



## HE Admission Policy

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|----------------------------------|---------------------------------------|
| <b>Audience</b>                  | <b>ALL COLLEGE</b>                    |
| <b>Requirement</b>               | <b>ESSENTIAL</b>                      |
| <b>Policy Owner</b>              | <b>Head of Teaching &amp; Quality</b> |
| <b>1<sup>st</sup> Delegation</b> | <b>SLT</b>                            |
| <b>Last Delegation</b>           | <b>N/A</b>                            |
| <b>Review Cycle</b>              | <b>Every 2 years</b>                  |
| <b>Last Review</b>               | <b>May 20</b>                         |
| <b>Due for Review</b>            | <b>May 22</b>                         |

## Introduction

Fareham College is committed to delivering a responsive curriculum that provides opportunities for all and supports the development of the local workforce and the local economy. Our Higher Education courses range from Level 4 to Level 7 and we aim to offer students a programme which best meets their learning needs and aspirations.

**This policy considers the core aims of the Office for Students regulatory framework, which are as follows:**

- Are supported to access, succeed in, and progress from, higher education.
- Receive a high-quality academic experience, and their interests are protected while they study or in the event of provider, campus or course closure.
- Are able to progress into employment or further study, and their qualifications hold their value over time.
- Receive value for money.

## QAA Quality Code

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 at Fareham College. 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/adviceand-guidance>

## Entry Requirements

All of the Higher Education programmes have minimum entry requirements which are published in the Fareham College HE prospectus and on the Fareham College website, which is constantly reviewed in accordance with CMA guidelines. These requirements must be met and will be discussed with the applicant at interview. Students may require screening during admission to assess their levels of Maths and English and other competencies as appropriate.

Fareham College welcomes applications from mature students, as well as students returning to education after employment, or other such experiences. Careers Centre staff will ensure that these applicants are not disadvantaged by participating in the admissions process. The applications will be considered against the advertised course specific selection criteria. We are aware that with such applicants the process may not always evidence the full suitability for the chosen course. Where appropriate, the Careers Centre staff will seek and consider alternative evidence to ensure that applicants are given equal consideration. Where this additional evidence is deemed to meet entry criteria fully, an applicant may not be required to meet the standard academic entry criteria.

All courses are advertised at least 9 months in advance of the course commencing.

## Competition and Markets Authority Compliance

Following the Competition and Markets Authority (CMA) review of consumer law compliance in the Higher Education undergraduate sector, Fareham College has fully co-operated and voluntarily engaged with the CMA and agreed the following undertaking with the CMA pursuant to section 219 of the EA02:

- appropriate consultation with students affected by potential changes to course
- immediate notification of any decisions to change course and advice regarding their rights to withdraw with appropriate refunds, where applicable
- offer of a suitable replacement course/programme

The college reserves the right to change course content and delivery model as required but will ensure that the potential and existing students are consulted and offered further information, advice and guidance as required.

This is further covered in the Colleges [Student Protection Plan](#).

## Confirmation of a Place

Once an application has been received by the College, a Careers Centre Advisor will make contact with the applicant to arrange an interview. At interview the student will be guided through the entry requirements and the content of the course. If the entry requirements are met, a formal offer will be made, and the student will be informed of the enrolment process. Students who are awaiting results will be made a conditional offer pending final confirmation via College processes.

If a student declares that they have criminal convictions, the application will be referred to the Health and Well-Being Coordinator before a formal offer is made. Students who have declared a learning disability will be referred to Learning Support to ensure that an appropriate support package is arranged, and students are encouraged to apply for Disabled Student Allowance (DSA), where applicable. Further information can be found at <https://www.gov.uk/disabled-students-allowances-dsas>

## All applicants must:

- Satisfy requirements for admission to the proposed programme;
- Provide evidence of previous achievements including original certificates or exam board

- notifications;
- Undertake further assessment or provide information as necessary to allow the College to support selection

### **Employer Involvement**

Where an employer is involved in recommending and/or financially supporting students for a course, the College will still need to ensure entry requirements are met and that initial advice and guidance demonstrates that the course is suitable; the College's decision will be final. While in the majority of cases the College will provide a suitable learning programme, initial advice and guidance may suggest alternative courses or the need for further preparation before undertaking the course applied for.

### **Fees**

Financial information is published on the Fareham College website. Information including tuition, examination fees and additional course costs are included and will be discussed at interview. Students may be referred to the Student Finance Coordinator for support with Student Loans and other financial concerns.

Further information on fees, can be found in the Colleges Fee Policy at <https://www.fareham.ac.uk/policies-documents/>

## **Equality, Diversity and Inclusion**

The College will always operate within the terms of current legislation for Equality and Diversity. In cases where applicants have additional needs or special requirements, the College will discuss these with the student at an early stage in the application process so that all necessary arrangements can be put in place to meet the needs of the student by the start of the academic year.

