



**MORLEY COLLEGE LONDON**

**Higher Education Admissions Policy**

**POLICY OWNER: QUALITY AND STANDARDS**

**Approved by Policy Committee: DRAFT  
NEXT REVIEW: 2018**

## Equality Analysis Screening – TO DO

Equality analysis is a way of considering the effects on different groups protected from discrimination by the equality act. Consider if there are any risks within this policy that will adversely affect a particular group or a variety of groups. Are there any changes that need to be made to the policy its self or additional actions that need to be made to mitigate the risks? The protected characteristics are:

- Race
- Gender
- Disability
- Age
- Sexual Orientation
- Gender reassignment
- Religion and Belief
- Maternity and Pregnancy
- Marriage and Civil Partnership

Risks identified:

Evidence used (data, consultation):

Does this policy need a further action before it can be approved?  
(changes made to policy or further equality analysis needed)

## **1. INTRODUCTION**

**1.1** Morley College London is committed to providing an environment for students that actively provides equality of opportunity, freedom from discrimination and values the diversity of all students and prospective students. The College seeks to broaden the pool of potential applicants by raising awareness and expectations in line with its commitment to widening participation, particularly but not exclusively to its local community.

**1.2** The College highly values the diversity and range of experience that prospective students contribute to college life. Applications are welcomed from all UK and EU Nationals. The College is not able to take applications from International Students at this time due to UK border restrictions. Recruitment and admissions processes aim to match the abilities, aptitude and aspirations of the student to the programme of study.

**1.3** The College is committed to recruitment and admissions processes which are fair, explicit and implemented consistently across its range of provision. As such, Morley College aims to place their applicants on appropriate programmes with the support necessary for them to succeed. The admissions process will encompass a range of services, from the provision of information about programmes and services, through to the point of enrolment and beyond.

**1.4** This policy applies to applicants and potential applicants to Morley College's Pearson accredited higher education programmes of study. It is intended that the policy should uphold the principals outlined in the Schwartz Report on Fair Admissions (2004) and the Quality Assurance Agency's UK Quality Code.

**1.5** The objectives of Morley College in relation to admissions are that:

- The admissions process will provide a responsive and student-focused service, ensuring all applicants receive the appropriate advice, guidance and information that they need to apply for and enrol on the appropriate programme.
- All prospective applicants will have access to impartial pre-entry advice, guidance and information about programmes, including fees and funding, so that informed decisions can be made. Applicants should ensure that they have sufficient information on which to base decisions about programme acceptance and necessary support.
- The admissions process for entry onto programmes will be clear and concise to prospective students.
- All applicants will be considered on an equal basis, taking into account their academic record, potential for study, references, personal statement and relevant creative or technical experience or aptitude.
- Programmes and services will be promoted actively in the community to widen access and increase participation in line with Morley College's commitment to widening participation.
- The admissions process will have procedures which will enable the monitoring and evaluation of the quality of the provision. Applicant and enrolment statistics

will be monitored annually in relation to gender, ethnicity, age and disability for each course. This review will form part of the Annual Course Monitoring process.

**1.6** The Admissions Policy will promote equality and diversity, and will be consistent and complementary to all other College policies.

**1.7 This** Admissions Policy and selection criteria may be reviewed annually to ensure that individuals are selected and treated solely on the basis of their relevant merits and abilities.

## **2. POLICY IMPLEMENTATION**

**2.1** The admissions process is clearly outlined in the Higher Education information published online. All due care and attention will be taken to ensure that all communications to potential students are clear and unambiguous, in line with current QAA expectations. Admissions information published electronically and in hard copy will be subject to approval by the Marketing and Events Committee and reviewed annually by the Higher Learning Coordinator (HLC) and Quality and Standards Manager. Of particular focus will be course titles, entry requirements and compliance with validated documentation, ensuring it is accurate and up to date.

**2.2** All information about a candidate's application, including the outcome of the application, is confidential and will not be released to any unauthorised third party, including parents or teachers. The applicant must provide express written permission for her/his details to be released to a third party.

**2.3** Information and advice about programmes and entry requirements will be provided on the College's website, with further information available from the Quality Administrator (QA), Higher Learning Coordinator (HLC) and Programme Managers (PM) if appropriate. Every care will be taken to ensure that the information contained in the College's publications is accurate at the time of publication.

**2.4** Morley College makes no guarantee of the availability of a course, and it has the right to make changes to programmes due to funding, staffing or any other reasonable cause. In response to changing circumstances, between when a candidate applies for a course and their enrolment, the College reserves the right to:

- Cancel a course due to insufficient recruitment;
- Change the content, structure or title of a programme.

