
Higher Education Admissions Policy

1 Policy Statement

- 1.1 This policy has the purpose of setting a framework to
- Promote fairness, clarity, consistency and transparency in recruitment and admissions practices
 - Formulate the admissions policy and procedures for all prospective higher education students and internally progressing students to undergraduate awards.
 - To oversee the implementation and effectiveness of these procedures and to monitor compliance with internal policies and external legislation
 - Monitor the quality of student admissions and recruitment, ensuring the integrity and alignment of processes with the University Centre/College's strategy
 - Promote the dissemination of best practice in recruitment and admissions across the University Centre/College, to identify development and training needs for admissions staff and to ensure that these needs are met
 - Promote the Admissions processes in accordance with the HEI partners for franchised and validated courses.

2 Procedures

- 2.1 City of Bristol College (COBC) is committed to providing a professional admission service and to provide clear, fair and consistently applied policies and procedures. We aim to provide equal and fair access to all prospective students who hold the entry requirements (or will achieve the entry requirements within the recruitment period) and who have the potential to benefit from and contribute to academic life at City of Bristol College.
- 2.2 We recognise that we may, in particular cases need to demonstrate a flexible approach and make reasonable adjustments for individual applicants who may have disabilities or have faced exceptional or challenging circumstances. The principles set out in this policy are followed for all higher education programmes except where stated otherwise. Admissions processes may vary however across subjects and depending on the nature of the programme and the circumstances of the applicant.
- 2.3 Eligible UK and EU students who hold pre-settled or settled status in the UK, whether full-time or part-time, are able to apply for financial support from the government to help with tuition fees. Applicants are responsible for ensuring that funds will be available to pay all tuition fees prior to enrolment on any course. Eligible full-time students may also be able to apply for help with living costs from Student Finance (England, Wales, Scotland and Northern Ireland). There are two types of help which you can apply for:
- Loans which you have to pay back
 - Grants which you do not have to pay back

For further information on financial support please visit www.gov.uk/student-finance.

3 Roles and Responsibilities

- 3.1 We will publish clear and accurate information to support students to make informed decisions about their choice of course. Entry requirements will be clearly stated on our website, in our course fact sheets, on UCAS publications and in our prospectus.

- 3.2 Information on the entry qualifications of applicants accepted in previous years and other statistical data may be found on the website www.discoveruni.gov.uk
- 3.3 Admissions decisions are made by the Programme Leads for each higher education programme and are endorsed by the Assistant Principal for Further and Higher Education.
- 3.4 The Assistant Principal for Further and Higher Education makes all final decisions regarding the admission of students who may not meet the entry requirements and for whom adjustments may be required.
- 3.5 The Senior HE Registrar ensures that admissions decisions are made in line with the individual admissions regulations of our university partners and for liaison with the university partners in matters concerning admissions and enrolments to their universities and bringing this document forward for review.
- 3.6 The HE Admissions and Enrolments Team receive and administer all Higher Education applications received through UCAS and for part-time, direct applications. They also arrange interviews, offers and enrolment.
- 3.7 The Head of Student Services and Admissions ensures that the information provided to UCAS is accurate and relevant to applicants.
- 3.8 Subject Lecturers complete references and supervise students within the College who are making UCAS applications.
- 3.9 Heads of department are responsible for ensuring that information about specific courses is accurate on our website and in our prospectus, quality assurance (approving applications and references) and notifying vacant places during clearing to UCAS via the HE Admissions and Enrolment team.
- 3.10 The Careers and Employability Co-ordinator manages the operational use of UCAS by internal applicants within the College.

4 Admissions Requirements

- 4.1 Selection decisions are made on the basis of merit and the ability or potential of each applicant to meet the criteria for admission for admission to each specific programme. The selection process must treat all applicants fairly and not discriminate unlawfully.
- 4.2 Applications are initially assessed by the HE Admissions and Enrolments team using the information provided on the application form (either via UCAS or a local application form where appropriate). All applicants are given equal opportunity to demonstrate relevant skills and provide supporting information where needed.
- 4.3 All students for higher education courses will be interviewed by the relevant programme lead or their deputy. The criteria for decision making will vary across different programmes and will be based on the requirements of the specific programme. Flexibility should be used where appropriate in response to individual applicants requesting adjustment to the assessment methods.
- 4.4 Some applicants are required to pass a Disclosure and Barring (DBS) check as part of the College's duty of care and in line with the requirements of relevant professional bodies before enrolment onto a higher education programme.
- 4.5 City of Bristol College does **not** hold UKVI sponsor licence and so we cannot accept applications from any student who requires a visa to study in the UK.

