



Stratford College London

## Admissions Policy and Procedure

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## **Admissions Policy and Procedure**



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## **Student Admissions: A Review of QAA Outcomes**

This Policy area has been reviewed and revised to follow the guidance issued in the QAA Revised QAA Quality Code published in March 2018.. This policy as reviewed and revised recognises the need to ensure that the College admission policy and procedures follow the core practices in the revised Quality Code by ensuring that there exists a reliable, fair and inclusive admissions system. The College will also ensure adherence to the principles of validity, trustworthiness and transparency as the basis for meeting the QAA Quality Code requirements for HE admissions procedures which are fit for purpose.

## **Admissions Code of Practice**

This code of practice provides guidance in relation to the effective and efficient implementation of the College Admission Policy and Procedures. All staff involved in the admissions process must be familiar with these principles:

Admission officers shall carry out their duties in a transparent manner and that there shall be equal opportunity and fairness in carrying out their work.

To assist all prospective students in a fair manner throughout the admissions process and to ensure that all applicants have adequate information about the academic programmes on which they aspire to be enrolled.

Admissions staff shall be given the required training for the efficient administration of their duties, in order to support all prospective students to make informed decisions; respond to applications in a timely manner and select students in accordance with College policies which reflect the awarding body standards.

The College shall ensure that all admissions staff members are familiar with Part B; B2 of the Quality Code in relation to Fairness, Transparency, Reliability, Validity and inclusiveness of the admissions process and that all students are selected on suitability and ability to complete their programme.

Admissions staff must be aware of regulations and possible changes in national policies and awarding body policy on admissions.

All admissions processes and regulations shall be regularly reviewed to ensure consistency with national and awarding body policy changes. The College Academic Board shall review this code of practice and the Admissions Policy annually and at any other times that enable College practice to be in line with awarding body and national regulations on HE admission.



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## **Purpose**

Our College seeks to select students who are suitable to embark upon the course of their choice. The key aim is to ensure that our recruitment, selection and admission policy and procedures are consistent with the principles of fair admission as prescribed in Section B2 of the UK Quality Code.

All activities leading to the final offer of a place for study must be transparent and records properly kept as an audit trail. The systems used must be reliable and selection criteria must be valid and supported by appropriate College structures and procedures. In doing so the College satisfies the requirements for higher education recruitment, selection and admission (Part B2) QAA Quality Code, and facilitates the offer of places of study to those prospective students who are identified as suitable for their various choices of study.

In order to achieve the above aims, it is essential that the admissions process is conducted by trained staff in a professional manner. Appointed admission members of staff need to be aware of key admission requirements and the value of foreign qualifications presented by prospective students applying for places of study in the UK. Our procedures indicate all documentation checks to assess the value of qualifications presented by prospective students.

The competency of the admission staff is essential; as all prospective students must be given appropriate information on the programmes on offer and the expectations thereof. This will help students to make informed decisions and to be aware of what to expect and how the programmes relate to their future career prospects.

This policy is designed to serve as guidance for all involved in the College admissions processes. The key imperatives are:

- Students must be given honest and trustworthy programme information
- Students must be given relevant information about the College and what they can expect over their courses of study.
- Staff will check all documents to ensure applicants meet the necessary entry requirements
- The College has in place mechanisms for the recognition of prior learning
- The College must have in place mechanisms to ensure continuous professional development of all staff involved in the admission processes.



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In the event that stakeholders have grounds to appeal an admission decision or to make a complaint, College should have in place:

- An Appeals Procedure
- A Discrete Complaints Procedure

These must be made known to all during the admissions process. This is a key part of any fair and transparent admissions process (Part B2 Quality Code).

The admissions staff will demonstrate good understanding of the relevant qualifications and credit frameworks onto which students seek admission. Information on these frameworks must also be made known to all prospective students and the progression thereof upon completion of the course.

The complaints and appeals processes of the College must therefore accommodate and address complaints and appeals related to recruitment, selection and admission (Part B9 of the Quality Code). The timescales for handling appeals and complaints in relation to admissions must give the opportunity for prospective students to pursue their next course of action within the application process admissions window. The timescale for dealing with appeals and complaints in the admissions process is thus an important factor and this must be communicated to prospective students (Ref: Complaints and Appeals policies).

These admission policy and procedures are monitored, reviewed and updated as is necessary to ensure that prospective students are made aware of current procedures and changes in the basic requirements for admission. This will help those seeking admission to use relevant information when making their choices on their various programmes of study.

The process should give adequate information to prospective students on matters of:

- Recognition of prior learning
- Special education needs and learning challenges
- Support systems and resources available for those with learning needs

Furthermore, there needs to be consideration of how vulnerable adults can be protected. This policy is consequently linked to safeguarding to ensure that staff recruitment is carried out using references which help assess the background of all staff. Student survey of special needs upon admission is crucial as this helps identify those who may be subject of harm, discrimination or prejudice.



