



MORLEY COLLEGE LONDON

HIGHER EDUCATION ADMISSIONS POLICY

POLICY OWNER: Head of Quality and Standards
FINAL APPROVAL BY: Governing Body
Policy Category: Student
Approved by Policy Committee: 8 June 2021
Approved by Governing Body (if applicable): 19 July 2021
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1. Introduction, Purpose and Scope of Policy:

Morley College London is committed to providing an environment for students that actively provides equality of opportunity, freedom from discrimination and values the diversity of all students and prospective students. The College seeks to broaden the pool of potential applicants by raising awareness and expectations in line with its commitment to widening participation, particularly but not exclusively to its local community.

The College is supportive of all applicants who can demonstrate their potential, and recognises and supports the ambitions of its applicants.

The College values highly the diversity and range of experience that prospective students contribute to college life. Recruitment and admissions processes aim to match the abilities, aptitude and aspirations of the student to the programme of study.

It is intended that this policy will uphold the principles outlined in the Office for Students (OfS, as the regulatory body for HE) and the College's Access and Widening Participation Statement. The contents of this statement also meet the relevant Consumer Law requirements.

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 Coordinator (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 and potential applicants to Higher Education (HE) programmes across the College including Pearson accredited higher national programmes at levels 4 and 5 and Higher Education courses validated by university partners (including foundation degree and level 6).

4. Definitions:

Higher Education (HE): courses in this context are accredited courses which are offered at level 4, 5 or 6 at Morley College London. They are prescribed courses, meaning they are eligible for funding through Student Finance England. [Non-prescribed courses at level 4, 5 or 6 e.g. CELTA, are non-prescribed and would follow the Student General Admission Policy].

Awarding body or validating partner: these are the institutions that award the final qualification that the College delivers. For the Higher National Certificates (HNCs) and Higher National Diplomas (HNDs) this is Pearson. For the level 6 awards and foundation degree, this will be one of the College's validating universities (UEL, Ravensbourne or Kingston).

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.

Please note both RPL and RPEL have a specific policy which should be applied in conjunction with this policy.

Widening Participation: the recruitment of non-traditional HE students, this could include but not be exclusive to students aged over 21, students from UK wards with low engagement with HE, students who would not usually see HE as a route for them and students who are the first in their direct family undertaking HE.

5. Statutory and regulatory requirements:

The student admissions criteria for all HE courses at Morley College London are in line with the requirements set by the relevant awarding organization and are in line with the College's commitment to widening participation.

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;
8. The Policy's accompanying procedures set out the practical application of the Policy.

7. Policy statement:

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.

This Policy is only applicable to prescribed HE courses such as HNCs, HNDs and top ups. For non-prescribed HE and Access to HE Diplomas, please refer to the Student General Admissions Policy.

The College positively encourages applications from candidates from a diverse range of backgrounds, experience and ages, including those with disabilities. In line with government legislation, the College has an Equality Policy, to ensure that applicants participate in a fair and equal process for selection, regardless of gender, sexual orientation, race, ethnic origin, age, disability, religious beliefs or socio-economic background. Through implementation of these policies, the College will ensure that selection at interview is restricted to the academic ability to succeed on the course.

8. Implementation of Policy:

- 8.1 The admissions process is clearly outlined in the published College Higher Education information. All due care and attention will be taken to ensure that all communications to potential students are clear and unambiguous, in line with current OfS expectations. Admissions information published electronically and in hard copy will be reviewed annually by the Quality Enhancement Manager (HE and Progression to HE) and Head of Quality and Standards. Of particular focus will be course titles, entry requirements and compliance with validated documentation, ensuring it is accurate and up to date.
- 8.2 All information about a candidate's application, including the outcome of the application, is confidential and will not be released to any unauthorised third party, including parents or teachers. The applicant must provide express written permission for her/his details to be released to a third party.
- 8.3 Information and advice about programmes and entry requirements will be provided on the College's website, with further information available from the Central Admissions team. Every care will be taken to ensure that the information contained in the College's publications is accurate at the time of publication.
- 8.4 The College makes no guarantee of the availability of a course. It has the right to make

changes to programmes due to funding, staffing or any other reasonable cause. In response to changing circumstances, between when a candidate applies for a course and their enrolment, the College reserves the right to:

- Cancel a course due to insufficient recruitment;
- Change the content, structure or title of a course.

