



THE CORNWALL COLLEGE GROUP

## Cornwall College

### Higher Education Admissions Policy (Prescribed programmes only)

2019-2020

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# Higher Education Admissions & Recruitment Policy

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## 1. Introduction

This policy covers the College's approach to and arrangements for the admissions of students to the Cornwall College Group (TCCG) in compliance with ***The Quality Assurance Agency's UK Quality Code for Higher Education***. The policy is a public document available for view and aims to be transparent, fair, consistent and non-discriminatory. It applies to all university level programmes defined as 'Prescribed' by Office for Students. TCCG operate in partnership with the following awarding bodies as listed below:

University of Plymouth:	<a href="http://www.plymouth.ac.uk">www.plymouth.ac.uk</a>
Plymouth Marjon University:	<a href="http://www.marjon.ac.uk">www.marjon.ac.uk</a>
Pearson:	<a href="https://qualifications.pearson.com/en/qualifications/btec-higher-nationals.html">https://qualifications.pearson.com/en/qualifications/btec-higher-nationals.html</a>
Falmouth University:	<a href="http://www.falmouth.ac.uk">www.falmouth.ac.uk</a>

## 2. Admissions Statement

The Cornwall College Group recruits students who have the potential to meet the demands of and from their programme without discrimination. The admission of students reflects the College's commitment to equal opportunities, and facilitates Widening Participation in Higher Education whilst maintaining, monitoring and enhancing academic quality, at the same time being fair, equal and transparent to all applicants. Clear, accessible and current information and guidance about programmes and their admissions requirements and procedures is provided for applicants via our prospectus, Cornwall College Group website and UCAS listing, advisers, and agents.

## 3. Mission Statement

To provide Devon and Cornwall with a high quality student experience, celebrated through academic achievement, personal development and employability.

## 4. Equality and Diversity

The Cornwall College Group is committed to equality of opportunity for all who study and train with us.

## 5. Roles and Responsibilities

Overall responsibility for the Admissions and Recruitment processes within the Cornwall College Group lies with the Director of Higher Education and Head of Marketing. All HE Programme Managers within The Cornwall College Group have a role and responsibility in relation to the recruitment and successful admission of students.

## 6. Promotion and Recruitment

The Cornwall College Group have an extensive advertising regime in order to provide awareness of offerings for those wishing to undertake research into relevant degree level programmes. All marketing materials, including digital are kept updated and remain consistent at the time of publication. This is to ensure all enquirers and applicants are informed of current offerings and enables them to make an informed decision when making an application.

### ***Application***

- i. Those applicants who are applying for full-time undergraduate programmes will do so electronically via UCAS (Universities and Colleges Admissions Service) [www.ucas.com](http://www.ucas.com) excluding Certificate in Education and Postgraduate Certificate in Education programmes.

- ii. Those applicants who are applying for part-time undergraduate programmes will do so electronically via the Cornwall College website and/or hard copy application form [www.cornwall.ac.uk](http://www.cornwall.ac.uk)
- iii. Those applicants who are applying for end-on programmes (Honours Degree top-up) will be required to use the Cornwall College Group internal Honours Degree top-up application form (electronic and hard copy). This applies only to those progressing directly from a Plymouth University Partner College level 5 programme.
- iv. Applicants who are applying for School of Education & Professional Development programmes (PGCE/Cert Ed - full and part-time) will do so via the Cornwall College website and/or hard copy application form.
- v. Applicants who are applying for postgraduate MSc/MA programmes will do so via an internal application form.

## **7. Entry Criteria, Selection & Interviews** ***(Full-time and Part-time undergraduate/postgraduate programmes)***

The College is committed to providing applicants with appropriate and timely information, including entry requirements, to support decision making and the completion of the application. This information is presented consistently via the College prospectus, The Cornwall College Group website and the UCAS listing.

- i. The College will ensure that the UCAS tariff point score is appropriately set for entry onto all undergraduate programmes in accordance with the Awarding Body Programme Specification. HE Admissions processing staff will work closely with HE Programme Manager to determine the eligibility of an applicant should the entry requirements be inappropriate or appropriate evidence not be available to support the application. No applicant should be considered for entry without visible confirmation of all entry requirements and or a written/verbal statement from the HE Programme Manager explaining the reason for eligibility.
- ii. The College will look carefully at all qualifications provided on the application form in relation to the programme specification. Applicants should be able to demonstrate a minimum of Level 2 in Literacy and Numeracy or GCSE grade C/level 4 and above. GCSE grade C/level 4 (or equivalent) in Science is also a requirement for some science/animal based programmes. Most standard/specific qualifications i.e., GCE A/AS level, BTEC, Access to HE Diploma, Baccalaureate, NVQ, City & Guilds, most Level 3 Diplomas and Advanced Diplomas, Scottish and Irish Highers amongst many others will be deemed appropriate for entry in accordance with entry requirement criteria evident within our advertising materials. Any other qualifications/appropriate work experience will be considered in collaboration with supporting evidence provided on the application. Individual unit grades may be taken into account alongside tariff point requirements.
- iii. Entry assignments may be set by the HE Programme Manager if an applicant does not meet the specific academic requirements and/or if their acquired qualifications are in a different subject area.
- iv. International qualifications will be assessed by the HE Operations team using appropriate resources available for example, UCAS International Qualifications documentation and NARIC database.
- v. It is not a requirement that all applicants to the Cornwall College Group attend an interview. However, the selection process for some programmes may require an applicant to attend the College in order that they can demonstrate their skills and abilities i.e., in the form of audition/provision of portfolio. It will be the responsibility of the HE Programme Manager to

ascertain whether this is a requirement. The HE Admissions processing staff will ensure that all applicants will be given an opportunity to attend an interview and/or provided with information on open day/taster events should they wish to visit the College and view facilities. Telephone/Email/Skype correspondence is available as an alternative.

