp.co.uk)

7. Person Responsible for the Policy

Academic Registrar, NCG

