

# RECRUITMENT POLICY & PROCEDURES

2020 - 2021

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**CHRIST THE REDEEMER COLLEGE**  
Authored by: **ADMISSIONS OFFICE**



**Christ the  
Redeemer College**  
London

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# Student Recruitment Policy and Procedures

## Policy Statement

CRC ensures that its Recruitment, selection, and admission policies and procedures adhere to the principles of fair admission. They are transparent, reliable, valid, inclusive and underpinned by appropriate organisational structures and processes. The policy and procedures are aimed to support CRC in the selection of students who can complete their programmes.

Recruitment, selection, and admission policies are informed by the strategic priorities of the college. CRC promotes a shared understanding of their approach among all those involved in recruitment, selection, and admission.

## 1. Aims of Our Policy

- I. Selection processes for entry into CRC are underpinned by transparent entry requirements, both academic and non-academic, and present no unnecessary barriers to prospective students.
- II. Recruitment, selection and admission processes are conducted in a professional manner by authorised and competent representatives of the college.
- III. CRC is committed to provide clear information to the prospective students on how the recruitment, selection and admission process will be conducted and what prospective students must do.
- IV. CRC aims to assist prospective students in making informed decisions about higher education, thereby ensuring that they are placed on the right course and a smooth transition is made from prospective student to current student.

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- V. CRC recruit students who have the real aspiration to study and can successfully complete their chosen course.
  - VI. CRC have procedures for handling admissions appeals and complaints about recruitment, selection and admission that are fair and accessible. Appeals procedures are conducted expeditiously and in accordance with a published timescale as per the college's admissions appeal policy.
  - VII. CRC 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 circumstance.
  - VIII. An open and transparent admissions process whilst ensuring protection issues are paramount and its duty of care to both staff and students thereby committing to equality and diversity.
  - IX. CRC monitor, review and update their recruitment, selection and admission policies and procedures, to enhance them and to ensure that they continue to support the provider's mission and strategic objectives. CRC determines the frequency with which monitoring, and review are undertaken.
  - X. CRC determine how decisions and the reasons for those decisions are recorded and conveyed to prospective students.
  - XI. The admissions team follows the process which is accessible and understandable to all students and is compliant with the College's Equal Opportunity Policy and Disability Statement, by providing ample support services.

## **2. Scope of the Policy**

- I. This Policy is relevant to any individual applying to Christ the Redeemer College to study on a course or programme.
- II. This Policy aims to set out the standards for our College's admission processes.

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- III. It includes the re-enrolment of existing students who might have deferred their studies for a term due to any extenuating circumstances.
  - IV. It covers all the systems and procedures involved in the information and guidance involved in admissions process.
  - V. The College in its admissions processes is compatible with the law.

### **3. Who should be aware of this policy?**

- I. All staff should be aware of this Policy.
- II. The admissions team is responsible to ensure that this policy is followed.

## **Application stage and procedure**

### **Stage 1**

Prospective students who are interested in studying with us can submit their enquiry to get more information about the courses that we provide. Their requests will be addressed by the admissions officer and will be provided with all relevant CRC – Student Recruitment Policy and Procedures information, advice and guidance necessary for selecting the eligible course of their interest. The students are thoroughly briefed about the entry requirements for the course and evidence to be submitted to establish their eligibility of meeting entry requirements.

### **Stage 2**

The students are required to apply online through our website by submitting all the required documents as per the eligibility criteria set forth by the awarding body for the respective courses and with any additional information/evidence sought by the college. The Eligibility Criteria may differ for different countries when compared to the UK's Qualification and Credit Framework (QCF), Regulated Qualifications Framework (RQF) levels. The comparison of the qualification level is made as per UKNARIC recommendations. Our online application process gives room for students to indicate any learning disabilities or needs that they may have. Every student's documents are

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cross verified with originals and copies are filed in their respective files, in the form of soft copies and hard copies.

