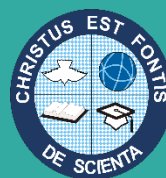


ADMISSION POLICY & PROCEDURES

CHRIST THE REDEEMER COLLEGE
Authored by: ADMISSIONS OFFICE



Christ the
Redeemer College
London

Admission Policy and Procedures

Policy Statement

Christ the Redeemer College (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.

Admissions Mission Statement

The CRC believes that a diverse student population contributes to a challenging and stimulating learning environment. We, therefore, welcome applications from all candidates with the potential to succeed, whatever their background. We are committed to equality of opportunity and aim to avoid unfair discrimination on any grounds, including disability, gender, age, ethnic background, religion or belief.

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 providing clear information to 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.
- 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.

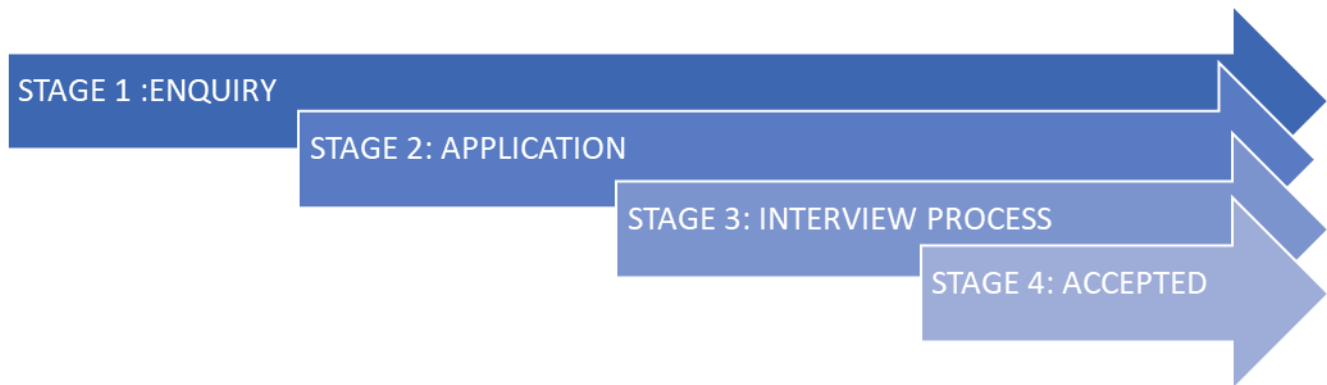
2. Scope of the Policy

- 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.
- 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 the 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: ENQUIRY

Prospective students who are interested in studying with us can submit an enquiry, call in or download an Applicant pack (appendix 1) from our website www.christredeemer.ac.uk. Their requests will be addressed by the admissions officers/advisors and will be provided with all relevant information. Prospective students who are interested in studying with us can submit the enquiry or the pre-admissions support form to get more information about the courses that we provide. Their requests will be addressed by the admissions officers/advisors and will be provided with all relevant information.

STAGE 2: APPLICATION

Student completes online application form on the college website <https://christredeemer.ac.uk/school-of-business-and-technology/application/> and the college receives an immediate notification of this via email. 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

If the student has not already uploaded their documents with the application, they are requested to send them to us via email or bring them in physically on their assigned interview date. Students can also seek assistance from our authorised Admissions representatives for the submission of their applications to the college. Our marketing team work closely with these representatives, ensuring that they can 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.

Information for Admission

The college provides comprehensive, accurate, user-friendly and accessible information and advice to applicants and other stakeholders in the admissions process. This is to enable an informed choice of programme(s) to be made appropriate to their needs, interests and academic qualifications and potential. Detailed information on entrance qualifications, asking grades, and associated admissions procedures for the individual programme and related business courses are provided by the admissions office.

