ADMISSIONS POLICY

Introduction

City of London College is committed to ensuring that its admissions policies and procedures are transparent, followed fairly, courteously, consistently and expeditiously; that information concerning applicants remains confidential between designated parties, and that decisions are made by those equipped to make the required judgements.

The policy and associated procedures comply with the relevant equality and diversity legislation affecting the admissions of students and take account of sectoral best practice, including the QAA's UK Quality Code for Higher Education Chapter B2: Recruitment, selection and admission to higher education and Part C: Information about higher education provision of the quality code and Supporting Professionalism in Admissions (SPA's) good practice guidance.

Responsibility

This admissions policy relates to entry in the academic year 2019/2020. The CEO and relevant Programme Directors will review the admissions policy annually and will recommend any policy changes to Academic Board for approval.

The admissions policy is published on the College's website where all College staff have access to it. All staff are required to comply with the College's policies and procedures.

Admissions Policy

This policy covers all taught full and part time applications for study at the College. The policy is aimed at prospective students, applicants, higher education advisers and City of London College's admissions and academic staff.

The City of London College welcomes applications from applicants who have the ability and motivation to succeed. The College is a strong advocate of lifelong learning and widening participation providing study opportunities for all applicants who have the potential to benefit from them. It also promotes the advantages of an inclusive national framework which recognises the value of both academic and vocational qualifications. Factors such as work experience, vocational training and non-standard qualifications can be taken into account when considering an application. Admissions staff have discretionary powers to assess each case on individual merit. Qualifications which are not acceptable on their own may be considered where there are particular combinations that are seen to meet the specific requirements of an individual programme.

The College monitors changes in the curriculum to ensure that all new qualifications are recognised and understands the importance of timely and accurate pre-entry information to prospective students to enable them to make informed choices and decisions in their selection of programmes of study. The College's aim is to be proactive in the provision of information and advice to all applicants.

The entry criteria for each programme are reviewed annually by Programme Directors and the CEO. The agreed criteria is used by the Admissions Office to make decisions and only where there may be

some deviation will an application be referred to an Admissions Tutor for a final decision unless an interview is a requirement of the selection process.

In the case of College programmes that are accredited by a professional body, awarding body, or College partner, criteria for entry will also meet any requirements specified by that professional body, awarding body, or College partner.

Potential applicants should not be discouraged if they do not meet the precise criteria for entry into a programme of study. If the College is unable to offer an applicant a place on the chosen programme, the College will, where possible, make an alternative offer to a programme which the applicant may find suitable.

Training and Development

The College ensures that staff involved with the admissions process are professional and receive appropriate training and development in admissions and related areas.

College staff participate in national student admission agenda through membership of various professional bodies, and attendance at conferences and working closely with College partners and awarding bodies. This facilitates the dissemination of good admissions practice across the College.

Ongoing staff development is offered to staff involved in admissions in order to ensure compliance with regulations and consistency of procedures. For example these training sessions include workshops about recruitment strategy, qualifications, interviews and entry requirements as well as technical training for staff involved in recording offers. External training is given via the UCAS Continuing Professional Development programme, Higher Education in Admissions conference sessions, advice from the Supporting Professionalism in Admissions (SPA) team and sharing best practice with other HEI's.

Recruitment

City of London College strives to ensure that promotional materials are relevant, accessible and accurate at the time of publication, are not misleading, and provide as much information as possible to enable applicants to make informed decisions about their options. The College's Marketing Department is responsible for ensuring the accuracy of all programme information published by the College for the purposes of recruitment. Appropriate sections are checked in consultation with Programme Directors and awarding bodies annually. The programmes, services and other matter covered by prospectuses are subject to change from time to time and no guarantee can be given that changes will not be made following publication and/or after applicants have been admitted to the College. The College will communicate these changes to applicants and current students via the most appropriate communication channels.

The Marketing team plans and co-ordinates recruitment activities aimed at non-UK students, both overseas and in the UK and ensure that all relevant staff are briefed on appropriate processes and procedures.

Representatives from the College work closely with schools and further education colleges and may attend higher education fairs across the UK.

Information relating to admissions process and procedure at the College is available at College open days and staff are available to discuss these with potential applicant.

Changes to the Programme

Where material changes have been made to a published programme, those applicants with an offer on that programme will be informed of those changes as soon as possible. Such changes may include:

- a change in the approval status of the programme;
- a programme gaining accreditation from a professional body;
- a major variation to the programme fees;
- a change of location of programme delivery; · the closure or suspension of a programme.