Whilst the College will do everything they can to avoid the discontinuation of a course, should it be necessary, the College will assist applicants in alternative choices through information, advice and guidance. The College will notify all candidates, regardless of their stage of application, no later than 4 weeks prior to the start of the course. This is in line with the College's HE Course Suspension and Closure Policy.

8.5 Guidance for applicants is available online, or via the College's open days, with support available from Student Services staff to provide information and advice about fees and student loans.

8.6 There is no automatic right to RPL/RPEL. Any recommendations to use approved credit through the RPL process must be made by the lead curriculum manager for that area and supported by the Quality Enhancement Manager (HE and Progression to HE). Final approval should be granted by the Head of Quality and Standards.

8.7 At enrolment, all students will be provided with a copy of their Learning Agreement which they will have signed, outlining the responsibilities of the College and the student.

8.8 The Admissions process is monitored through feedback, student voice meetings and surveys and, where necessary, appropriate action is taken to address areas for development identified.

8.9 Entry criteria are in line with the awarding/validating body's criteria.

8.10 Where competition for offers occurs, the College may refer unsuccessful applicants to an alternative programme of study at the College.

8.11 All full-time applications for HE provision will be made through UCAS. Part-time courses need to apply direct through the College. Student Services can provide guidance on how applicants can access UCAS

8.12 The College will aim to interview all HE students individually but may on occasion interview in groups.

8.13 It is the responsibility of the applicant to provide full and accurate information as part of the admissions process and to notify the College of any changes or corrections to their original application.

8.14 No application will be deemed complete until all data requested and a personal statement has been provided. Applicants providing incomplete applications will be asked to provide the missing information.

8.15 Applicants will be given the opportunity to visit the College offer holder events (these may

be virtual events).

8.16 All prospective students who declare a learning difficulty or disability will be advised of the support available to them via Student Services, including the process for applying for Disabled Students' Allowances.

Please refer to the appendix of this document for indicative information on the procedures to support this Policy implementation.

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:

The impact of the Policy will be monitored by the College's internal monitoring systems against the Access and Widening Participation Statement (via the Programme Management Board/Committee; the Access to HE and HE Committee, and the College's overarching Self-Assessment Review).

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.

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
- Student General Admissions Policy
- Access and Widening Participation Statement
- Course Closure Policy
- Complaints Policy and Procedure

Appendix

1. Admissions procedures

Applications are made through UCAS and accessed through the user portal by the Student Services Central Admissions Team. Applications will be initially be screened by Central Admissions to determine the suitability of candidates based on the requirements as set out by the relevant curriculum area. This screening may include the submission of a portfolio in a relevant format.

1.1 Information on how portfolios or showreels should be formatted and on what criteria they will be assessed will be made available by the Central Admissions team.

1.2 Applications will normally will be considered on the basis of the personal statement, references and qualifications (actual or predicted) taking into account:

- commitment to and understanding of the subject area;
- extra-curricular activities, including work experience, voluntary work and school/college productions;
- relevance of the course in relation to the candidate's stated interests

1.3 Where English is not the applicant's first language, Central Admissions will refer the applicant to an online English assessment at the point of application review. Please see section 5 below.

1.4 Following the review of the application by Central Admissions the candidate:

- may be invited to interview within the curriculum area, or
- may be referred to another programme at the College.