The students can apply for the course along with the following documents prior to the admission:

- a) Passport size photographs (recent)
- b) ID Proof [Copy of Passport/Nationality Identity Card/full UK Driving license)
- c) Qualification documents (Authorised English translation required if the certificate(s) and the transcript(s) are in the native language)
- d) Work experience letter or reference from the employer or proof of self-employment if applying as a mature student.
- e) IELTS grade 5.5 or Cambridge English Grade B2
- f) Proof of address and residency in the UK
- g) Statement explaining the reason to study the selected course (Statement of Purpose) and
- h) CV

### **Stage 3**

The UK/EU students must prove their English language proficiency by appearing for an assessment test conducted by the college, after the submission of all relevant documents as mentioned above. Scoring a 50 % in each component of English and math is essential. The English tests and interview are aimed to ensure that the students offered an admission have at least a B2 level of competency.

Irrespective of the material submitted and by taking part in the assessment test, all students are required to appear for an interview. The interview helps us identify any issues that we may not have picked up during the rest of the application process. It also helps give us a better understanding of the student and their specific learning needs, helping us identify the best ways we can support each student and get a better understanding of their personality and attitude to their studies.

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## **Stage 4**

Students who fulfil the eligibility criteria will be issued with a conditional offer of place; and after the payment of their course fees, will be offered an unconditional place that leads to the enrolment on the selected course.

The tuition fees can be payable to our bank account (details in the offer letter). If the students are financially supported by any public funding bodies, or any other sponsorships, confirmation from the relevant body is required for the unconditional offer and enrolment.

Students can also seek assistance from our authorised student recruitment representatives for the submission of their applications to the college. Our marketing team work closely with these representatives, ensuring that they are able to provide valid information on courses, from the application procedure and admission deadlines. Students can contact our marketing team to confirm whether a representative is authorised by the college or not.

## **Post Admission Procedures**

Once the applicant meets the requirements set forth by the awarding body as well as the college, they are offered a place that enables a smooth transition to become a current student. The applicant who receives an offer letter will be followed by an induction invitation. The induction enables the student an opportunity to meet their peers, to have guided tours organised by the student representatives and are also provided with all the relevant information, support and guidance as academic support needs. Due to the current pandemic, we have had to put a hold on physical induction days and conduct them online instead. We still try to make sure that our students receive as much support as they can during our online induction days.

Our Induction programme includes a detailed Admin and Academic Induction. The admin side covers the details about the college, facilities, transportation and other support systems. During the academic induction, explanations are given on our academic support facilities, Virtual learning, teaching and learning processes and assignments. Students are encouraged to introduce themselves to others and a few

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icebreakers are organised to make them comfortable and get familiar with the academic environment.

The College obtains student feedback on the Induction sessions. The feedback received from students are analysed and relevant actions for changes are initiated by the Head of Administration and shared with relevant departments.

The enrolment forms, the student files and all relevant documents will be scrutinised further and once it is established that the file is complete by meeting all the conditions as per the conditional offer letter, the students will be issued with identity cards and are enrolled for the teaching sessions.

The timetables for the respective scheduled classes will be handed over during the induction. Students attending their main course may be expected to attend additional workshops at different stages of their course, simultaneously with their main course of study, in order to develop their General, Academic or English communication skills.

Documents used with reference to this procedure:

1. Admissions form
2. Entry requirement check list.
3. Application form
4. Copies of student documents
5. Induction checklist

**Procedures for the applicants who are returning to education.**

We encourage the applicants who are returning to education after employment. The applications from these aspirants will be considered against the standard entry criteria of the course that they are interested in; and demonstrating their suitability for the chosen course.

As an ethical institution CRC recognises the importance of considering prior learning and will not force applicants to go through a course of learning when they already have the

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knowledge, understanding and competence to meet the assessment criteria. The applicants are required to provide requisite evidence as well as a varied profile of achievement to meet the entry requirements, which could be in the form of relevant work experience. The applicants may also be required to demonstrate that they meet the required knowledge, understanding and skills by undertaking an assessment test within the subject area they are intending to study with us.