

Northern Regional College Admissions Policy

Doc No. STU 8

Issue	Document Title	Date of 1 st Issue	Last Reviewed	Responsibility of
2	Admissions Policy	14 Oct 10	24 Nov 16	Student Services

This document can also be produced in alternative formats upon request.

Contents

1. Introduction	3
2. Equal Opportunities.....	3
3. Information and Advice to Applicants	3
4. Full Time Applications for Further Education, Training & Higher Education Students ...	4
5. Part Time Applications	4
6. Decisions on Applications	4
7. Criteria for Entry	4
8. Offer of Admission.....	5
9. International Students	5
10. Non Admission.....	5
11. Complaints and Appeals	6
12. Comments and Complaints Regarding this Document	6
13. Monitoring and Review of this Document.....	6
14. Links to other Documents	6
15. APPENDIX 1	7

Northern Regional College

Admissions Policy

1. Introduction

The College aims to provide a fair system for all student applications. This policy outlines the following:

2. Equal Opportunities

The College welcomes applications from all candidates regardless of their age, race, gender, religion, political opinion, marital status, dependant status, sexual orientation or disability. The College is committed to equality of opportunity and aims to avoid discrimination in accordance with the College's policy on equal opportunities.

In addition, the College has identified positive steps to ensure that disabled applicants and students' needs are met by the College. The College will continue to tackle barriers that discriminate against disabled people.

3. Information and Advice to Applicants

The College aims to provide accurate and timely information and advice to prospective students about opportunities for study on offer to them. Course information is provided in the published prospectus and also made available on the college website and application portal.

Where more detailed information is required admissions staff will contact the Departmental Administrator and/or Course tutor as appropriate; the College aims to respond to all enquiries within 2 working days.

General careers advice and guidance is available by appointment.

To ensure that prospective learners make informed choices the College will provide information on:

- Course entry criteria, content and methods of assessment
- Target qualifications
- Progression routes
- Education support services
- Registration, tuition and examination fees and any other financial charges associated with the course
- Student financial support

4. Full Time Applications for Further Education, Training & Higher Education Students

Applications to study on courses will be processed through the applications portal available via a link from the College website <http://www.nrc.ac.uk>. Courses for the incoming academic year will normally be available for application from 1 February. Courses will accept applications from this date throughout the year up to and beyond enrolment (final date for applications normally 31 October).

College admissions aims to observe the following timings for processing applications:

- Applications will be acknowledged by the College within 5 working days of receipt.
- Once applications have been acknowledged subsequent contact will be made by a member of the course team. Any requirements for further information will be explored at that stage. A one-to-one meeting or a group information session may be arranged as necessary. Where appropriate, additional support can be provided for students who have learning difficulties or disabilities.

5. Part Time Applications

Applications to study on part-time courses will also be processed through the applications portal via the College website <http://www.nrc.ac.uk>. A place on a part-time course will not be secured until the applicant has met all criteria for entry and has completed the College enrolment process including payment (or made arrangements for payment to be made).

The College reserves the right to set interim closing dates in the case of high numbers of applications. Such dates will be published on the College website.

6. Decisions on Applications

Once an application has been processed one of the following decisions will be made:

- To offer a place unconditionally (an unconditional offer)
- To offer a place subject to meeting certain conditions (a conditional offer)
- To offer an alternative course
- To reject the application.

Applicants for those courses where there is an element of work placement connected with children or vulnerable adults will be required to apply for Access NI clearance and registration with the Independent Safeguarding Authority if appropriate.

The submission of an application does not guarantee a place on any course.

7. Criteria for Entry

Criteria for entry to each course will be available on the website and contained in the College prospectus and other printed materials. Criteria will take cognisance of Awarding Body requirements, the skills required to succeed on the programme and capacity, which

may take into account accreditation of prior experiential learning (APEL). If an applicant does not meet the criteria needed for entry at the start of the academic year, an alternative course may be offered. The College recognises that there are many individuals who, for a variety of reasons, have not gained formal qualifications and will where possible offer alternative courses. Applications will also be considered from mature students with or without formal qualifications who can demonstrate a level of motivation and ability commensurate with the programme.

Oversubscription will be dealt with by the individual curriculum area and may involve criteria enhancement. The process will be managed in a fair and equitable manner.

8. Offer of Admission

Each applicant who is successful will receive a formal offer from the College. Applicants will be asked to accept or reject the offer. An offer will be withdrawn if proof of qualifications is not provided or an acceptable Access NI check is not obtained where appropriate. It is the responsibility of the applicant to ensure that details supplied to the College are kept up to date e.g. change of email address, mobile telephone number or address. Failure to do so may result in the place being offered to someone else.

In exceptional circumstances, such as under-subscription, a course may be withdrawn by the College.

9. International Students

Students whose first language is not English will be admitted to the College on the basis that their level of written and spoken English will allow them to succeed on the course and that previous qualifications gained equate to the course entry criteria. A student may be required to demonstrate their level of English by undertaking an Essential Skills assessment.