Applicants will have the option of withdrawing their acceptance on the programme. Should they wish to be considered for an alternative programme their application will then be assessed against the entry criteria for that particular programme, provided there is sufficient space to accommodate them.

Entry requirements

The College's minimum entry requirements are published on the College website: http://www.clc-london.ac.uk

The College accepts all nationally recognised advanced qualifications for entry to higher education, and gives equal consideration to academic and vocational qualifications for all programmes of study. The College may also take into consideration skills and expertise gained from work experience or vocational training.

Entry requirements for specific programmes of study are published in the College prospectuses and on the College website (http://www.clc-london.ac.uk), and are updated as required by admissions staff. The College offers places to applicants for university partner programmes using the university partner's tariff.

In addition to academic qualifications we will also take into account information provided within the personal statements and reference, particularly where this reveals extenuating or mitigating circumstances which may have affected academic performance.

Due to the limited number of places on each programme it must be noted that attainment of published indicative entry criteria does not guarantee an offer of a place.

Some programmes require applicants to attend selection tests such as interviews. In this case applicants will be informed about the rationale for and requirements of any selection measures.

Additional references may also be requested in order to inform the admissions process.

If an interview is required as part of the admissions process but the applicant is unable to attend in person (e.g. because they are resident overseas), in some cases it may be possible for a telephone or video interview, or other alternative selection process, to be used. The College may recognise credit or credit equivalence achieved from successful study in other institutions as contributing to awards of the College. Students who have successfully completed a College Foundation degree programmes and have met the performance requirement for entry, and who perform satisfactorily in any selection measures, will be eligible for entry and credit recognition on to named honours level programmes. Applicants undertaking a foundation degree at another institution are also eligible to apply.

English language requirements

Applicants whose first language is not English must have a sufficient command of the English language to complete their studies satisfactorily and have completed an English Language proficiency test that has been assessed to a minimum level CEFR B2 level. Please note that the programmes at the College require a minimum of International English Language Test (IELTS) band 5.5 or equivalent with a minimum of 5.0 in each component and some programmes require a higher level. Programme specific entry requirements are available on our website.

Admissions Process

Applications to full time undergraduate degree and foundation degrees programmes should be made via the Universities and Colleges Admissions Service (UCAS). All other programmes based at the College should be made directly using the College's online application form.

The College is committed to providing a professional admissions service in order to provide the best support to its applicants. We operate a centralised admissions process to achieve this. All applicants have a personal CLC Welcome website where communications and information about their admission is detailed.

The consideration of individual applications where there is no interview or portfolio requirement takes place in the Admissions Office, where specialist staff review the application on the basis of achieved and predicted qualifications. Agreed entry criteria are used by the Admissions Office to make decisions and only where there may be some deviation will an application be referred to an Admissions Tutor for a final decision.

Decisions

Decisions on undergraduate full time applications will be transmitted to UCAS through the College's admissions system. Once a decision has been entered it is available to be viewed by the applicant through UCAS Track and the CLC Welcome website.

Decisions for applications made directly to the College will be processed through the admissions system and will be available to view on the CLC Welcome website and a communication will be sent to the applicant to confirm the outcome of their application.

All successful applicants who firmly accept the offer of a place will be sent key information on the College's fee policy, the complaints and appeals procedure, terms and conditions and the College's academic regulations. Arrangements for registration and induction for new students will also be communicated during the application cycle. This will be co-ordinated by the Admissions Office.

Deferred entry

Deferred entry is granted at the discretion of the admissions staff. Applicants should indicate that they wish to defer entry on their application form. Applications for deferred entry will be considered equally up until the point of confirmation. Normally deferred entry is granted for one year only. Applicants who decide to defer after accepting a place at the College for the current cycle will be considered on an individual basis.

Interviews and Portfolios

Admission to some programmes may require additional stages to the selection process such as an interview or the requirement of a portfolio. In these cases any additional requirements will be clearly stated in the College prospectus and entry profiles. Applicant interviews may be introduced as part of the selection process for any course offered at the College provided it is communicated to applicants via pre-entry publicity (UCAS website, College website and prospectus, wherever possible). The outcome, including feedback for unsuccessful applicants will be returned to the Admissions Office along with the paperwork relating to the applicant.

Where there is an interview requirement applicants will be notified of the date, time and location through their CLC Welcome website. Interviews and decisions on the applications for programmes where an interview is required will be made by an Admissions Tutor for the programme, and these decisions will be processed by the Admissions Office.