5 Qualifications

5.1 Minimum Requirements

- 5.1.1 COBC and its institutional partners considers applicants with a wide range of UK and international qualifications for admissions to our undergraduate programmes. Where qualifications are from countries other than the UK, the NARIC database will be used to determine equivalences to the specified entry qualifications. Where prospective students are presenting qualifications from overseas they must provide a translation of their certificates and transcripts by an approved and certified translator, the cost to be covered by the applicant.
- 5.1.2 We publish our minimum entry requirements against each course on our website and within our prospectus.
- 5.1.3 Applicants must satisfy the particular requirements of the course for which they are applying which may include specific grades in named subjects.
- 5.1.4 Applicants who need further guidance about entry requirements may check these by contacting the Programme Lead or Head of Department for the programme.

5.2 Acceptable Qualifications

- 5.2.1 COBC welcomes the increased breadth offered in post-16 qualifications. Each application will be considered individually whilst seeking to admit students with the potential to succeed on their chosen course. This may be demonstrated in a number of ways through different qualifications and combinations; however applicants are expected to have demonstrated the ability to study at a progressive and concentrated level.
- 5.2.2 Functional Skills qualifications at Level 2 may be accepted in lieu of GCSE English Language or GCSE Maths Grade C/4 for some programmes.
- 5.2.3 COBC welcomes applicants with other relevant level 3 qualifications and the Programme Lead will make appropriate offers on an equivalent basis with other level 3 qualifications.

5.3 English Language Requirements

- 5.3.1 Teaching, assessment and student support will take place in English. The Programme Lead must be confident that the candidate has the proficiency in the English language necessary to succeed in the chosen course. They must satisfy this by viewing relevant qualifications as specified.
- 5.3.2 COBC and its partner Higher Education Institutions recognise a wide range of English Language qualifications and applicants for whom English is not their first language may be made an offer which is conditional on successful completion of one of the approved tests. Minimum acceptable scores for the most commonly presented English Language qualifications are given below. Please note that some programmes may require higher scores.
- 5.3.3 For Foundation and top-up degree and Higher National courses the English Language requirement is B2 on an approved English Language Test (which includes tests Trinity, Pearsons, Skills for Life and IELTS at 6.0, with at least 5.5 in each component of listening speaking, reading and writing

5.4 Applicants who have non-UK qualifications

5.4.1 City of Bristol College welcomes applications from students with international qualifications, the Student Services Team have experience in considering a wide range of international qualifications against the Centre's entry criteria. Prospective applicants who wish to discuss whether their qualifications will meet the requirements criteria should contact Student Services. They should provide a certified translation of their qualifications if the certificates and transcripts are not in English at the cost to the applicant.

5.5 Recognition of Prior Learning (RPL) including Accreditation of Prior Learning (APL)

5.5.1 Recognition/Accreditation of Prior Learning is a process undertaken by City of Bristol College and its associated university and accrediting partners in order to assess and, as appropriate, recognise prior learning or prior certificated learning for academic purposes. This recognition may give the learning a credit value and allow it to be counted towards the completion of a programme of study.

5.5.2 Any decision on credit transfer or entry of students with advanced standing is an academic decision taken within the relevant institution and in accordance with the Academic Regulations of the awarding body. Applicants are advised to check with the Senior HE Registrar in the first instance.

5.6 Safeguarding

City of Bristol College and its associated higher education partners recognise that in some cases careful consideration may need to be given to someone's age or position as a vulnerable adult when applying for certain programmes. Please refer to the College's Safeguarding and Child Protection Policy.

