



MORLEY COLLEGE LONDON

Student Admissions Policy and Procedure (not Higher Education)

**POLICY OWNER: HEAD OF QUALITY AND STANDARDS
APPROVAL: GOVERNING BODY
LAST APPROVAL: 15 July 2019
NEXT REVIEW: 31 July 2023**

1. INTRODUCTION

1.1 Morley College London is committed to ensuring equality of opportunity and freedom from discrimination for all students and prospective students. The College highly values the diversity of its students and prospective students and the range of their experience that enriches college life. It welcomes applications from all UK and EU Nationals, as well as international applicants (see Appendix 1 for the International Applicant Admissions procedure) and seeks to widen participation and broaden the pool of potential applicants by raising awareness, particularly but not exclusively in its local community.

1.2 The College is committed to recruitment and admissions processes which are fair, unbiased, explicit and implemented consistently across its range of provision. As such, the College aims to place 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.

1.3 This policy applies to applicants on the following courses:

- Unaccredited courses (including those requiring Tutor Approval)
- Accredited courses (Entry Level-Level 2)
- Advanced Learning courses

Information regarding admissions to Higher Education (HE) courses can be found in the HE Admissions Policy, available on the staff intranet (EMMA) and the College website.

1.4 The objectives of the College in relation to admissions are that:

- The admissions process will provide a responsive and student-focused service, ensuring all applicants receive the appropriate information, advice and guidance that they need to apply for and enrol on the appropriate programme.
- All prospective applicants will have access to impartial pre-entry information, advice and guidance 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 to prospective students.
- All applicants will be considered on an equal basis, taking into account (where required) 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 the College's commitment to widening participation.
- The Admissions Policy will promote equality and diversity, and will be consistent with and complementary to all other College policies

1.5 The admissions process contains procedures which will enable the monitoring and evaluation of the quality of the College's provision. Applicant and enrolment statistics will be monitored annually in relation to sex, ethnicity, age and disability for each course.

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 procedure and information, advice and guidance about programmes and entry requirements are clearly outlined in the published College information. All due care will be taken to ensure that all communications to potential students are clear, unambiguous and accurate at the time of publication. Admissions information published electronically and in hard copy will be subject to approval by the relevant Programme Manager. Particularly close attention will be paid to course titles, entry requirements and compliance with awarding body requirements (where relevant).

2.2 The College makes no guarantee of the availability of any course, and it has the right to close, cancel or make changes to programmes as a result of changes in funding or staffing or for any other reasonable cause.

Whilst the College will do everything it can to avoid the closure or cancellation of a course, if necessary the College will assist applicants with alternative choices and will notify all candidates, regardless of the stage of enrolment, at the earliest opportunity.

2.3 Information, advice and guidance for applicants is available online or via the College's open days, with support available via the Student Services team.

2.4 Once enrolled, all students may request a copy of the Learning Agreement, 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 is responsible for setting the entry criteria for its programmes. In the case of accredited course, this will be in line with awarding body requirements. In the case of unaccredited courses applicants must be able to demonstrate an interest in and commitment to the course, as well as the skills needed to succeed (which may in some cases be evidenced by successful completion of a course at a lower level).

2.7 It is the responsibility of all applicants to provide full and accurate information as part of the admissions process and to notify Student Services of any changes or corrections to their original applications and contact information provided.

2.8 All prospective students who declare a learning difficulty or disability will be advised of the support available to them via Student Services.

2.9 If an applicant 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 individual's consent. Support is available throughout the application process.

2.10 For accredited courses (Entry Level to Level 3), there is no automatic right to Recognition of Prior Learning (RPL) or Recognition of Prior Experiential Learning (RPEL). Any recommendations to gain approved credit through the RPL or RPEL process must be agreed on a case by case basis by the Programme Manager, in accordance with individual awarding body guidelines.

2.11 In all cases it is the responsibility of the applicant to ensure that they meet any entry requirement of the course and that the course meets their particular needs by reading the course outline and seeking advice and guidance from the College.

3. APPLICATION AND DECISION MAKING PROCEDURE

3.1 Where applicants apply for an accredited course which is identical to one they have already completed or part-completed at Morley College London or another institution, or is of a lower level than their highest formal qualification (in the same subject area) admission onto that course will be decided by the Head of School, taking into account potential funding implications and the educational benefit to the applicant.

3.2 In the event that criteria for entry are not met, wherever possible, an appropriate alternative offer will be made to the applicant.

3.3 Should an application be unsuccessful the applicant may request further information from the Student Services team. The applicant or progressing learner does not have the right to appeal the College's decision but may refer to the College's Complaints Policy and Procedure, available on the College website, if they believe the process leading to this decision was not implemented appropriately.

3.4 The College will ensure that admissions enquiries received via telephone, email or letter or in person are responded to within five working days.

3.5 In the case of a course requiring submission of an application form, the College will respond to applications within a maximum of ten working days of receipt. On submission of an application form, applicants can request information about the progress of their application at any stage.

3.6 If applicants are interviewed, they will be notified of the outcome of their interview within ten working days of the interview.

3.7 Applicants should make themselves familiar with relevant regulations and timescales associated with each stage of the admissions process.

3.8 There may be reasons why the College is unable to enrol applicants. Applicants who are found to have falsified any part of their application or submit a fraudulent application may have any offer of a place withdrawn. In such cases the College reserves the right to not accept future applications.

A criminal conviction will not necessarily bar entry on to a course. The College has, however, a duty of care to its staff and students, and for convictions of a serious nature where the applicant might pose a threat reserves the right, following risk assessment and consideration of the steps that might be taken to mitigate any risks, to deny the applicant admission to the course.