If a portfolio is required as part of the selection process this will be communicated to the applicant via their CLC Welcome website.

Feedback

The College does not currently provide automatic feedback to unsuccessful applicants but will provide feedback, where possible within seven working days, to those who submit a written request to the College. The request must include the applicant's full name, address and application ID number (where known). If applicants have additional information to submit in support of their application, this can be provided as part of the request for feedback.

The Supporting Professionalism in Admissions (SPA) programme, the Delivery Partnership Steering Group (DPSG) and UCAS are currently working together for a consistent method of feedback to applicants following the Government's response to the consultation on Improving the HE Application Process. The College look forward to their recommendations and will amend this policy accordingly.

Confirmation of results

'Confirmation' refers to the period in August each year when the College receives examination results for applicants who have accepted Conditional offers on undergraduate programmes. Applicants who have achieved the grades required have their place

confirmed. Applicants who have not met the required grades are reviewed and their place may be confirmed if a place is available and it is felt they will still be able to succeed on the course, although no guarantee is made that this is possible. The confirmation procedure includes receiving and processing electronic data from UCAS which in turn receives and processes electronic data from the examination boards. The College reserves the right to amend the offer in the light of an electronic error.

Disabilities and Specific Learning Difficulties

As part of its commitment, the College believes that admissions processes should be as equitable as possible for all students. All applications from candidates who have disclosed a disability will be considered in the same way as any other application and a decision will be made that is based upon the candidate's academic merit and potential. The legislation with which the College's policy complies is now the Equality Act 2010 (replacing provisions in the Disability Discrimination Act 1995 and the

Special Educational Needs and Disability Act 2001) and this applies to both disabled students and applicants.

Applicants are encouraged to disclose a disability when they apply by completing the relevant section of their application form.

Whilst the provisions of the Equality Act 2010 normally make it illegal to reject an applicant on the grounds of disability there are three instances in which a College can reject a disabled applicant if they have the entry criteria necessary and these are:

- overriding health and safety concerns;
- barriers resulting from professional requirements; · necessary reasonable adjustments cannot be made.

The Admissions Office will issue a questionnaire through the CLC Welcome website to all applicants who have disclosed a disability. Where an application indicates a disability code other than A or G this application, along with the completed questionnaire, is referred by the Admissions Office to the CEO. The applicant's requirements are considered and appropriate action is taken to ensure the applicant understands the support available. In some cases a meeting will be organised with the applicant to explore such requirements and how these may be met. Following this meeting, support services will be put in place and reasonable adjustments made at the College to address barriers which disabled students may encounter in the learning, teaching and assessment environment and which may affect performance.

Disclosure and Barring Service (DBS) and Occupational Health (OH)

In the event of the College offering any programmes requiring a DBS and occupational health check this will be clearly stated in the Entry Profiles on the website.

Applicants with criminal convictions

To help the College reduce the risk of harm or injury to our students and staff caused by the criminal behaviour of other students, applicants are required to inform us of any relevant criminal conviction.

Relevant criminal offences include convictions, cautions, admonitions, reprimands, final warnings, bind over orders, or similar involving one or more of the following:

- any kind of violence including (but not limited to) threatening behaviour, offences concerning the intention to harm or offences which resulted in actual bodily harm;
- offences listed in the Sex Offences Act 2003;
- the unlawful supply of controlled drugs or substances where the conviction concerns commercial drug dealing or trafficking;
- offences involving firearms;
- offences involving arson;
- offences listed in the Terrorism Act 2006.

Warnings, penalty notices for disorder (PNDs), anti-social behaviour orders (ASBOs) or violent offender orders (VOOs) are not classed as convictions for the purpose of this section, unless they have

contested a PND or breached the terms of an ASBO or VOO and this has resulted in a criminal conviction.

If an applicant has a relevant criminal conviction that is not spent, they must declare it. Please note that they do not need to include convictions, cautions, warnings or reprimands which are deemed 'protected' under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013). Guidance and criteria on the filtering of these cautions and convictions can be found on the Disclosure and Barring Service website (https://www.gov.uk/government/collections/dbs-filtering-guidance).

If a person does not re-offend during their rehabilitation period, their conviction becomes 'spent' (as defined by The Rehabilitation of Offenders Act 1974). Convictions that are spent are not considered to be relevant and you should not reveal them. You should note that certain offences are never spent.

