



<b>Document Control Box</b>	
<b>Document title</b> (include version number if amended within same year as approved)	Admissions Procedure
<b>Reference Number</b>	0060/26
<b>Approval category (Please indicate)</b>	
Governance/Governor	X
Responsible Committee	
Senior Staff (insert name)	
<b>Date document approved</b>	12/06/2026
<b>Supersedes</b> (insert previous title and/or version date)	
<b>Date document last reviewed and/or updated</b>	
<b>Date next due for review</b>	June 2027
<b>Related statutes or regulations</b>	QAA Quality Code Regulatory Framework for Higher Education in England (OfS) Awarding Body Regulations Office of the Independent Adjudicator for Higher Education
<b>Related policies/procedures/guidance/forms</b>	Admissions Policy Admissions Appeals Policy and Procedure
<b>Staff member responsible for update</b>	Katie Jack

### Amendment History

Version	Revision Summary	Date Approved	Author

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## **Admissions Procedure**

### **1. Application Stages and Procedure**

#### **Stage 1: Enquiry**

1.1 This procedure accompanies the College's Admissions policy and is designed to protect the College's academic integrity and the integrity of the qualifications and assessments we deliver, recognising that incidents.

#### **Stage 2: Application**

1.2 Applicants are required to complete an application through the College's official channels, including the website or authorised representatives.

1.3 Applications must be supported by appropriate documentation, including proof of identity, academic qualifications, evidence of English language proficiency, and a statement outlining the applicant's reasons for study.

1.4 Additional documentation such as proof of address, employment history, or a curriculum vitae may be required where relevant.

1.5 Applicants who have not submitted documents at the point of application may be required to provide them subsequently. The College may also work with authorised representatives to support applicants, while retaining full responsibility for the accuracy of information and admissions decisions.

#### **Information for Admission**

1.6 The College provides comprehensive, accurate, user-friendly and accessible information and advice to applicants and other stakeholders throughout the admissions process. This is intended to support informed decision-making and to enable applicants to select programme(s) appropriate to their needs, interests, academic qualifications, and potential.

1.7. Detailed information on entry requirements, expected grades, and associated admissions procedures for individual programmes and related courses is provided by the Admissions Office.

1.8. The main sources of information include:

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

1.9. The Prospectus provides detailed information on the entry requirements for the College's programmes. Each application is considered on its individual merits and in competition with others. The College selects candidates based on their personal statement alongside their qualifications.

1.10. While every effort is made to ensure the accuracy of the Prospectus and related materials, some changes may occur. Applicants are therefore advised to consult the College's website or contact the Admissions Office for the most up-to-date information.

1.11. Applicants will be provided with the relevant terms and conditions of study prior to enrolment. These outline the contractual relationship between the College and the student and include information relating to programme delivery, fees, and student responsibilities.

### **Stage 3: Assessment Process**

1.12. Following initial review of an application, eligible applicants may be invited to participate in an Assessment Centre as part of the College's admissions process.

1.13. The Assessment Centre forms part of the College's approach to assessing applicants' academic readiness, English language capability, critical thinking, and engagement. It may include a combination of group-based activities, alongside an individual written assessment.

1.14. Applicants are assessed against defined criteria applied consistently across all candidates. Assessments are conducted by appropriately trained

academic staff, and outcomes are considered alongside the applicant's submitted documentation as part of the overall admissions decision.

#### Evidence of Ability to Complete the Programme

1.15. Applicants are required to provide evidence, as part of their application, of their ability to undertake and successfully complete their chosen programme of study.

1.16. Possible sources of evidence include:

- A degree, diploma, or other professional qualification which supports the applicant's academic background and readiness for study.
- A Levels, GCSEs, or recognised equivalents, including evidence of subjects studied and grades achieved in the form of examination results or an official transcript.
- Other relevant academic documentation, such as undergraduate certificates or professional qualifications from previous study undertaken in the UK or internationally.

#### **Stage 4: Decision and Offer**

1.17. Applicants who meet the eligibility criteria may be issued with an offer of a place. Enrolment is confirmed once all conditions of the offer are satisfied, including the provision of verifiable evidence of payment or approved funding arrangements for tuition fees.

1.18. An offer of a place does not guarantee admission. Decisions may take into account a range of factors, including qualifications, references, personal statements, interviews or assessments, and other relevant information.

1.19. Tuition fees may be paid directly to the College's bank account, details of which are provided in the offer letter. Where applicants are supported by public funding bodies or other forms of sponsorship, formal confirmation from the relevant organisation is required prior to enrolment.

1.20. Applicants may seek assistance from authorised Admissions representatives when submitting their application to the College. The College works closely with these representatives to ensure that accurate and relevant information is provided in relation to programmes, application procedures, and admissions deadlines.

1.21. Applicants are advised that they may contact the College directly to confirm whether a representative is formally authorised.

1.22. Admissions decisions are formally communicated in writing. The College maintains fair and accessible procedures for admissions appeals and complaints. Admissions appeals will normally be considered on procedural grounds and are handled in accordance with the College's published Admissions Appeals Policy and Procedure, including applicable processes and timescales.

## **2. Post-Admission Procedures**

2.1. Once an applicant meets the requirements set by both the awarding body and the College, they may be offered a place and supported in their transition to becoming a registered student. Applicants who receive an offer will be sent an induction invitation via email, including an induction checklist and timetable.

2.2. The induction programme provides students with an opportunity to meet their peers, participate in guided campus tours organised by student representatives, and receive key information, support, and guidance.

2.3. Induction includes a detailed introduction to both administrative and academic processes. The administrative component covers information about the College, facilities, transport, and student support services. The academic induction introduces teaching and learning processes, assessment requirements, academic support provision, and virtual learning environments. Students are encouraged to engage with peers and staff, with activities designed to support integration into the academic environment.

2.4. The College obtains feedback from students on the induction process. Feedback is reviewed, and appropriate actions are implemented by management and communicated to relevant departments.

2.5. All enrolment documentation, including enrolment forms, student records, and supporting documentation, is reviewed to ensure that all conditions of the offer have been met. Once confirmed, students are issued with programme handbooks and identity cards and formally enrolled onto their programme of study. Class timetables are also provided during induction.