

Admissions Policy

QAA Quality Code Chapter B2: Expectation Indicator 1

Institutions have policies and procedures for the recruitment and admission of students to higher education that are fair, clear and explicit and are implemented consistently.

Applications are welcomed from prospective students who have met the entry requirements of a programme and therefore can participate in, and are motivated to succeed in further and higher education. Decisions about admitting students are taken on the basis of:

- Likelihood of success, as shown through past academic performance or relevant work experience;
- Motivation, as mentioned in the personal statement;
- Assessment of prior attainment, according to the specifications of the awarding body;
- Potential to benefit from participation in the programme.
- Fulfilment of the Awarding Body's Entry Requirements.

QAA Quality Code Chapter B2: Expectation Indicator 7

Selection processes for entry into higher education are underpinned by transparent entry requirements, both academic and non-academic, and present no unnecessary barriers to prospective students.

General Goals of Admissions Team

The admissions team exist to facilitate the enrolment of students into the college's programmes.

- Provide accurate information about the options available to prospective students, as well as information about fees, accommodation, facilities etc.
- Respond to student enquiries within one working day.
- Advise prospective and existing students of additional support options, academic, pastoral or financial.
- Monitor the marketing efforts of the college.

QAA Quality Code Chapter B2: Expectation Indicator 9 and 10

Higher education providers inform prospective students, at the earliest opportunity, of any significant changes to a programme to which they have applied. Prospective students are advised promptly of the options available in the circumstances.

Higher education providers give successful applicants sufficient information to enable them to make the transition from prospective student to current student.

QAA Quality Code Part C: Expectation Indicators 2, 3, 4, 5 and

Higher education providers describe the process for application and admission to the programme of study.

Higher education providers make available to prospective students information to help them select their programme with an understanding of the academic environment in which they will be studying and the support that will be made available to them.

Information on the programme of study is made available to current students at the start of their programme and throughout their studies.

Higher education providers set out what they expect of current students and what current students can expect of the higher education provider.

The college treats all personal information of staff and students confidentially and has adopted a Personal Information Policy, to comply with the Data Protection Act 1998.

The college is committed to treating all applicants fairly and in this regard has adopted an Equal Opportunities Policy. Prospective students should also be aware of our Health and Safety Policy.

Please read the [Fair Processing Notice](http://lcbglobal.co.uk/policies/fair-processing-notice/) (<http://lcbglobal.co.uk/policies/fair-processing-notice/>)

Applicants are required to mention any unspent (as defined by the Rehabilitation of Offenders Act 1974) relevant criminal convictions that they may have, such that the application can be assessed on an individual basis.

Please inform us during the application process about any help that you are likely to require, so that the college can assess what additional support may be needed.

Initial Application Procedure

1. College [Application Form](#) received by the Admissions Team. The Application form contains the [Terms of Study](#) agreement, which is signed by the applicant. Acknowledgment letter or email is sent within 48 hours. Letter will include an up-to-date brochure of the programme applied for or link to the website, and a copy of or link to the Agent's code of conduct. Letter will inform applicant that only the information contained in our brochures and website can be considered accurate information about the programme.
2. Applicant details entered into college database.
3. Basic check of programme entry criteria and applicant's qualifications.
 - a. If entry criteria have been met, email sent to applicant requesting copies of supporting documents. Documents which are not in English should be translated to the English language and then certified.
 - After documents have been checked, an offer letter is sent advising applicant of the further enrolment procedure.
 - If the applicant requires a visa to enter the UK, the applicant is sent a letter advising them to make an initial deposit payment. Once such payment is received then a Confirmation of Acceptance to Study (CAS) letter can be issued. Applicant is advised to bring original supporting documents with them when they travel.
 - b. If entry criteria have not been met, the applicant is informed of this and offered alternative more appropriate options, if available.

4. If application is for an online course, then the applicant may be advised to send supporting documents by courier to the college for checking. The applications team will promptly return the documents by courier to the applicant.
5. Where applicable, the applicant's original documents are seen by college staff and are visually checked as to whether they appear genuine. The awarding body may be contacted to confirm whether the award and certificate are genuine.
6. Copies of all student files are stored in filing cabinets and/or scanned to be stored in college database.
7. The Admissions Team along with the Registrar and the Programme Director decides whether the applicant is offered a place. All new applications must be approved by the Registrar or the Programme Director initially before registration with the awarding body. The Registrar or Programme Director can request an interview or a further examination of the applicant's evidence. In the absence of the Registrar or Programme Director any Senior Manager of the college can assume their role.

QAA Quality Code Chapter B2: Expectation Indicators 2, 5, 6 and 8

Institutions' decisions regarding admissions to higher education are made by those equipped to make the required judgements and competent to undertake their roles and responsibilities.

Recruitment activities undertaken by higher education providers assist prospective students in making informed decisions about higher education.

Higher education providers make clear to prospective students how the recruitment, selection and admission process will be conducted and what prospective students have to do.

Higher education providers determine how decisions and the reasons for those decisions are recorded and conveyed to prospective students.

Enrolment Procedure

1. It is important that applicants are aware of what to expect of the college and that they do not carry any incorrect expectations. Therefore, when the applicant arrives at the college for enrolment, or sent an offer letter in the case of online students, they will be informed that only the information contained in our brochures and website can be considered accurate information about the programme. They will be asked to provide feedback on their admissions experience, including whether they were told anything by an agent that does not appear in the brochure or website, for the purpose of monitoring the agent.
2. Admissions Team will update students of any relevant changes that may occur from the time of enrolment until the time when the course actually starts.
3. Students who are applying for Advanced Entry or 'Top-up' courses must be made aware of the awarding body's policies with regard to credit transfers and Recognition of Prior Learning (RPL).
 - a. Furthermore, they should provide evidence of work undertaken as part of their previous award that they are hoping to get credit transfer for.

- b. Such evidence should be more than the title of the module and the course handbook. Acceptable evidence will be exam scripts, submitted assignments, or class-notes.
- c. All evidence will be reviewed by a member of the academic staff before a decision is made whether to make an application to the awarding body for credit transfer.
- d. Credit transfer and RPL will only be possible for modules where evidence can be provided that more than 80% of the module's learning objectives have been met through prior study.

QAA Quality Code Chapter B6: Expectation Indicator 3

<i>Those who might be eligible for the recognition of prior learning are made aware of the opportunities available, and are supported throughout the process of application and assessment for recognition.</i>

- 4. If a student decides to accept an offer of a place, then they will be informed of the induction and orientation process.
- 5. During the induction process students will be:
 - Introduced to the Student Handbook, Programme Specification for their chosen programme, Module or Unit outlines, progression opportunities, names of key staff involved with the programme, all of which are also available on the college website.
 - Informed about the programme's assessment methods and their weighting.
 - Informed about the complaints and appeals procedures of the college and the awarding body.
 - Informed about the unfair practice procedures of the college and the awarding body.
 - Informed that mitigating exceptional circumstances should be reported to course leaders before any college examination or verification board sits to consider student attainment.
 - Informed about the Staff Student Liaison Committee and the role of Student Representatives.

QAA Quality Code Chapter B8: Expectation Indicator 8

<i>Higher education providers inform students before and during their period of study of opportunities designed to enable their development and achievement.</i>
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QAA Quality Code Chapter B4: Expectation Indicator 4

<i>Higher education providers enable staff and other participants to contribute effectively to programme monitoring and programme review by putting in place appropriate arrangements for their support and development.</i>
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Please also read the Student Data Policy. This policy should be read in conjunction with the Cancellation, Refunds and Charges Policy.