6 Criminal Convictions

6.1 City of Bristol College has a policy statement on students with criminal records Disclosure and Barring Service (DBS) and a Safeguarding Policy and Procedure. This Policy includes applicants seeking admission. It should be noted that if an applicant is required to disclose a criminal offence and fails to do, so this will generally be considered a very serious matter and is likely to lead to their application being rejected, or if admitted, to their registration at the University Centre being revoked. Having a prior criminal record will not necessarily prevent an applicant from being offered a place; this may depend, for example, on the nature, timing and relevance of the criminal offence in question and the specific course applied for. City of Bristol College may request further information about the nature or context of an applicant's criminal record and refer to the Fitness to Study section below.

6.2 Where indicated in the COBC Prospectus or website, specific programmes may involve regular access to children and/or vulnerable adults and applicants may be required to undertake a DBS check. The College will send further instructions as part of the admissions process where this is the case. If your course requires that you undertake a DBS check you will be required to apply before enrolment and you will be responsible for payment of the cost. If your course requires a DBS check then the place is offered subject to a satisfactory report and if you have criminal convictions we may undertake fitness to study/practice risk assessment with you before you enrol.

7 Fitness to study

- 7.1 City of Bristol College is committed to supporting all students to fulfil their potential which includes both achieving the qualification on which they have embarked and achieving employment in their chosen career. Occasionally a student's circumstances, conduct or mental or physical health may impact on their or others' ability to fulfil that potential. This policy applies to all students and in accordance with the Equality Act 2010. The college is committed to act fairly and to make reasonable adjustments where needed to enable students to pursue their studies and, in regards to professional courses, their chosen profession.
- 7.2 City of Bristol College follows the Academic Regulations and policies of its awarding bodies, and aims to ensure that students:
- Can benefit from being members of our community and can participate in all aspects of their programme of study for the required period, with a reasonable chance of successfully obtaining the award for which they are registered.
 - Do not in any way prevent, hinder or disrupt the study or assessment activities of other students; staff in the discharge of their duties or academic pursuits; or visitors to the College from carrying out their lawful business.
 - Do not, as a consequence of their presence on campus, present an unacceptable risk to the health or safety of themselves or others.
 - Are in a position to behave professionally and engage satisfactorily in any elements of study or assessment which take the form of placements, particularly those taking place in a professional or work-based setting.

The College's Fitness to Study/Practice Policy should be referred to in the event of a concern about a student's fitness to study upon receiving their application.

The relevant Academic Regulations and policies would be followed in the case of a decision to exclude a student. The College reserves the right to share information regarding the risk with statutory and other agencies in order to ensure the safety of its students and staff and that of other organisations.

8 Appeals

City of Bristol College commits to treating all applications fairly and effectively, following the associated procedure.. If however, you wish to challenge a decision to reject your application you should refer to the Admissions Policy and submit an appeal in writing via our complaints process. We will investigate and send you a response and when closed we will send you a completion of procedures letter. If you are still unhappy with the outcome then you may refer your complaint to the Office of the Independent Adjudicator (OIA). The OIA will not consider any referrals if you have not first exhausted the College or university complaints and appeals processes.

9 Monitoring

Regular monitoring of ProSolution provides data relating to the admission process with additional information provided after college open days, interview events and progression activities. Additional feedback is also gathered directly from students in regards to their experience, captured at Programme Committee Meetings, course representative meetings and the National Student Survey.

All members of staff who hold responsibilities within the admissions process will be given training and guidance in line with this policy.

10 Linked policies

- Safeguarding Policy
- Equality, Diversity and Inclusion Policy
- Fees Policy
- Fitness to Study/Practice Policy
- Assessment Policy
- Complaints Policy
- Student Protection Plan
- Academic Regulations for Higher Education Programmes
- The revised UK Quality Code for Higher Education, March 2018

Review frequency: Every three years

Lead Officer: Senior HE Registrar

Senior Manager responsible: Assistant Principal for FE & HE

Last revised: n/a

Approved by:	SLT
Date of approval:	29 th June 2021
Date for review:	29 th July 2022
Version:	1
Lead Officer:	Senior HE Registrar
Senior Manager:	Assistant Principal for FEHE