Further entry requirements for non EU students as set out by UK Visas and Immigration may apply. See Appendix 1.

10. Non Admission

The College reserves the right to refuse admission to an applicant who has previously been excluded from the College or partner organisations or who previously attended but failed to make sufficient effort towards successfully completing their studies. The College has a duty of care to learners and staff and reserves the right not to admit a learner where there is evidence that they could be a threat or danger to others. A student with outstanding College debts may be excluded from the College.

If in very exceptional circumstances and after appropriate assessment, the College is unable to make the special adaptations required to enable an applicant to participate on a programme that applicant may be refused admission.

11. Complaints and Appeals

Any applicants who wish to make a complaint in relation to the College's Admissions Policy or process, or would like to make an appeal about a decision made during the process, should do so in writing to the Head of Student Experience within 10 days of the issue arising. The Head of Student Experience, or a nominee, will investigate the complaint and respond in writing within 15 working days.

If the Complaint or Appeal is upheld, the College will inform the applicant of the decision in writing and refer the application back to the relevant Head of Department/Assistant Head of Department of the area to which the original application to study was made.

If the learner or parent/guardian is not satisfied with how the complaint or appeal has been dealt with, they may use the College's Complaints procedure which is available to access on the College website. All College reception desks can issue hard copy complaint forms and these can be returned to the College Quality Department via post, email or submitted to any College reception. Complaints cannot be considered if they are submitted anonymously.

12. Comments and Complaints Regarding this Document

Comments and complaints regarding this document will be handled through the College's comments and complaints mechanisms. If you have a comment or complaint, or require further information regarding the process, please e-mail quality.improvement@nrc.ac.uk.

13. Monitoring and Review of this Document

- a. This document will be monitored on an ongoing basis and subject to a full review at least every two years.
- b. The document may also be updated if changes or improvements in processes or procedures are identified.
- c. In monitoring and reviewing the document the following will be taken into consideration:
 - feedback regarding the content and format of the document;
 - uptake and usage;
 - comments or complaints regarding the document;
 - Equality information and monitoring data.

14. Links to other Documents

Internal Documents:

- Curriculum Strategy
- Curriculum Plan
- Widening Access & participation Plan (WAPP)

External Documents

- See Appendix 1
- Quality Code QAA B2

15. APPENDIX 1

Information for International Students

Full information is available in the UK Visas and Immigration web site,

<https://www.gov.uk/government/organisations/uk-visas-and-immigration>

Immigration Rules

Details of the immigration rules and how they apply to students are available here:

<https://www.gov.uk/guidance/immigration-rules>

Sponsor & Confirmation of Acceptance for Studies

The rules governing sponsorship are complex. Any international students wishing to study at the College should contact us through the links on the College website www.nrc.ac.uk

Document Development

D1. Working Group: details of staff who were involved in the development of this document:

Name	Position
Jenny McKay (Iss1)	Head of Customer Services
Steven Lavery (Iss 2)	Head of Care and Access

D2. Consultation: details of staff, external groups or external organisations who were consulted in the development of this document:

Please refer to Equality Screening Consultation Guidance.

Name	Organisation	Date

D3. Approval Dates:

Details	Date Approved
Equality Screening (please refer to Equality Screening Guidance)	Feb 2018
Quality Checked (please refer to Quality Checklist)	March 2017
SLT	Nov 2016
Governing Body (SLT to decide if PPS needs to go to Governing Body)	N/A

D4. Communication Plan:

Please provide details and dates as to how this document will be communicated, implemented and disseminated:

Action:	Action by:	Date:
Uploaded to Staff Intranet	QM	

D5. Document History

Issue no. under review (Please see the front page)	Date of review: (Date)	Who was involved in reviewing the document? (Name/s)	Were changes made to the document after reviewing? (Yes or No)	If changes have been made, please provide brief details:	New Issue No.	If Yes, did the document need to go through consultation again? (Yes*/No)	If Yes, did the document need to be Equality Screened again? (Yes*/No)	If Yes, date those affected by document will be alerted of updated document: (Date)
1	24 Nov 16	Steven Laverty		<ul style="list-style-type: none"> • Policy in new template • Page 3, reference to Disability Action Plan removed. • Page 3, Faculty Administrator changed to Departmental Administrator • Page 3, Full Time Applications for FE, Training and HE, additional information added to application process. • Section 4, removed, The Interview Process section has been removed. • Page 4, Part Time Applications, wording change reference to interview has been removed. • Page 4, Decisions on Applications, wording change, reference to interview removed. • Page 4, Criteria for Entry, APEL information added. • Page 5, Offer of Acceptance, it is the responsibility of the applicant to ensure contact details supplied are kept up to date. • Page 5, International Students, appendix 1 changes made to information contained in appendix 1. 	2	No	Yes	No

* If you answered 'Yes' in columns E or F, you must forward details of additional consultation and/or screening to the Equality Officer.