3.9 The College recognises that applications for unaccredited courses (tutor approved or otherwise), or accredited Entry Level to Level 2 courses may be received from potential students who will be 18 at the start of the academic year (even where a course commences in the spring or summer term of that academic year). Because of funding restrictions, it may not be possible for the College to accept all such applications. The Programme Manager, in consultation with the Head of School, will make a decision as to whether to enrol the applicant based on 1) course availability and 2) the applicant confirming their intention to use the course as the means by which to progress to a higher-level accredited course, or to prepare for further study. Applications must be made in person. Where required, the final decision to enrol such applicants will be made by the Deputy Principal.

3.10 Admission of Advanced Learning applicants who are 18 at the start of the academic year will be considered on a case by case basis by the Advanced Learning Development Coordinator and relevant Programme Manager, in consultation with the Head of School.

Such applicants must be able to demonstrate:

- inability to continue their post-16 education down the “traditional” route due to exceptional circumstances (e.g. close family bereavement or illness).
- evidence that their time away from education is being spent productively, in a way which supports their future goals e.g. enrolled on other courses and/or employment/work experience linked to their intended course/degree/career.

Where required, the final decision to enrol such applicants will be made by the Deputy Principal.

3.11 Application procedure for unaccredited courses

- These courses can be enrolled on directly in person, online or over the telephone.

3.12 Application procedure for all unaccredited courses subject to tutor approval

- Applicants should request tutor approval via the College website, or by contacting the relevant Programme Manager to discuss course requirements and content, and decide whether the course is suitable for the student.

3.13 Application procedure for all accredited Entry Level-Level 2 courses:

- Applicants should complete and submit an application form either in person or online or register to attend an assessment day via the College website or Reception. The applicant will be invited to attend an interview and/or initial assessment, or provide proof of qualifications.

3.14 Application procedure for all Advanced Learning courses:

- Applicants should complete an application form online. The applicant will be invited to attend an interview and initial assessment with the Programme Manager or Senior Tutor.

4. EQUALITY OF OPPORTUNITY

4.1 The College positively encourages applications from candidates from a diverse range of backgrounds, experience and ages, including those with disabilities. The College's Equality and Diversity Policy aims to ensure that all applicants participate in a fair and equal process for selection, and that selection is undertaken solely on the basis of assessed ability to succeed on the course that the applicant has chosen.

4.2 All those who work with children or vulnerable adults on placement as part of a 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 the programme. A satisfactory clearance must be received before students can be fully enrolled with the College. Students who do not have satisfactory clearances in time may have their placement activities suspended until such time as satisfactory clearances are obtained.

4.3 In the case of applicants for whom English is an additional language, the Programme Manager must obtain assurance of the applicant's ability to function at the appropriate level for the course being applied and in such cases English Language initial assessment of the applicant (regardless of the course being applied for) may be required.

5. RESPONSIBILITIES WITHIN THE ADMISSIONS PROCESS

5.1 Responsibility for setting targets for admission to the College overall and approving the target number of places available for each course lies with the Senior Management Team. Senior management have responsibility for overseeing the implementation of the Admissions Policy and administration of the recruitment process. Ensuring that targets are met overall rests operationally with the Heads of School and Programme Managers.

5.2 The Programme Manager will be the member of staff responsible for admissions in each course. They may involve other members of academic staff (such as Subject Tutors or Senior Tutors).

5.3 Complaints regarding any part of the admissions process can be made by following the College Complaints Policy and Procedure.

5.4 The College Fitness to Study Procedure applies to all enrolled students.

Appendix 1

International Applicant Admissions procedure

1.1 Morley College London is not a licensed sponsor and does not accept applications from, or offer sponsorship to, people currently living outside the UK and whose country of residence is not a member of the EU or European Economic Area (EEA). The College does not provide sponsorship or admission letters to applicants from outside the EU in support of visas which facilitate living in the UK and studying at the College.

1.2 All applicants should:

- Be able to prove to the College's satisfaction that at the time of application they are legally and ordinarily resident in the UK or EU, and
- Have the legal right to remain in the UK until the end date of the course/s on which they have applied for.

1.3 For an applicant to be classified as a Home/EU applicant, they must be ordinarily resident in the UK or EU or EEA for three years preceding the first day of the course.

1.4 Applicants who do not meet this criteria, or have restrictions on their stay, are classified as international applicants. This includes those who are in the UK on a Student Visa (Tier 4) or have been resident in the EU or EEA on a Student Visa during the whole or part of the three years preceding the start of the course. *A visa itself does not constitute ordinary residence.*

1.5 Where an applicant is classified as an international applicant, the fee charged may be higher than the Home/EU fee, as stated in the Course Guide, unless:

- They have Humanitarian Protection (HP), Discretionary Leave (DL) or Exceptional Leave to Enter or Remain (ELE/ELR), Leave Outside the Rules, or they are the spouse or civil partner of such a person.
- They have received Settled Status within the three years immediately preceding the start of the course.
- They are the spouse or civil partner of a person with Settled Status, and have been married/in a recognised civil partnership and resident in the UK for one year or more.
- They are asylum seekers who have legally been in the UK pending consideration of their claim by the Home Office for longer than six months.
- They are asylum seekers refused asylum but eligible for and granted support under Section 4 of the Immigration and Asylum Act 1999.
- They have Refugee Status in the UK.
- They have been granted Stateless Leave under Section 33 of the 1971 Immigration Act, or are the spouse/civil partner of such a person and have been since the date Stateless Leave was granted, and have been ordinarily resident in the UK since Stateless Leave was granted.

For applicants who fall into these categories the Home/EU fee will apply.

1.6 International applicants cannot claim concessionary fees, support from the Bursary Fund or Childcare fund.

1.7 The information above may be subject to change following the UK's pending exit from the EU in 2019.