While Morley College will do everything they can to avoid the discontinuation of a course, if necessary the College will assist applicants in alternative choices. Regardless of the reason for change and nature of it, the College will notify all candidates, regardless of the stage of application, at the earliest opportunity.

**2.3** Guidance for applicants is available online, from the HLC, subject-specific PM or via Morley College's open days and information, advice and guidance service to assist in the choice of the most appropriate programme of study and to get information and advice about fees and student loans.

**2.4** At enrolment, all students will be provided with a copy of the Learning Agreement which they have signed, outlining the responsibilities of the College and the student.

**2.5** The Admissions process is monitored through feedback, student representative meetings and surveys and, where necessary, appropriate action is taken to address areas for development identified.

**2.6** The College, in conjunction with relevant teaching staff, are responsible for setting the entry criteria for their programmes in line with the College and awarding body requirements. This is reviewed by the HLC in consultation with Senior Management.

**2.7** In the case where there are more applicants than places, the College reserves the right to limit the number of places on a programme. Where competition for offers occurs, the college may offer an alternative programme to unsuccessful applicants and, for referred students, careers advice if requested. Any student wishing to follow an alternative programme of study will be offered a decision within the same timescale presented in **2.8** following confirmation of acceptance on the alternative programme by the applicant.

**2.8** Interviews will only be offered by exception where there is insufficient evidence in the application. It is general practice that applicants will be informed of an interview/audition date or a decision within three weeks upon receipt of application to the College.

**2.9** All applications for full time programmes should be made directly to Morley College via the online application system. Applications which are received after this date will be considered if places are still available.

**2.10** It is the responsibility of the applicant to provide full and accurate information as part of the admissions process and to notify the College of any changes or corrections to their original applications.

**2.11** No application will be deemed complete until a personal statement and reference have been fully completed and received. Applicants providing incomplete applications may, at the discretion of the HLC, be contacted to provide the missing information.

**2.12** Applicants will be given the opportunity to visit the College Placeholder events or by prior arrangement with the Programme Manager (PM).

**2.13** All prospective students who declare a learning difficulty or disability will be advised of the support available to them via Student Services, including the process for applying for Disabled Students' Allowances. Support will be available during

**2.14** If a student chooses to disclose a disability at any stage of the admissions process, the information will remain confidential and will only be shared with relevant staff with the individuals consent. Support is available throughout the application process.

**2.15** The College will publish on its website clear information about how admissions decisions are made including generic and course specific selection criteria and guidance on what to include in a personal statement, putting together a portfolio and what to expect at interview.

**2.16** Applications from students who have non- standard qualifications, partial or complete qualifications at a lesser or equal level of study which includes work

experience to be taken into account as part of their application will be considered on an individual basis.

**2.17** There is no automatic right to RPL. Any recommendations to use approve credit through the RPL process must be made by the PM and be approved at the Higher Learning Committee.

### **3. APPLICATION PROCEDURE**

Applications will initially be screened by the HLC to determine the suitability of candidates. This screening may include the submission of a portfolio in a relevant format, although a portfolio review employed to filter applicants prior to interview will be dependent on the nature of the programme and volume of applicants. Interview will be by exception only.

**3.1** Information on how portfolios should be formatted and on what criteria they will be assessed will be published on Morley College's website.

**3.2** Standard applications will be considered on the basis of the personal statement, reference and qualifications (actual or predicted) taking into account:

- commitment to and understanding of the subject area;
- extra-curricular activities, including work experience, voluntary work and school/college productions;
- relevance of the course in relation to the candidate's stated interests;
- the referee's assessment of the candidate's potential.

**3.3** Following review of the application, a candidate:

- may be made an offer (Conditional or Unconditional);
- in exceptional circumstances invited to interview;
- may be referred to another Morley programme of study

**3.4** Where an applicant is required for interview but unable to attend and, if relevant, it is impossible to make a decision about her/his suitability based on a portfolio, it is permissible to interview remotely. This may be by means of a telephone call, skype or e-mail communication. If interviews for a specific programme are to be conducted by a panel, in the case of telephone interviews a conference call should be made so as to involve the usual panel of interviewees (where possible) and similarly e-mail communications should be addressed to all members of the panel.