Please note for programmes in Teaching, Health, Social Work or programmes involving work with children and vulnerable adults, any criminal conviction including sentences and cautions (including verbal cautions), reprimands, final warnings and bind-over orders is exempt from the Rehabilitation of Offenders Act 1974 and must be disclosed.

Failure to declare a relevant criminal conviction may result in an application being withdrawn or made unsuccessful, and if you are convicted of a relevant criminal offence after you have applied, you must inform us. Continuing students will be expected to declare any relevant criminal conviction immediately and will be required to confirm at reenrolment that they understand this.

Safeguarding – Age on Entry

City of London College welcomes applications from people of all ages. No applicant shall be refused admission on grounds of age. The College does, however, recognise its special duty of care towards students who are legally still children, and has established procedures for dealing with applications from people who as students will be under 18. Principles, institutional responsibilities and procedures relating to the protection of under 18s and vulnerable adult students are set out in the College's Safeguarding Policy and Procedure.

Applicants under the age of 18 will be sent 'Guidance to Applicants and the Parents or Guardians of Potential Students Aged Under 18 on Entry' and asked to return a consent form from their parents or legal guardians who reside in the UK. Those applicants without parents or legal guardians in the UK are required to appoint a guardian through a recognised agency.

Fraudulent Applications

The admissions decision will be based on the information supplied by the applicant. It is the applicant's responsibility to ensure that all pertinent information is supplied on his/her application. The omission of such information, or the supply of inaccurate information, may invalidate the application and, where relevant, any subsequent offer or acceptance of a place.

Any fraudulent or incomplete application including those which have been detected through UCAS plagiarism software will be forwarded to the CEO for consideration which may result in the withdrawal of an offer or termination of a registration if a student has progressed to studying at the College.

Appeals

An appeal is a request for reconsideration of an application decision and can only be requested after an applicant has received feedback on the reason for their original rejection. Appeals will not be permitted from parents, sponsors or employers of applicants. However in cases where an applicant is under the age of 18 or has a mental health issue or disability which might impinge on their ability to make an appeal, a third party may be nominated to progress the appeal for them.

Applicants do not have a right of appeal against the academic or professional judgement about the applicant's suitability for entry to a particular programme. However, if following receipt of feedback, an applicant feels an error has occurred, they can request a formal review of the selection decision on one of the following grounds:

- pertinent information was missing from the original application;
- there has been a misinterpretation of information or data contained within the original application;
- there was a procedural anomaly in the handling of the application;
- that there is evidence of prejudice or bias on the part of College or Partner Institution staff.

The request for a review must be made in writing to the CEO, and should be received within 28 calendar days of the provision of feedback. On receipt of a request, the CEO will review the application, referring to relevant admissions staff where appropriate, and will respond in writing within 28 calendar days. It is expected that these deadlines will be adhered to, however in exceptional circumstances the time periods may need to be extended, either for the applicant or CEO. In such cases the applicant will be notified. The applicant will be informed in writing of the outcome of the appeal and given an explanation for the decision which has been reached. The decision of the CEO is final and there is no further right of appeal.

Complaints

Applicants may complain if they are dissatisfied with the service they have received regarding an application or any other aspect of the admission procedure. Complaints relating to admissions will be managed in accordance with the College's Complaints Procedure.

The procedure cannot be used as a means to change a selection decision. However if the investigator believes there are grounds for an appeal against the selection decision, they may advise the applicant to submit a formal appeal. In the event that an applicant submits both an appeal and a complaint, the applicant's appeal will be addressed first, as satisfactory resolution can often remove the need for a complaint to be made. On conclusion of the appeal process the applicant will be asked if they still wish to make a complaint.

Fees

City of London College is committed to a fair and transparent policy in respect of all fee charges made to students, whether tuition fees or additional programme related costs. The College reviews its fees and its fees policy annually. Tuition fees may be subject to change and are available on the College website.

Data Protection

All UCAS applications are subject to the UCAS Data Protection agreement, as described in the 'Data Protection Act' information of the UCAS Declaration section. In addition, all applications to City of London College are covered under the Data Protection Act 2018. The information provided in applications will only be used for admissions purposes and will form part of the student's record if they accept a place. The information will be confidential between the applicant, the College and any other parties the applicant has consented to as part of the application process (e.g. UCAS). However, City of London College may have to release information to authorised outside agencies, such as the police or the Home Office, to prevent or detect fraud.

Policy Review

This policy will be reviewed on an annual basis, or if there is a change in legal or other business or academic related requirement.

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