



MORLEY COLLEGE LONDON

STUDENT GENERAL ADMISSIONS POLICY

POLICY OWNER: Deputy Principal/Deputy CEO
FINAL APPROVAL BY: Governing Body
Policy Category: Student
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1. Introduction, Purpose and Scope of Policy:

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 experiences 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. The admissions process will encompass a range of services, from the provision of information about programmes and services, through to the point of enrolment.

2. Equality and Diversity Analysis Screening

In accordance with the College's Equality and Diversity Policy, the development of this policy complies with the Equality Act 2010 in ensuring due regard to eliminating discrimination, advancing equality of opportunity and fostering good relations (see section 4 of the Equality and Diversity Policy). An equality analysis will be completed if there is a risk the policy may affect different groups protected from discrimination. Consultation will be carried out with staff. If an equality analysis is required, the Equality and Diversity Co-ordinator (Head of Quality and Standards) will advise on completion and the analysis is to be included as an appendix to the policy.

3. Applicability

This policy applies to applicants on the following courses:

- Unaccredited courses (including those requiring an entry test such as an audition, an interview etc.)
- Accredited courses (Entry Level to Level 2)
- Advanced Learning courses (Level 3)
- Study Programmes for 16-18 year old students

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

4. Definitions

- **Advanced Learning:** the term refers to all accredited courses leading to a nationally recognised qualification at Level 3 of the Regulated Qualifications Framework (RQF), e.g. Access Diplomas, BTEC Level 3 etc., and those unaccredited courses, usually one-year long, where students are expected to operate at a similar level.
- **Awarding body/awarding organization:** an institution, also known as an examination board, which sets examinations and awards recognised qualifications, such as GCSEs, A-levels, BTECs etc. It formally recognises the learning outcomes (knowledge, skills and/or competences) of an individual, following an assessment and/or an examination.
- **Recognition of Prior Learning (RPL):** an assessment process that involves assessment of an individual's relevant prior learning (including formal and informal

learning) in order to give credit for learning outcomes a student has already achieved. RPL means applicants can start their course at the appropriate level and reduce the amount of credits/units or content they need to study to gain a qualification.

- **Recognition of Prior Experiential Learning (RPEL):** a process by which relevant experiential learning is assessed and accredited. Experiential learning includes the knowledge and skills acquired through life experience, work experience and study which are not formally documented through a recognised qualification.
- **Unaccredited (or non-accredited) learning:** the term refers to all those courses that do not lead to a nationally recognised qualification and do not include a formal assessment or examination at the end of the course. At Morley, however, all unaccredited courses are mapped against one of the RQF levels (1-7) to indicate the level at which students on a given course are expected to operate.

5. Statutory and regulatory requirements

The student admission criteria for all accredited courses at Morley are in line with the requirements set by the relevant awarding organization.

6. Policy Objectives

The objectives of this Policy are to ensure that:

1. The admissions process provides 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.
2. 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.
3. The admissions process for entry onto programmes is clear to prospective students.
4. All applicants are 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.
5. The Policy aligns to the statutory requirements of the relevant awarding organisations.
6. 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.
7. The Policy promotes equality, diversity and inclusion, and is consistent with and complementary to all other relevant College policies

7. Policy statement

This Policy applies to the admission of any applicant for a programme of study provided by Morley College London other than Higher Education programmes. It applies to all students and prospective students including those aged 16-18 and adults.

The College is committed to recruitment and admissions processes which are fair, unbiased, explicit and implemented consistently across its range of provision. Therefore, through the implementation of this Policy, the College aims to place applicants on appropriate programmes with the support necessary for them to succeed.

8. Implementation of Policy

8.1 Accuracy of information

The admissions procedure and information, advice and guidance about programmes and entry requirements must be 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, both online and in print.

Admissions information published electronically and in hard copy will be subject to approval by the relevant Programme Manager or Subject Leader who will ensure the accuracy and consistency of course titles, entry requirements and compliance with awarding body requirements (where relevant).

8.2 Changes to published information

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.

8.3 Entry requirements

Information, advice and guidance for applicants is available online or via the College's open days, or via the Student Services Team via email, telephone or in person at one of the College Centres. A list of entry requirements for different types and levels of qualifications is provided in appendix 2.

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 or via an interview, an audition, an entry test or the submission of a portfolio of work)

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.

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 relevant Programme Manager or Subject Leader,

in accordance with individual awarding body guidelines. 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.

8.4 Students with a learning difficulty or disability

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

8.5 Application and decision making procedure

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

The College will ensure that admissions enquiries received via telephone, email, letter or in person are responded to within five working days. 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. If applicants are interviewed, they will be notified of the outcome of their interview within ten working days of the interview. In the event that criteria for entry are not met, wherever possible, an appropriate alternative offer will be made to the applicant.

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 unless they believe that this policy has not been applied correctly in the processing of their application. If this is case, they can write to the Head of Quality and Standards fully stating the reasons for their appeal. Applicants will receive a reply within 15 working days of the original appeal date. Unsuccessful applicants may also 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.

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 at the discretion of the Head of School or Head of Curriculum, taking into account potential funding implications and the educational benefit to the applicant.

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 reject 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, the College 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.

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.

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.

