



## **Policies and Procedures:**

### **Admissions, Applications and Enrolment**

**June 2013**

<b>Linked to:</b>	
Other Policies:	Student Handbook; Communications Policy; Student Support Policy.
Key Values: Quality Code:	KV3; KV4; KV6; KV8
Quality Code:	B2 Admissions; B4 Student support; B5 Student engagement; B6 assessment.

## **Admissions: Policy and Procedures**

### **Background**

This policy is provided to inform applicants, parents, carers, advisors and Brit College staff of the policies and procedures for processing applications to Brit College.

The Admissions Policy and Procedures complies with equality and diversity legislation affecting the admission of students to educational institutions and is informed by the UK Quality Code (Chapter B2 Admissions; Chapter B4 Student Support).

The College will operate a transparent admissions policy that is fair, clear and explicit and implemented consistently for all programmes.

### **Aims**

The aims of the admissions policy are to:

- provide for equality of opportunity for all the applicants in line with the selection criteria established for each programme. Applicants will be considered only on the basis of their merits, abilities and potential, and will not be discriminated against in terms of their gender, ethnic or national origin, colour, age, social background, religious, family circumstances and sexual orientation;
- provide entry to higher education for all potential students with the ability to benefit from the opportunity, including applicants holding different qualifications or who do not possess the necessary qualifications but who can demonstrate relevant experience. Where appropriate the College may offer preparatory classes to such applicants, prior to their joining a main course;
- provide relevant and adequate initial assessment, guidance and support to all applicants;
- provide a rapid and friendly admissions process that treats all applicants fairly and with courtesy.

Brit College welcomes applications from motivated students with appropriate qualifications.

## **Underlying Principles**

Student admissions to any course at Brit College should be based on their ability to fulfil the objectives of and to achieve the standard required by the aims and learning outcomes of the course and any additional requirements set by the Awarding Body.

Entry requirements for admission to courses should be clear in identifying the qualifications, experience and any other eligibility criteria for joining the course. Applicants should be judged according to clearly stated selection criteria, which should be made available to the applicant.

The College acknowledges the importance of accurate and appropriate pre-entry information and undertakes to ensure that all applicants receive the information they require to make an informed choice about the course they wish to enter.

The College will regularly review its admissions policy, practices and procedures to ensure that we continue to provide a high quality service to applicants.

## **Admissions**

The admissions process is critically important if students are to be recruited with integrity and to the appropriate programmes, suited to their qualifications and career aspirations. As a result Brit College complies with QAA minimum standards by publishing (various stages):

- admissions policies and processes, including any variation for international students and processes for entry part-way through an academic year
- application deadlines and processes for considering applications
- student classification for tuition fee purposes, tuition fees and other compulsory charges
- application fees; payment deadlines, methods and refund procedures; living costs
- how students who need a visa should go about securing one, signposting relevant organisations and sources of further information, advice and guidance
- contact point(s) for enquiries; entry requirements, including English language proficiency
- details of where students may need to satisfy UKBA requirements (including for English language competency) in addition to the entry requirements set by the institution
- details of pre-sessional courses or academic study skills courses that may be available.

Applicants are advised of the deadline for submission of applications, together with an indication of how long the process will take and how they will be informed of the outcome. A clear point of contact is provided for enquiries about the admissions process.

A contact point is provided for enquiries about the equivalence and acceptability of qualifications, and about accreditation of prior learning, where applicable, including the transfer of credit.

The College makes clear the English language requirements for their programmes, together with any tests which will be used as evidence that these requirements are met. .

We encourage applicants to disclose any disability at an early stage in the admissions process and discuss the requirements of disabled applicants in good time in order to make decisions about reasonable adjustments.

### **Pre-arrival Information**

This information is intended to help applicants to settle in as quickly and easily as possible. QAA recommendations are followed by the provision of information on:

- joining instructions; details of the 'meet and greet' services;
- what to expect upon arrival from immigration control, including what documents are needed, when, and where students will need to bring them;
- details of privately-run accommodation in the area;
- details of the registration/enrolment process and the documents that entrants will need;
- details of the orientation/induction programmes
- services and support (academic and non-academic) available to students, including faith-based, sporting, leisure and social services
- how to open bank accounts, including a recommendation that students make appropriate arrangements to access money upon arrival in the UK
- basic guidance on personal safety and British law; arrangements for healthcare, including students' entitlements; any insurance that may be necessary

- deadlines for fees and information about how to make payments; reminders about visa regulations
- signposting to useful sources of information about coming to and living in the UK, including entitlements or restrictions on working while studying, such as from UKBA.