1.5 An applicant may be interviewed remotely via an invitation send by email via Microsoft Teams.

2. Interview procedures

2.1 Interviews will be arranged for students via the Central Admissions team in collaboration with the curriculum areas. In certain circumstances it may not be possible to re-schedule an interview and in such circumstances candidates will be advised in advance. The College will strive to be as flexible and fair as possible, but within the operational limits of staff availability.

2.2 The curriculum staff responsible for making a recommendation of an offer of a place must be fully conversant with these admissions procedures and of equality of opportunities as well as being knowledgeable about the course applied for. Training to be provided annually or as required by the admissions team.

2.3 At interview the interviewer will evaluate the applicant's suitability for the course of study by identifying potential academic, technical, creative and professional ability (including a portfolio, showreel or audition if required by the type of course) from criteria which may include:

- Personal attributes
- Creative process

- Study skills
- Professional skills
- Career aspirations

2.4 In relation to applicants with a disability, prior to interview, applicants may contact Central Admissions if any reasonable adjustments to the interview process are required, such as choice of room; extra time for the interview and breaks where appropriate; and provision of communication support/attendance of companion at interview

2.5 Applicants with disabilities may also choose to meet with Additional Learning Support separately from the interview should they wish to discuss in more detail how the College will be able to support their particular requirements on programme.

2.6 Applicants are expected to behave courteously at all times towards the College staff and students. Any applicant whose conduct is deemed by the College as offensive or threatening may have her/his offer a place removed.

2.7 The standard College Higher Education interview documentation, available on the staff intranet, must be completed and signed by the interviewer. The form should be returned to the Central Admissions team within one working day of the interview.

2.8 The interviewer, usually the tutor, has the final authority whether to offer a student a place.

3. Offers and Decision Making Process

3.1 The recommendation to recruit a student is made by the interviewing tutor.

3.2 The interviewer will provide an evaluation of the candidate's application and, where relevant, portfolio and audition, at interview via the College's documentation. The result of this evaluation will determine whether or not an offer may be made to a candidate or a referral to an alternative course.

3.3 Final decisions will take the form of:

- an offer (Conditional or Unconditional); or
- a referral to another programme of study at the College.

Central Admissions will email the applicant with the results of the interview.

Central Admissions will also update the UCAS portal of the interview outcome. Applicants can monitor outcomes through UCAS Track. Applicants will see four options on UCAS Track:

- **conditional offer** – where some conditions – usually exam results – need to be met;
- **unconditional offer** – where the entry requirements have already been met and the place is confirmed. However, additional information such as a Disclosure and Barring Service (DBS) check or proof of qualifications may need to be provided;
- **unsuccessful** – where an applicant has not accepted;
- **withdrawn** – where the College has withdrawn the choice. The reason will usually be in Track, but if not, contact admissions@morleycollege.ac.uk

Applicants, through UCAS Track, need to respond to the offer of a place. There are 3 options:

- **Firm** – where Morley College London is your first choice;
- **Insurance** – where Morley College London is your 'back-up' choice (if the applicant does not meet the conditions of the 'firm' place);
- **Decline** – where the applicant does not wish to accept the offer of a place.

Additionally, applicants will be expected to return their offer letter to Central Admissions within 2 weeks of receipt, confirming how they intend to fund their course (see 3.4).

3.4 In order for the College to effectively and fairly manage the application process, applicants are required to respond to communication requesting confirmation that they still intend to take up the offer of a place. If an applicant does not positively respond to such a request, the offer may be changed to 'Subject to Availability' at the discretion of the College.

3.5 Feedback on the application form and, where appropriate, portfolio analysis or audition, and interview will not be given to third parties, including parents or school tutors, unless the candidate has provided express written permission to release this information.

3.6 Where an application has been rejected, the applicant may appeal in writing to the Quality Enhancement Manager (HE and Progression to HE) if they believe that this policy has not been applied correctly in the processing of their application. Appeals will only be upheld where this Admissions Policy was not applied, where the incorrect application of the policy led to the rejection of the applicant. Applicants will normally receive feedback within 15 working days of the original request; if there is likely to be a delay in the process, applicants will be informed of this.

