

Preston's College

HE Admissions Process

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ADMISSIONS PROCEDURE

1. Scope

Preston's College is an inclusive, diverse and friendly college providing Higher Education (HE) accessible to all learners. The HE curriculum at Preston's College focuses on widening participation to ensure quality learning and progression opportunities for all. We are committed to making our learners THE most employable by delivering high quality technical and professional HE courses which support individuals, employers and local economic growth.

This procedure document covers the College's approach to admissions for Higher Skills courses across our franchised (courses run by us that are run at other HEIs), validated (courses that are offered by Preston's College only but validated by an awarded HEI) and awarded (courses that are offered by Preston's College and are awarded by Pearson). This procedure has made every effort to reflect the wishes of our awarding and validating partners but where there are differences in admissions procedure, the College will follow the tenets of this document for all cases.

2. Process

The College will operate its admissions procedures in a way that is fair to applicants regardless of age, background, disability, gender, religion, sexual orientation, and ethnicity.

Potential applicants may contact the College and obtain information on courses via the College website, call centre or in person to reception. In addition, the College holds a number of open days where applicants may meet the staff who teach on the programme they are considering. The College produces a mini guide that contains programmes the College will offer together with information on welfare, guidance and support available. The website also contains detailed course leaflets which gives prospective students detailed information about the courses.

Entry requirements for each programme are set out in course leaflets. Such entry requirements would normally show the expected number of UCAS points a student should hold. Entry requirements may be changed for individual students who can demonstrate alternative qualifications or experience that leads tutors to believe that they will be successful on the programme.

The College Administration team are responsible for receiving applications via UCAS for full-time UCLan programmes and via College applications for part-time programmes, University of Derby programmes and Pearson programmes. It is the Administration team's responsibility to enter accurate data onto the College's database and pass applications to academic staff for decisions. The Administration team will, when requested, arrange interviews or auditions for students in consultation with academic staff.

Once academic staff have made a decision it is the responsibility of the Administration team to convey this decision to the student either directly or through UCAS. Students may be made an unconditional offer, a conditional offer or rejected. If academic staff reject a student it must be made clear to the Administration team the grounds on which the decision has been made and, where appropriate, suggest an alternative course of study that an applicant might wish to undertake.

The Administration team will keep a copy of all rejections, together with the reasons for rejection. This will enable the College to give an unsuccessful candidate any explanation of how the decision was reached.

In the event of an offer being made for a course still in the pre-validation stage any advertising materials and any offers must make this clear.

Where a programme does not run or where there are significant changes to a programme between the offer being made and the student commencing the programme, the Administration team will advise the applicant of this and the options available to them.

Admission to a programme is based on the academic judgement that the student should be able to fulfil the learning outcomes, with support, if appropriate. Students with disabilities or learning difficulties are strongly urged to disclose these during the application process so that suitable support arrangements can be made before the student starts the course. The College may require further information to determine the level of support needs. The Learning Support team will be informed of any disclosures made by students and will make direct contact with the student to arrange a follow up interview.

Where required, reasonable adjustments will be made to assessment methods used in the selection process to ensure the provision of equal opportunities for applicants with disabilities or learning difficulties. Where entrance to a programme is dependent upon demonstrating a competency standard then the standard must be:

- Appropriate and necessary
- Applied equally to disabled and non-disabled applicants

Where an applicant declares a criminal conviction on an application form the decision on whether to offer them a place rests with the Head of Learner Experience.

Applications from ex-offenders are welcomed but disclosure of unspent convictions must be made on the application form. Preston's College aims to create a safe and healthy environment. This includes all those studying and working on and off site or using any of its services. In addition we have a duty of care to those under the age of 18 years of age and those deemed vulnerable and at risk. Therefore we need to know about those applicants who have unspent convictions related to serious offences. If any applicant has a serious unspent conviction they will be asked to complete a confidential form before completing their enrolment. Confidentially the Designated Protection Officer will make a decision as to whether the applicant can enrol. If an applicant fails to reveal an unspent conviction any enrolment agreement with the College will be terminated with immediate effect.

Having a criminal record will not necessarily bar an applicant from a place on a college course. This will depend on the nature of the circumstances and background of the offence.

Certain courses (Childcare, Health & Social Care and Teacher Education) are exempt under the Rehabilitation of Offenders Act 1974 and these applicants are also required to declare any spent convictions. Students on these courses will also be required to have a DBS (Disclosure and Barring Service) check at the start of their course.

Applicants are responsible for providing the College with accurate information on which it will make admissions decisions. Any student found to have provided false information or to have plagiarised

their personal statement are at risk of having an offer withdrawn or being asked to leave the programme.

A student who takes up a place with the College will receive joining instructions that includes an invitation to enrolment, guidelines for students and ways to travel to the College. In the first couple of weeks of the programme they will undergo a formal induction process that will cover student welfare, personal tutorial support, learning support services, library services and study skills.

An applicant who is not satisfied with the way in which the College has dealt with their application may complain using the College's complaints scheme available on the College website.