

Admissions Policy

We operate an admissions policy which ensures equality of opportunity for all applicants and we aim to ensure that we admit applicants to a course suited to their ability and aspirations. The selection process therefore takes account of all aspects of an application and not just an applicant's academic profile and will normally include an interview.

Information regarding courses, their content and cost of study can be found on the UCAS application site, the college website or by contacting the HE Office. Information regarding accessing the academic rules and regulations for the awarding HEI will be made available at interview. Further discussion of all of the above is encouraged at the interview stage ensuring each individual can make an informed choice.

We seek to widen participation in Higher Education and aim to attract applications from students from all sections of the community without regard to ethnicity, nationality, disability, sexual orientation, gender, religious or political beliefs, marital status or socio-economic background. We welcome applications from mature students and students who have suffered educational hardship or disruption (including students with disabilities).

Selection criteria/entry criteria for BA/BSc programmes

Academic achievements/entry requirements

- 96 UCAS tariff points (from September 2017)
- At least 160 UCAS tariff points (60 points from AS alone; at least 100 points should be obtained from A2s, AVCE, GNVQ Advanced or Scottish Highers)
- At least 12 A level points if taken before 2002
- Advanced or Progression Diplomas (from 2010) where they demonstrate relevance to the HE programme
- BTEC ND at merit or distinction
- Access to Higher Education Diploma - 60 credits, of which at least 45 must be achieved at level 3 (from 2010, with merit or distinction) and with an appropriate combination of modules
- Open College level 3 qualifications (obtained in or before 2008) at 60% or above - with consideration of marks above 50%
- NVQ level 3 in relevant vocational areas
- GCSE Maths and English Grade C or equivalent
- Relevant work experience/ professional qualifications

Selection criteria/entry criteria for Foundation Degree programmes

Academic achievements/entry requirements

- 96 UCAS tariff points (from September 2017)
- At least 160 UCAS tariff points (60 points from AS alone; at least 100 points should be obtained from A2s, AVCE, GNVQ Advanced or Scottish Highers)
- At least 12 A level points if taken before 2002

- Advanced or Progression Diplomas (from 2010) where they demonstrate relevance to the HE programme
- BTEC ND at merit or distinction
- Access to Higher Education Diploma - 60 credits, of which at least 45 must be achieved at level 3 (from 2010, with merit or distinction) and with an appropriate combination of modules
- Open College level 3 qualifications (obtained in or before 2008) at 60% or above - with consideration of marks above 50%
- NVQ level 3 in relevant vocational areas
- GCSE Maths and English Grade C or equivalent
- Relevant work experience/ professional qualifications
- Work in a relevant setting for 16 hours per week either in a paid or voluntary capacity

N.B. 1. *Prospective mature students without prior academic qualifications in relevant subjects may be asked to demonstrate their suitability for the programme by researching and producing a 1000 word essay on an appropriate topic.*

2. *All students are offered an interview.*

Other criteria to be explored during interview and/or via references:

Academic potential

- Quality of completion of application form
- Learner record/profile
- Portfolio
- Evidence of reading
- Evidence of articles/projects completed (if applicable)

Motivation

- Awareness of nature of programme
- Reasons for choosing this mode of study
- Evidence of commitment and perseverance (e.g. previous study experiences)
- Enthusiasm for subject area
- Career aspirations/vocational choices

Relevant experience

- Work experience
- Demonstration of ability by audition (where appropriate)
- Voluntary/community work
- Membership of relevant organisations/clubs/committees/groups
- Parenthood
- Travel
- Leisure/hobbies

Organisational ability

- Willingness to take responsibility
- Time management
- Ability to manage change
- Ability to work under pressure
- Ability to plan (e.g. budget, domestic, social)
- Punctuality

Information regarding the cost of the course/programme will be presented including advice on how to apply for student loans, maintenance grant/loan and any other support available. Where an HE

Programme Leader (interviewer) is unable to assist the applicant will be advised to contact the HE Admissions & Progression Officer for an appointment.

Accreditation of Prior Learning

The programme uses the Credit Accumulation Transfer Scheme (CATS).

For prior learning to be accredited it must be:

- 1) **Relevant** to the programme
- 2) **Assessable**, i.e. supported by evidence that can be verified
- 3) **Significant and recent**, i.e. the benefits of being granted accreditation or exemption from part of the course outweigh the advantages that would be acquired by asking the student to complete the course

Students with relevant CAT points will be credited with a maximum of 240 credits at Levels 4 and 5. It may be possible for students with appropriate Foundation Degrees to gain direct entry into Level 6. Exceptional cases will be considered on their own specific merits.

Course Closures

In the event that the College withdraws or suspends a programme, any applicants will be contacted as soon as possible to inform them. The College will offer guidance, advice and support to students affected by course closure and endeavours to withdraw a programme only in unavoidable circumstances. In any case where a course is withdrawn, applicants will be given the opportunity to apply for other programmes at the College or to receive direct assistance with finding and applying for vacancies at other institutions if required.

Complaints and Appeals

In the event that an applicant is unhappy or has concerns about any aspect of the admissions process they should submit a written appeal or complaint to the HE Office within 10 working days of confirmation of the application decision. Disagreement with pre-determined entry requirements or matters of academic judgement do not constitute grounds for appeal; for example, the academic decision made at an interview. Where appropriate, the grounds for an appeal or complaint will be investigated and resolved through informal means before moving to a formal process should this be necessary.

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