The applicant 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.

3.7 In the unlikely event of changes to programmes or cancellation of programmes, the College will not be held liable and the Admission Policy will not apply.

3.8 Applicants who are found to have falsified any part of their application or submit a fraudulent application will automatically have any offer of a place withdrawn.

4. Applications from those with criminal convictions

4.1 The College does not wish to debar individuals with criminal records from taking advantage of the opportunities provided by Higher Education. In general, a criminal record is not regarded as an obstacle to studying at the College. In any event, the College will not take into account, when dealing with existing students and selecting applicants for admission, criminal convictions which are deemed "spent" under the terms of the Rehabilitation of Offenders Act 1974 unless such convictions are deemed as "exceptions" under the terms of

the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. If spent offences are required to be disclosed this will always be indicated in the application process.

4.2 The College must also balance its responsibilities to provide a safe and secure environment for its staff, its students, visitors and others. In addition, sometimes the College has to take into account the demands of various professional bodies and requirements under the law to protect special categories of people, e.g. children and those with mental illness.

4.3 The College will balance the interest of the student/applicant with its responsibilities to other people. The College reserves the right to refuse to admit or expel students where in accordance with the below where a criminal record makes it inappropriate for them to be admitted/attend.

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

4.5 It is important to note that the maintenance loan and any funding will be delayed until the College is in receipt of the DBS clearance.

4.6 The College will make every effort to help students complete the process thoroughly but cannot take responsibility for delays in obtaining the Disclosure certificate due to inaccurate or incomplete information supplied, or through any specific queries which may arise at the DBS in relation to the information supplied. Nor will the College be held responsible for any delay in receiving the DBS Enhanced Disclosure certificate, which in turn may result in a delayed placement and funding.

4.7 The College requires all applicants to declare on their application form any unspent criminal convictions and may withdraw an offer from an applicant who fails to do so.

4.8 An applicant who declares a criminal conviction on their application form will be required to submit further details about that conviction. The Central Admissions team will send the applicant a form in which the applicant will be asked to provide details about the nature of the offence, the sentence and the date of conviction.

4.9 Once the form has been returned, the Quality Enhancement Manager (HE and Progression to HE) will convene a panel to consider the information provided by the applicant. The ultimate decision must be taken by the relevant Centre Principal. They should seek the advice of the senior curriculum lead for the subject area and a representative from Student Services. The panel will consider the nature of the offence, the date it occurred and if this is a repeat offence. The panel may additionally request recent Probation Service reports.

4.10 Where the panel decides to refuse an application on the basis of their conviction, the applicant will be formally notified with the reason for that decision.

5. English language requirements

5.1 Students undertaking higher level education need to have a commensurate level of understanding of the English language so as to be able to achieve their qualification. Morley College London require higher education students and prospective students to have a minimum level of 5.5 IELTS (or equivalent) with no score lower than a 5 in listening and speaking and no score lower than a 5.5 in reading and writing.

5.2 In the case of applicants for whom English is a second language, the interviewer and Central Admissions Team must assure themselves of the applicant's ability to function at IELTS English Level 5.5 (or equivalent). This is in line with the requirements of the awarding and validating bodies. Where applicants do not hold an IELTS qualification at 5.5, the Central Admissions will ask the applicant to sit an online test to check the suitability of the applicant's English level prior to interview. Photographic identification will be required.