## **Safeguarding**

The College takes its responsibilities for Safeguarding extremely seriously. All students attending the College are asked to declare any criminal convictions that they may have or are pending. Criminal convictions are not necessarily a barrier to entry for study at the College. However, a student risk assessment will be carried out and the College reserves the right to contact agencies such as the Independent Safeguarding Authority, Disclosure and Barring Service (DBS) and the Police and Probation Teams if they feel this is necessary. For some courses of study it is a requirement that students are registered with the Independent Safeguarding Authority before they are able to go out on placement. Where this is appropriate, students will be notified in advance.

## **Reasons why a student may not be offered a place on their preferred programme of study**

The College aims to provide all applicants with a programme which suits their individual needs. A student will not be admitted to a programme if:

- They are unable to demonstrate that they hold the minimum entry requirements;
- They are seeking to undertake a programme which is not in their best educational interest;
- They are considered unfit to study (see Fitness to Study Policy);
- They have a criminal conviction which presents a risk to other students or that bars them from certain areas of work and they wish to follow a programme which would normally lead to that type of work;
- They have behaved inappropriately whilst on College premises or a reference indicates they have displayed poor behaviour or attitude in a previous education provider;
- There are other circumstances which question their suitability for a course;
- References from other education providers or employers indicate they are unsuitable for a course;
- They have been excluded from a previous education provider;
- The College deems the adjustments needed to the estate or study programme as unreasonable as per the Equality Act 2010.

If the College is unable to accept a student on their chosen programme, they will offer appropriate advice and guidance to enable the student to make other choices. A student will only be refused admission to the College if it proves to be impossible to provide alternative, appropriate study for them. Any refusal to admit can only be agreed by the Deputy Principal, CQI who has overall responsibility for student admissions.

## **International Students**

Where students have not been resident in the EEA for the 3 years immediately prior to starting their course, they may not be eligible for public funding. As such they would be liable for fees at a *full-cost* rate. This includes British citizens who have not been resident in the EEA in the three years prior to application.

## **Overseas qualifications**

For students with overseas qualifications, they will need to supply a qualification equivalence comparison from UK NARIC (<http://ecctis.co.uk/naric/>), in order to ascertain whether they meet the entry requirements for their desired course. Fareham College is unable to pay for this service.

## **Entry requirements and Application Process**

All applicants are expected to provide original certificates or exam board notifications before confirmation of their programme.

Published entry requirements and application processes are available on the College website. If the applicant has alternative qualifications this will be reviewed by the Course Leader. The College informs prospective students at interview of the Recognition of Prior Learning Policy.

The College also welcomes applications from those who have significant work or life experience and who may not necessarily meet the published academic requirements for their chosen course. Applicants will be required to demonstrate evidence of motivation, potential, knowledge and ability to study the course of their choice, and the College must be satisfied that an applicant's work or life experience is equivalent to the qualifications that other applicants will be studying. In these cases, students will still have to sit the entrance tests.

Entry requirements are reviewed on an annual basis and are updated if necessary. They are also subject to changes in Government policy.

## **Roles and Responsibilities**

Careers Centre, in conjunction with the Director of Student Experience are responsible for ensuring that all candidates receive a fair and transparent service and that all academic staff involved in the interview process are trained to comply with the present policy. Where stated entry requirements are not met, but an alternative case is made, Careers Centre staff will advise academic staff who will be responsible for the final decision.

## **Exceptional Circumstance- Admissions**

These would include requests for consideration relating to:

- long-term illness or the death of a close relative that adversely affected the student's study and have been confirmed by the personal tutor or external reference;
- outstanding occupational/technical skills/talent.

The decision to accept the student must be approved by the relevant Director.

## **Changes to Programmes**

Students will be notified of any intended changes or cancellation of their study programme prior to starting the course. Careers Centre Advisors will discuss any changes at the earliest opportunity and advise accordingly.

If courses are cancelled a course refund of fees would be given as outlined in the Colleges Fee Policy

Further information can be found in the Student Protection Plan.

## **Progression Requirements**

Examination and progression boards will take place at the end of the academic year to confirm achievement, agree progression where relevant and consider exceptional circumstances.

## **Admission Appeals**

Whilst the College aims to be fully inclusive and offers a range of programmes to suit individuals' aspirations, ambitions, needs and previous experiences there may be occasions where an admission application is declined.

- Applications may be declined as set out in this policy.
- Where applicants are refused a place at the College, they have the right to appeal against the decision.
- An application declined decision will be made in writing.
- On receipt of this letter an applicant has 5 working day in which to appeal the decision.
- Appeals must be made in writing to the Deputy Principal CQI.
- The letter of appeal must set out reasons for appeal.
- An Appeals Panel will be convened within 5 working days of receipt of the appeal.
- Appellants over the age of 18 may be accompanied by a parent, guardian, or other adult representative.
- On hearing the appeal, the Chair of the Panel will make a final decision within 5 working days and respond in writing with the decision.
- The Chair of the Panel's decision is final and no further right of appeal is available.