The main sources of information are as follows:

- College printed and/or online prospectus
- College brochures and leaflets
- College website

The Prospectus provides detailed information on the entry requirements for our various courses. Each application is considered on its merits and in competition with others. The college selects candidates considering their personal statement alongside qualifications. While every effort is made to ensure the accuracy of the Prospectus some changes are inevitable. For up-to-date information on any course, please contact the admissions office.

STAGE 3: THE INTERVIEW PROCESS

Once the student's application has been reviewed, the student is invited to the college for the following.

- A written or digital initial assessment
- An oral interview

Each student must appear for an assessment test conducted by the college, after the submission of all relevant documents as mentioned above. The English tests and interviews are aimed to ensure that the students admitted have at least a Grade 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 oral interview.

Evidence of ability to complete the Programme

Students need to provide evidence, with their application, of their ability to undertake a chosen course.

Possible sources of evidence include:

1. A degree, diploma, and another professional certificate that would accompany an academic qualification taken at any educational facility.
2. A levels, GCSEs, WAEC, or their equivalent should include evidence of subjects taken and grades given in the form of an examination result document or transcript.
3. Other academic documents such as undergraduate certificates, and professional certificates of the previous study done here in the UK or abroad.

STAGE 4: ACCEPTED

Students who fulfill the eligibility criteria will be issued with an offer of a place, and after providing verifiable sources of payment for their course fees would be enrolled in their 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 enrolment.

Students can also seek assistance from our authorised Admissions representatives for the submission of their applications to the college. Our marketing team work closely with these representatives, ensuring that they can 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 sent an induction invitation via email including their induction checklist and timetable.

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.

Our Induction programme includes a detailed introduction to Admin and Academic processes. 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 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 is analysed and relevant actions for changes are initiated by the Management and shared with relevant departments. The enrolment forms, star sheets (helping both staff and students to know what parts of the induction process have been completed by each student), 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 offer letter, the students will be issued with, programme handbooks and identity cards and are enrolled for their programmes. The timetables for the respective scheduled classes are handed over during the induction.

Procedures for the applicants who are returning to education.

We encourage applications from 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 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.

Fraudulent Information Used to Gain Admission

The discovery of any form of fraudulent information used to gain entry to the College will normally result in the immediate withdrawal of any offer of a place. Fraudulent information in this context includes the use of fraudulent documentation, or any untrue or misleading statement or one which omits pertinent facts (e.g. an unspent criminal conviction) on an application or enrolment form or made at interview or made over the telephone.

Where the applicant has already enrolled as a student of the College, the management may declare the enrolment void, in which case the student must withdraw from the College. There will be no refund of fees. Any credit already passed, or qualification granted, may or may not be retained by the former student, in accordance with the seriousness of the deception and the view of any Professional Body involved.

Equal Opportunity

The college places great value on equal opportunity. Applications from students with disabilities are considered on the same academic grounds as all other students. Applicants are invited to disclose any disability at the point of application. Advice concerning the suitability of the campus, the programme, and any equipment or support is available from the Admissions Office. As information regarding a disability may be of a sensitive nature, students may ask to speak to the Student Welfare Officer in confidence if they prefer.

Validity of Offers

All offers of a place on a course of study at CRC are made in writing by the Admissions Office. No promise or purported offer of a place made other than by the above method will have any validity and will not be accepted by CRC as evidence of an offer.

Unsuccessful Applications

The college reserves the right to reject applications on any grounds, whether academic or non-academic, or if places are no longer available. The Centre has no obligation to give reasons for the rejection of any application and will only give reasons at its sole discretion.

Applicants requiring clarification on any point within our Admissions Policy are asked to contact the Admissions Office.

Document Review Tracker			
Approval and Review Title:	Policy for Recruitment and Admission		
Approved with reference to:	Competition and Markets Authority: UK Higher Education Providers – Advice on Consumer Protection Law.		
Current Version:	2022.1	Date Approved:	March 2022
Implementation from	March 2022	Next Review Date:	September 2025
Responsible Committee:	Senior Management Team	Approving Body:	Academic Board
<i>Changes Made:</i>			