### **4. INTERVIEW PROCEDURE**

**4.1** As stated in point **3.0**, interview will be by exception only and triggered by insufficient information on the students ability to succeed on the course. Interviews will normally be held on the organised Placeholder days and while the College will do its best to accommodate the circumstances of its applicants, candidates who are selected for interview will normally be offered one opportunity to attend. In certain circumstances it may not be possible to re-schedule an interview and in such circumstances candidates

will be advised in advance. The College will strive to be as flexible and fair as possible, but within the operational limits of staff availability.

**4.2** The ST responsible for making a recommendation of an offer of a place must be fully conversant with these Admissions procedures and of equality of opportunities issues.

**4.3** The standard College Higher Education interview documentation, available on the EMMA, must be completed and signed by the interviewer and, where relevant, by any other panel member(s). The form should be returned to the QA within a working day of the interview.

**4.4** At interview the interviewer will evaluate the applicant's suitability for the course of study by identifying potential academic, technical, creative and professional ability (with or without a portfolio) from criteria which may include:

#### **4.6.1 Personal attributes**

- shows commitment, enthusiasm and interest in the subject area
- initiative and problem solving
- ability to communicate

#### **4.6.2 Creative process**

- can generate ideas and use external sources to develop them
- ability to research an idea and follow it through to a finished product

#### **4.6.3 Study skills**

- can understand and organise information clearly
- can investigate and analyse information
- shows reasoning and intellectual curiosity

#### **4.6.4 Professional skills**

- has shown they can initiate and deliver projects
- can work in a team and with people with different skills
- has shown confidence with IT

#### **4.6.5 Career aspirations**

- understands the relevance of the course to her/his career ambitions
- understands current debates within industry

**4.7** In relation to applicants with a disability, prior to interview, applicants may contact the QA if any reasonable adjustments to the interview process are required, such as:

- One to one interview rather than a group interview
- Choice of room
- Extra time for the interview and breaks where appropriate
- Provision of communication support/attendance of companion at interview

**4.8** Applicants with disability's may also choose to meet with Student Support separately from the interviews should they wish to discuss in more detail how the College will be able to support their particular requirements on course.

**4.9** Equally, applicants are expected to behave courteously at all times towards Morley College staff and students. Any applicant whose conduct is deemed by the College as offensive or threatening may have her/his offer a place removed.

## **5. Offers and Decision Making Process**

**5.1** The recommendation to recruit a student is made by the PM and is approved by the HLC.

**5.2** The PM or delegated member of staff will provide an evaluation of the candidate's application and, where relevant, portfolio and performance at interview to the QA via Morley College documentation. The overall result will indicate whether or not an offer may be made to a candidate or a referral to an alternative course made.

**5.4** Final decisions will take the form of:

- an offer (Conditional or Unconditional);
- a referral to another Morley programme of study

**5.5** The QA will notify the applicant of a decision no later than three weeks from the point of initial receipt.

**5.6** In order for the College to effectively and fairly manage the application process, applicants may be required to respond to communication requesting confirmation that they still intend to take up the offer of a place. If an applicant does not positively respond to such a request, the offer may be changed to Subject to Availability at the discretion of the College.

**5.6** Feedback on the application form and, where appropriate, portfolio analysis and interview will not be given to third parties, including parents or school tutors, unless the candidate has provided express written permission to release this information.

**5.7** Where an application has been rejected, the applicant may appeal in writing to the HLC if they believe that this policy has not been applied correctly in the processing of their application. Appeals will only be upheld where this Admissions Policy was not applied, and the incorrect application of the policy led to the rejection of the applicant. Applicants will normally receive feedback within 15 working days of the original request; if there is likely to be a delay in the process, applicants will be informed of this.

**5.8** In the unlikely event of changes to programmes or cancelation of programmes, the college will not be held liable and the Admission Policy will not apply (see point **2.2**)

**5.9** Applicants who are found to have falsified any part of their application or submit a fraudulent application will automatically have any offer of a place withdrawn.

## **6. EQUALITY OF OPPORTUNITIES**

**6.1** The College positively encourages applications from candidates from a diverse range of backgrounds, experience and ages, including those with disabilities. In line with government legislation, the College has an Equal Opportunities Policy, to ensure that applicants participate in a fair and equal process for selection, regardless of gender, sexual orientation, race, ethnic origin, age, disability, religious beliefs or socio-economic background. Through implementation of these policies, the College will ensure that selection at interview is restricted to the academic ability to succeed on the course.