In the case of applicants for whom English is an additional language, the Programme Manager or Subject Leader 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.

8.6 Study Programmes for 16-18 year olds

At Morley College London, we believe in encouraging young people to recognise where their strengths and passions lie. This is the most important step they need to take as part of their journey towards realising their future and ambitions. We provide a range of specialist courses for 16-18 year olds (study programmes) at our North Kensington and Chelsea Centres, taught in excellent facilities by experienced and supportive lecturers ranging from Level 1 to Level 3.

Our expert student advisors will help young people to identify the best study options to enable them to realise their potential and can be contacted via our website, email or telephone. Potential students can also attend one of the 16-18 College's Open Days advertised on the College website throughout the admission period to talk to an expert who will take them through the application process.

16-18 year old students will be enrolled onto all the components that make up a study programme; this is built around a core aim (main subject) based on the prospective student's career aspirations and a number of complementary elements that prepare students for their next step in life.

8.7 Unaccredited courses for 16-18 year olds

The College receives no funding for students who are under 19 on non-accredited courses – however they may in some circumstances be enrolled on non-accredited courses at the North Kensington and Chelsea Centres at the College's discretion and they would not be

charged course fees, though all material, trips, etc. fees would be payable. All proposed enrolments of under 19 students on non-accredited provision need to be approved in advance by the Chief Finance Officer and by the relevant Centre Principal to ensure an appropriate risk assessment is carried out. No students under 18 will be accepted to study at the Waterloo Centre where the curriculum offer is aimed exclusively at adult students.

8.8 Application procedure for unaccredited courses

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

8.9 Application procedure for unaccredited courses requiring an entry test, interview, audition etc.

Applicants should check the relevant entry requirements and admission procedures via the College website, or by contacting the relevant Programme or Subject Area to discuss course requirements and content, and decide whether the course is suitable for them.

8.10 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 the Reception at one of the College Centres. The applicant will be invited to attend an interview and/or initial assessment, and/or provide proof of qualifications.

8.11 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 relevant Programme Manager, Subject Leaders or Senior Tutor.

9. Communication and training

This Policy is made available to all students and prospective students via the College website and to all staff via the College intranet. All staff involved in the admission process will be suitably qualified to provide information, advice and guidance and/or will have expertise in carrying out student assessment depending on their role in the process.

10. Monitoring and Reporting

Responsibility for setting overall targets for admission to the College and approving the target number of places available for each course lies with the Senior Leadership Team. Senior leaders have responsibility for overseeing the implementation of the Student General Admission Policy and administration of the recruitment process. Ensuring that targets are met overall rests operationally with the Heads of School, Heads of Curriculum, Programme Managers and Subject Leaders.

Programme Managers and Subject Leaders will be the member of staff responsible for admissions on each course. They may involve other members of academic staff (such as Subject Tutors or Senior Tutors).

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 and reported to the Academic Board and the Quality and Standards Committee of the Governing Body.

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

Complaints regarding any part of the admissions process can be made by following the College Complaints Policy and Procedure. The College Fitness to Study Procedure applies to all enrolled students.

11. Related References, Policies, Procedures, Forms and other Appendices

The following policies are referred to within this Policy and are available on the College website and intranet:

- Equality and Diversity Policy
- HE Admissions Policy
- Complaints Policy and Procedure
- Fitness to Study Procedure

Appendix 1 below provides information on international applicant admissions procedures.

Appendix 1: International Applicant Admissions Procedure

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.

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
- Have the legal right to remain in the UK until the end date of the course/s on which they have applied for.

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.

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.

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

The information above may be subject to changes following the end of the Brexit transition period in December 2020.

Appendix 2: Entry Requirements of Different Types and Levels of Qualification

Below is an indicative summary of qualification entry requirements for accredited courses offered at Morley College London. Details about specific qualifications will be provided on application and via the relevant course outline.

| Level | Qualifications | Entry Requirements |
|--------------|--|---|
| ENTRY 1 | English, Math, ICT, ESOL | None |
| ENTRY 2 | English, Math, ICT, ESOL | Relevant Entry 1 qualification |
| ENTRY 3 | English, Math, ICT, ESOL | Relevant Entry 2 qualification |
| LEVEL 1 | Level 1 Certificate, Diploma, Awards etc. | Entry level qualification or similar academic experience |
| LEVEL 2 | Level 2 Certificate, Diploma, Awards, GCSE | 3 GCSEs grade 3 or below |
| LEVEL 3 | Access to Higher Education Diplomas, Level 3 Certificates and Diplomas | A total of 4 GCSEs ¹ with grade 4 including in English and/or Math or equivalent L2 qualifications |
| LEVEL 4 | HNC, Foundation Degree yr1, Cert. HE | Access Diploma or a relevant Level 3 Diploma |
| LEVEL 5 | HND, Dip HE, Foundation Degree yr2 | HNC, Foundation Degree yr1, BA Yr1 (with agreed APL) |
| LEVEL 6 | BA top-up year | HND, Foundation Degree yr2 |

In addition, some specialist courses (whether accredited or not) may also require an interview, an audition, an entry test or the submission of a portfolio of work.

¹ GCSEs can be retaken while studying at Level 3; enrolment will be at discretion of the curriculum team based on student interview.