



Higher Education Admissions Policy

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Approval Committee: **Higher Education Committee**

1.0 INTRODUCTION

This policy applies to all admissions to Higher Education (HE) programmes at New City College. It covers all stages of an applicant's interaction with the College from initial enquiry through application, selection, decision and the transition to first enrolment and induction for successful applicants.

2.0 RESPONSIBILITY FOR POLICY

The HE Admissions Policy is approved by the College's Higher Education Committee (HEC). Implementation of the policy is the responsibility of Admissions and IAG and curriculum Faculties.

3.0 REVIEW OF POLICY

Monitoring and review of the Higher Education Admissions Policy is undertaken annually by HEC.

4.0 PRINCIPLES GOVERNING HIGHER EDUCATION ADMISSIONS

The College recognises the value of diversity and is committed to equality of opportunity. It aims to provide an environment in which all applicants are treated with dignity and respect and solely on the basis of their abilities, merits and potential.

The College is committed to fair access and encourages applications from all students who are able to demonstrate the potential to meet the entry criteria for the relevant programme and to benefit from study at HE level. Individual applicants are considered on the basis of their abilities, (through prior achievement) merits and potential, regardless of race, ethnic origin, gender identity, sexual orientation, disability, age, socio-economic background, family circumstances, religious or political beliefs and affiliations or other irrelevant distinction. The College's admissions policies and procedures are designed to ensure that all applications are considered fairly and consistently and in accordance with professional standards.

Against this background the College's Higher Education Admissions Policy is intended to provide a policy and procedural framework within which admissions decision-making is characterised by transparency, fairness and consistency.

5.0 MARKETING AND RECRUITMENT

The College is committed to the provision of comprehensive, open and consistent messages in its marketing and recruitment information, and to the management of activity which leads to the admission of students to the College in ways that are fair, clear, explicit and implemented consistently.

Ensuring consistency is important especially in relation to the very wide range of different countries, in the EU and beyond, from which the college recruits.

The College's marketing and recruitment messages are promoted through materials and activities which we aim to ensure are accurate, relevant, current, and accessible in order to provide any information that will enable applicants to make informed decisions about their options.

Marketing and recruitment activities include:

- Participation at education exhibitions
- Collaboration with partner institutions
- Open Days and Advice Nights
- Regular communications with applicants during the admissions process

Marketing and recruitment information is communicated via a number of different mediums including:

- Printed prospectus
- College website
- Keep warm campaigns

Marketing, admissions staff and curriculum maintain a strong working relationship in order to ensure a holistic approach.

6.0 EDUCATION OUTREACH AND WIDENING PARTICIPATION

The College fosters an inclusive and diverse environment for study, providing opportunities for study to individuals who are able to demonstrate the greatest potential to benefit from the type of education delivered at HE level, regardless of their background.

The Admissions and Information of Advice and Guidance (IAG) Team will engage in a range of activities targeted at students from groups that are under-represented in HE, which aim to raise awareness, increase attainment and suitably prepare students for entering and undertaking study in HE. Our pre-education outreach activity includes:

- Information and advice in schools and colleges
- Campus visits
- Taster days

7.0 ADMISSIONS

The College operates a centralised admissions function for all applications received via the college website <https://www.ncclondon.ac.uk/higher-education>

Applications are processed by the Admissions and IAG Team who act as the main contact for applicants throughout the admissions process. However, selection decisions are made by curriculum staff. Please refer to Appendix 1 for the HE application journey.

7.1 RESPONSIBILITY OF APPLICANTS IN THE ADMISSIONS PROCESS

Applicants are expected to:

- Provide accurate information in applications submitted to the College
- Respond in a timely manner to requests for further information from the College
- Communicate any changes to the information originally supplied in their application as soon as possible
- Be courteous and respectful in their communications with College staff involved in admissions.

7.2 ENTRY REQUIREMENTS

a. ACADEMIC REQUIREMENTS

All HE applicants are required to meet the College's published entry requirements on its website. The requirement of attainment may include English Language and Maths at grades A-C, general subject grades, specific subject grades, an interview or portfolio assessment.

Entry requirements are normally determined before the proposed point of admission, and are published on the website and in the printed prospectus. The College reserves the right to amend its entry requirements (subject to approval by its validating institution) before the proposed point of admission. Amended entry requirements will be published on the College website.

b. QUALIFICATIONS

The College accepts a wide range of qualifications from UK applicants, including A and AS level, International Baccalaureate, BTEC qualifications, Level 3 qualifications, Access to HE Diploma programmes and GCSE equivalents.

A wide range of EU and other international qualifications are also accepted. The equivalence of such qualifications to Level 3 UK awards will be evaluated in accordance with independent national guidance provided by UK NARIC.

c. VERIFICATION OF QUALIFICATIONS

The College will normally verify the result of any qualification. Applicants will be required to present original certificates as part of the enrolment process.

d. DECLARATION OF CRIMINAL CONVICTIONS

Applicants are required to declare criminal convictions that are not spent at the time of application. If an offer is made, such applications will be referred for consideration by HEC. Formal offers of admission will only be made following consideration of the conviction and application in accordance with the procedures.

7.3 RECOGNITION OF PRIOR LEARNING (RPL)

Applicants wishing to be considered for entry to a programme who can demonstrate that they can meet the assessment requirements of a unit through knowledge, understanding or skills already acquired can be considered via the RPL route. Applicants who have successfully completed units elsewhere or on another programme will be considered for unit exemption under the Pearson Credit Accumulation and Transfer Policy. Further information is available on the College website: <https://www.ncc london.ac.uk/higher-education>

7.4 APPLICANTS REQUESTING RE-ADMISSION

Applicants who have previously withdrawn from study at the College, and who wish to be re-admitted, will be considered in accordance with the admissions policy.

7.5 ASSESSMENT OF APPLICANT FEE STATUS

Applicants will be required to refer to Student Finance England to identify payment for programmes. The College's Student Finance and Welfare Team can help access this information including overseas fees. The college reserve the right to amend applicants' fees status after the formal offer is made.

For more information, follow this link: <https://studentfinance.campaign.gov.uk/>

7.6 UNSUCCESSFUL APPLICANTS AND FEEDBACK

Where the College decides that an offer cannot be made, this is communicated to applicants by letter recording the reason(s) for not making an offer in each individual case.

7.7 DISCONTINUATION OR SUSPENSION OF PROGRAMMES

The College reserves the right to discontinue or suspend a programme for which offers have already been issued, but will only do this in exceptional circumstances. Where a programme is discontinued, applicants holding offers will be informed as soon as possible, and where possible and appropriate, will be offered a place on an alternative

programme offered by the College or alternatively supported by our Admissions and IAG Team.

8.0 COMPLAINTS AND APPEALS

There is no right of appeal against the College's selection decision. However, if an applicant has a complaint about the admissions process or if following receipt of feedback, an applicant feels that an error has occurred, they have the right to request a formal review of the selection decision and should refer to the College Complaints Policy. <https://www.ncclondon.ac.uk/higher-education>

The Complaints procedure should be used where there is evidence of procedural irregularity, including failure to adhere to the Higher Education Admissions Policy. Complaints or requests for formal review should be made in writing within 14 days of the relevant College decision, e.g. to reject an application or not to confirm an applicant's place.

Appendix 1 - HE Application Journey

Higher Education (HE) Application Journey