Equivalences acceptable are:

- Common European Framework of Reference (CEFR) level B2; or
- Pearson Test of English Academic (PTE Academic) 42; or
- Pearson Test of English General (PTE) Level 3; or
- Pearson Versant English Test 58-68; or
- International English Language Testing System (IELTS) 5.5; with both Reading and Writing elements at 5.5; or
- Having recently completed (i.e. in the last 2 years) a formal programme of study in English at an appropriate level (such as a level 3 BTEC or 'A' level) prior to starting their Higher National

6. Applicants from EU/EEA/international students

6.1 The UK government has launched a points-based visa system in October 2020 which also includes student visas. Applicants from outside of the United Kingdom are advised to visit <https://www.gov.uk/student-visa> where full details of the requirements are set out.

6.2 The Student Route is open to EU/EEA and Swiss students as well as international students, but EU/EEA and Swiss students resident in the UK by 31 December 2020 should not apply through the route. These students, and their family members, are eligible to apply to the EU Settlement Scheme. Those resident in the UK by 31 December 2020 have until 30 June 2021 to do so.

7. Applicants entering directly to year 2 of an HND

7.1 Morley College London welcomes applicants who have an existing HNC who would like to 'top up' to the HND by completing year 2. Applications will go through the same processes as outlined above for any HE course but additionally will be required to provide their HNC transcript or HNC certificate so the College can assess the suitability of the level 4 qualification. If the HNC was awarded on the Qualifications Regulatory Framework (QCF) then the programme team will be required to complete a mapping exercise [details are in the Pearson programme specification] so ensure that the applicant – once admitted to the level 5 – meets the Regulatory Qualifications Framework (RQF) of the level 5. It may be that the applicant – once accepted – is asked to complete some additional work.

7.2 The inclusion of a copy (paper copy or digital copy) of the original HNC transcript or certificate becomes a condition of offer.

7.3 The interviewing tutor will review the transcript/certificate and check it is acceptable, indicating on the College's interview paperwork they have reviewed it.

7.4 The interview paperwork is returned to Central Admissions who will pass the copy of the HNC transcript or certificate to the Exams Officer who will be required to register the student on to the HND.

8. Internally progressing applications

Progressing internal Higher Education students who have completed their registered course (4 to 5, 5 to 6)

8.2 This process applies to students originally enrolled on a level 4 HNC at the College that decide they want to stay on and complete the level 5 as well; and to students who completed their HND and who wish to stay and complete the level 6.

8.3 All applications for HE courses must go through UCAS, this is part of the contractual agreement of using UCAS¹. However, anyone who initially applied to an HE course at Morley College London through UCAS and completed that course can progress internally to the next HE course without reapplying through UCAS themselves. The College will use the UCAS Recognition of Prior Achievement (RPA) process which counts towards the numbers of the College's capitation fee calculation.

8.4 The procedure for internally progressing HE students:

- a) Student Services will run the 'Current HE Student' report which will generate a list of all current students on an HE programme at the start of Term 2;
- b) Student Services will contact each programme area via the Subject Lead/Programme Manager with their list of current HE students with a spreadsheet indicating if a student is interested in progressing to the next level of the course;
- c) The Subject Lead/Programme Manager will complete the spreadsheet, returning it by the end of February to Student Services;
- d) Student Services will update the student's file with a conditional offer based on the successful completion of the current programme and issue an offer letter, including information about paying for the next year of study;
- e) The student will be asked to accept the offer, based on meeting the conditions and fulfilling payment (either direct payment or student loan);
- f) Once the student's conditions are met and payment is in place (through direct payment or confirmation of a student loan), the student's status will be changed to 'current';
- g) Student Services will then update UCAS using the RPA system (each RPA counts towards the numbers of the College's capitation fee calculation). This update can only take place once the outcome results are known of the course initially completed as it generates an 'unconditional firm' offer automatically;

¹ The only exception are part-time courses which can only be applied to directly

- h) The spreadsheet will be circulated again at the start of May to capture any additional students who have expressed an interest in progressing. Steps a-g will therefore be repeated in May;
- i) For any students who express an interest to progress later than May, the Subject Lead/Programme Manager or individual student themselves is asked to email admissions@morleycollege.ac.uk