**6.2** The College does not wish to debar individuals with criminal records from taking advantage of the opportunities provided by Higher Education. In general a criminal record is not be regarded as an obstacle to studying at Morley. In any event, the University will not take into account, when dealing with existing students and selecting applicants for admission, criminal convictions which are deemed "spent" under the terms of the Rehabilitation of Offenders Act 1974 unless such convictions are deemed as "exceptions" under the terms of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. If spent offences are required to be disclosed this will always be indicated in the application process.

**6.3** The College must also balance its responsibilities to provide a safe and secure environment for its staff, its students, visitors and others. In addition sometimes the University has to take into account the demands of various professional bodies and requirements under the law to protect special categories of people, e.g., children and the mentally ill.

**6.4** The College will balance the interest of the student/applicant with its responsibilities to other people. The College does reserve the right to refuse to admit/expel students where in accordance with below **6.5** and **6.6** where their criminal record makes it inappropriate for them to be admitted/attend.

**6.5** All those who work with children or vulnerable adults on placement as part of the course are required to undertake an Enhanced Disclosure through the DBS. It is the policy of the college that a satisfactory DBS Enhanced Disclosure certificate is received prior to the start of your programme. A satisfactory clearance must be received before you can be fully registered with the College. Students and trainees who do not have satisfactory clearances in time may have their placement activities suspended until such time as satisfactory clearances are obtained.

**6.6** It is also important to note that the maintenance loan and any funding will be delayed until we receive had DBS clearance.

**6.7** The College will make every effort to help students complete the process thoroughly but cannot take responsibility for delays in obtaining the Disclosure certificate due to inaccurate or incomplete information supplied, or through any specific queries which may arise at the DBS in relation to the information supplied. Nor will the College be held responsible for any delay in receiving the DBS Enhanced Disclosure certificate, which in turn may result in a delayed placement and funding.

**6.1** A criminal conviction will not necessarily bar entry on to a course. However, the College has a duty of care to its staff and students and, for crimes of a serious nature

where the applicant might pose a threat, the College reserves the right to deny the applicant admission to the course.

**6.2** The College requires all applicants to declare on their application form any previous criminal convictions and may withdraw an offer from an applicant who fails to do so. All information disclosed is confidential and will be held in accordance with the requirements of the Data Protection Act 1988.

**6.3** An applicant who declares a criminal conviction on their application form will be required to submit further details about that conviction. The QA will send the applicant a form in which the applicant will be asked to provide details about the nature of the offence, the sentence and the date of conviction.

**6.4** Once the form has been returned, the HLC will convene a panel to consider the information provided by the applicant. The ultimate decision must be taken by a member of SMT. They should seek the advice of the PM and a representative from Student Services. The panel will consider the nature of the offence, the date it occurred and if this is a repeat offence. The panel may additionally request recent Probation Service reports.

**6.5** Where the panel decides to refer an application on the basis of their conviction, the applicant will be formally notified with the reason for that decision.

**6.6** Morley College welcomes all applications and wishes to accommodate candidates from within and outside the EU. In the case of applicants for whom English is a second language, the PM and HLC must assure themselves of the applicant's ability to function at IELTS English Level 5.5.

**6.7** All candidates are required to provide certificated evidence of the relevant level of language attainment for the programme for which they are applying. Any test for proficiency in English must be recognised as valid by Morley College. In exceptional circumstances, a Subject Tutor and/or PM may invite the candidate for interview, whether in person, by telephone or e-mail.

**6.8** Any application from International students will be considered for its viability on an individual basis by the Subject Tutor, PM and HLC. Any decision will be communicated to the applicant in accordance with section **3.4**.

## **7. RESPONSIBILITIES WITHIN ADMISSIONS PROCESS**

**7.1** Responsibility for setting targets for admission to the institution overall and approving the target number of places available for each course shall lie with the Senior Management Team. Senior management responsibility for overseeing the admissions policy, administration of the recruitment process and ensuring that Morley College's targets are met overall shall rest with the Heads of School and Higher Learning Coordinator.

**7.3** The PM for each area will identify the academic member of staff responsible for admissions in each course. This will normally be the remit of the Programme Manager, who may in turn involve other members of academic staff (such as Subject Tutors).

**7.4** All staff involved in this Admissions Policy are responsible for complying with it, understanding their course targets and for ensuring progress against these targets. The HLC will be responsible for ensuring that academic staff and their line managers are fully aware of their course performance during the recruitment process and for reporting on progress to the relevant management committees.

**7.5** There is no right to appeal against the decision made by the relevant College staff regarding admission. Please see the College Complaints policy for information on how to lodge a complaint about the process.

**7.6** Please note that the College Fitness to Study Policy applies to all applicants.