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## Entrance Criteria

Applicants to full time HND courses will normally hold a Level 3 related subject qualification from a UK awarding body; an equivalent professional qualification or a qualification from an EU member state or overseas institution whose equivalence has been verified; applicants with nonstandard qualifications, will also be considered where they have appropriate professional experience within their chosen subject area.

## Admissions Procedure

Prospective applicants must first complete a standard application form and submit this to the College together with the original qualification documents and their passport for identification purposes.

## Entry Requirements for HND Courses

- Must be 18 years and above
- One GCE A level pass in a relevant subject and passes at GCSE level

Or

- A Level 3 qualification

Or

- GCSE passes with a minimum 3 years' work experience in a business or hospitality field

And

- English Language – at B2 or IELTS level 5.5

**Mature applicants** a minimum of 3 years work experience at supervisory level and meet the English language requirement.

## Meeting the Admissions Officer

After receiving your application form, the next stage requires having a discussion with the Admissions Officer who discusses the details of the programme you wish to study and ascertains whether the applicant is suitable for the programme in terms of background, interest and expression and meeting the entry requirements stated above.

Admission Officer will also give student information about college *policies, fees, terms and conditions*, assessment procedure, course specification and course progression.

Applicants also have opportunity to ask further questions about the programme, such as whether the programme serves their interests and future career aspirations.

Finally, applicants at this stage are requested to take numeracy and literacy tests. This helps to identify whether applicants on admission might require additional support to achieve the aims of the programme.

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The Admissions Officer informs the applicants that the outcomes will be communicated to them after consideration by the Academic Board.

The Admissions Department screens applicants as meeting the requirements and forwards the list to the Academic Board for consideration and approval.

Upon approval, the Academic Board communicates with the Director of Studies, Admissions Department and Principal on the final list.

Director of Studies issues Conditional or Unconditional offer letters of admission to successful applicants and will inform unsuccessful applicants within 3 weeks of submission of application.

Successful students must meet any condition mentioned in their conditional offer letter within 14 days. Student has a right to cancel their admission within 14 days of receiving their offer letter.

Once students accept their offer of admission – College will email them Induction Day information.

### **FAIR ADMISSIONS POLICY** *(full policy available on policy section of our website)*

Stratford College London's admission process is fair, transparent and consistent. The Admission Policy and Procedures are in accordance with the QAA UK Quality Code for Higher Education.

Stratford College London accepts students on their merits regardless of age, disability, race, nationality, gender, religion, sexual orientation, marital status or other personal circumstances.

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## Student Documents Check list

<b>Student Name:</b>	
<b>Course:</b>	
<b>Commencement Date:</b>	

***All students must fully complete all forms and provide the following documents where applicable***

<b>DOCUMENTS</b>	<b>YES (submitted)</b>	<b>NO</b>	<b>N/A</b>
Full Application Form			
Recent Photos			
Education Documents			
Professional Qualification Documents <i>(if applicable)</i>			
Passport/Visa copy (Right to work)			
Plagiarism Information Form			
Induction Form			
Medical Fitness Form			
Undertaking			
Next of Kin Form			
Use of Photo Authorisation Form			

### **FOR OFFICE USE ONLY**

Documents checked & verified

Staff Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



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### **STUDENT ADMISSION (Stages)**

Prospective students are given information on College and programmes of study

Those who are interested fill in application forms and attach qualification documents (make copies of originals), plus passport, National Insurance details, photographs and Level B2 in English Language

Admissions staff scrutinise applicants' documents and shortlist those who meet the Minimum requirements

An informal interview is conducted so students can be given more information and Admissions staff can also judge if a prospective student is suitable for the programme

Admissions team prepares a list of shortlisted applicants and forwards it to the Academic Board for consideration and approval

Academic Board checks applicants' files against the checklist to ensure accuracy of selection decisions

After Academic Board approval a final list is drawn.

Those not successful are immediately informed and given reasons why they were not successful (non-offer letters)

They have the right to appeal, with information on the process provided.

Successful applicants are informed as soon as possible through Offer letters

Successful applicants are invited to College by text for enrolment and induction during induction week  
(This covers a number of activities)

Enrolled students are then registered with the awarding body (Pearson).  
Class commences



## Stratford College London

**This Policy area reflects and embodies:**

### **UK Quality Code Chapter B2: Enabling Student Development and Achievement**

**Expectation:** Recruitment, selection and admission policies and procedures adhere to the principles of fair admission. They are transparent, reliable, valid, inclusive and underpinned by appropriate organisational structures and processes. They support higher education providers in the selection of students who are able to complete their programme.

The policy is also consistent with the Person HND admissions criteria and regulations

(<https://qualifications.pearson.com/content/dam/pdf/BTEC-Higher-Nationals/Business/2016/Specification/Business-specification-Issue6.pdf>).

### **Related Policies:**

Student Handbook

Staff Handbook

Student Induction Programme

Marketing Policy

Academic Appeals and Student Complaints Policies