The College provides contact details (email and telephone) for international students seeking further information, advice and guidance or for clarification of any of the information provided.

The College advises students before arrival about the availability and range of student accommodation, including that managed by the institution or by private suppliers. Institutions might consider including information about deadlines for applying for student accommodation, and guidance on whether, when, and how deposits and rent are payable.

The College gives advice and guidance to international students concerning the availability of, and the entitlement to use, healthcare services in the area, including the circumstances in which students should consider taking out insurance cover for incidents of ill health, which make medical treatment necessary, or which may lead to a transfer home.

### **Promotion and marketing**

Brit College will use a range of methods to promote courses to prospective students and their parents, advisors and employers. These methods will include, but not be limited to, our website, our prospectus, advertisements in newspapers and where appropriate, advertisements on radio and television, both in the UK and abroad. We will also arrange Open days for promotion and marketing of courses.

The College will ensure that its marketing material is accurate, up to date and made available in accessible formats. The College will ensure effective version control and editorial responsibility as advised in Part c of the UK Quality Code.

### **Information for students**

All students admitted to the College will be informed in writing – see Student Handbook - of their rights and responsibilities as students of Brit College.

## **Entry requirements**

All Course Co-ordinators must provide the Registry with clear entry criteria for admission onto their courses. Entry criteria should include:

- the level and range of qualifications applicants should have gained prior to making their application;
- whether or not applicants also need to demonstrate relevant work experience;
- any other criteria required by the awarding body.

If applicants can gain entry with relevant work experience as they do not hold the necessary qualifications, then the entry criteria should detail the type and quality of work experience that applicants will need to be able to demonstrate.

## **Application process**

Applications will be received by the admissions officer who will check:

- that the application form has been correctly completed and the necessary information has been included;
- the authenticity of educational certificates and for overseas qualifications, how they relate to UK qualifications. Overseas applicants will also need to provide evidence of English Language proficiency at the required level for the course for which they are applying or undertake a Secured English Language Test.
- that the correct fees have been included or that it is clear how the fees will be paid. For overseas students this will be in the form of a verified bank statement showing the required level of deposits.
- that the application form will then be forwarded to the relevant department will check the applicant's qualification details and either make the formal offer of a place on the course or invite the applicant for interview.
- that once a formal offer has been made, the application will be returned to the admissions officer for the further processing. The process will normally take five to ten working days.

Applicants will be informed of any significant changes to the course that occur during the process of the application.

Applicants who do not meet the selection criteria of their chosen course may be considered for an alternative course.

Where an application is unsuccessful the reasons for this will be recorded to provide written feedback to the applicant, if requested.

All successful applicants will be informed by the admissions office about the times and arrangements for enrolment, registration and induction.

## **Enrolment of students**

Enrolment and Orientation at Brit College is the same process. During enrolment the College will explain the institution's and the student's respective responsibilities, including towards UKBA, so that students clearly know what they can expect and what is expected of them during their time at Brit College..

The enrolment (and orientation) process helps (international) students to settle in, providing them with an opportunity to familiarise themselves with the services and support available at the College, and to begin the process of integration with other students.

The College will ensure that the enrolment/orientation process will cover:

- advice on settling in and information on living in the UK;
- details of social, sporting, spiritual (faith-based) and leisure facilities on campus and in the area;
- advice on recognising and dealing with cultural shock and sources of guidance and support;
- arrangements for healthcare and personal welfare; details on safety and personal security;
- academic support, including for language proficiency;
- support for employability and careers education and guidance, including any opportunities for short-term employment or work experience;
- the institution's definition of disability and the support that is made available for students in this context.

In designing its programmes the College has considered the needs of diverse groups of international students, such as those with dependants, mature students, and students studying at different levels. Brit College has also considered how best to facilitate integration between international and domestic students, if our SLC application is successful

### **Student services**

The availability of services and support is clearly communicated to our international students. College staff are experienced and supported to understand the perspectives of students from different countries or cultures, in order to meet their needs.

The College makes explicit to the students their definition of disability, as some forms of disability may not be regarded as such in different cultures. This is to prevent international students from being excluded from support that may be available to them.

The services and support that the College makes available includes information about financial matters.

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