- vi. Applicants applying to level 6 and/or degree top up programmes will be required to successfully complete or have completed 240 level 4 and 5 credits (in an appropriate subject area).
- vii. Applicants will receive decisions on their applications via UCAS and email notification from the College instructing them to check their TRACK accounts. Part-time and degree top up programme applicants will also be notified of their offer via email and asked to respond.
- viii. Applicants may be offered an alternative programme of study if their application and qualifications are not deemed appropriate for their original choice. This will be discussed with applicant in the first instance and permission must be sought before any changes are made to application choices.
- ix. Applicants for postgraduate programmes i.e., PGCE/MA/MSc will take part in an appropriate interview process and if deemed successful will be made an offer via email.

## **8. Reject Decisions**

Where a reject offer is processed, the College will assist the applicant with a satisfactory explanation and recommendation where necessary. Should the applicant wish to challenge this further, they must refer to the complaints procedure.

## **9. Deferred applications**

Whilst the College accepts deferred entry applications it cannot guarantee that a programme will be delivered in the requested year of entry. The College will initially contact the applicant at the beginning of the year and request confirmation of attendance in the following academic cycle. Should the original programme choice not be available then where possible an alternative will be suggested or the opportunity to re-enter the application system.

## **10. Discontinued/Suspended Programmes**

If the College has cause to discontinue/suspend a programme, applicants will be notified as soon as it is practicable and where possible The College will seek to offer the individual a suitable replacement programme at TCCG, subject to the individual student meeting relevant conditions for the programme.

## **11. Fraudulent Applications**

The Cornwall College Group is not prepared to admit applicants on the strength of information believed to be either fraudulent or plagiarised and reserves the right to reject or cancel an application under these circumstances. It is the applicants' responsibility to ensure that all information/evidence provided in support of their application is accurate and true at the time of application.

## **12. Disclosures by an Applicant (criminal convictions)**

Disclosure of unspent criminal convictions is required at application stage for those programmes that require a DBS check for regulated activity. The College operates a procedure to ascertain the nature and potential risks related to a disclosure a risk assessment will be completed and if necessary control measures and Individual Learner Support Plans will also be actioned. Consideration of spent convictions may also be subject to the latter.

- i. For non-UCAS applicants, the College will seek further clarification from an applicant who has declared they have an unspent criminal conviction. A letter and declaration form is sent to the applicant asking them to return the declaration to the Safeguarding Administrator who will forward to the information to the appropriate Safeguarding Lead linked to the curriculum area in order to carry out further investigation. Under UCAS regulations the responsibility to disclose a relevant unspent conviction remains with the applicant (for those programmes that have a requirement for a DBS check).  
For UCAS applicants, there is no longer a requirement for applicants to declare an unspent conviction unless the programme of study specifies declaration of this requirement on the UCAS applicant system. However the College operates a duty of care to all students and staff and therefore all applicants will be contacted and asked to declare if they have any such conviction and to provide supporting paperwork as required if this is the case.
- ii. If the applicant acquires an unspent criminal conviction after application a risk assessment will be undertaken at disclosure.
- iii. If it is ascertained at any time during the application process that the applicant has an unspent criminal conviction and they have not declared this on their application form, the College will take the matter seriously and act appropriately (applies to both non-UCAS and UCAS applicants where relevant).

### **13. Disclosure and Barring Service (DBS)**

A number of our programmes require a DBS check, relevant information will be relayed to the applicant via the joining instructions as a requirement to undertake after enrolment has taken place.

### **14. Disability, Learning Difficulty or Long Term Health Conditions**

- i. The Cornwall College Group encourages and welcomes applicants declaring disabilities/learning difficulties/long term health conditions. It is advisable that applicants make the College aware on their application in order that support arrangements can be put into place when attending any of the campus sites.
- ii. The HE Learning Support Team will establish the nature of the disability and put into place the requirements of the applicant to sustain and enhance their learning experience with Cornwall College.

### **15. Admission of Minors (under 18)**

- i. Applications to all programmes will be assessed using the standard entry criteria applicable to each programme irrespective of the applicants' age on entry.
- ii. The College operates a duty of care policy to all of our students and therefore in the case of any student joining our institution before their 18<sup>th</sup> birthday this duty is enhanced. The College has a responsibility to safeguard and promote the welfare of under 18s and therefore applicants must provide details of parental/guardian approval prior to joining the College.
- iii. Applicants will be made aware that there may be limitations for them whilst studying at University under the age of 18.

## **16. Mature Applications (over 21)**

The Cornwall College Group values the contribution that mature students make to our learning environment. Whilst we welcome mature applicants that have a relevant qualification i.e., Access to HE Diploma or any other appropriate level 3 qualification for entry onto our programmes we will also consider those without qualifications based on interview and appropriate work experience who are able to demonstrate they are capable of studying at level 4/5/6. The HE Programme Manager will use their discretion to make a final decision.

## **17. Overseas Applicants**

All applicants from outside of the UK are sent a fee assessment form and asked to provide evidence of passports/refugee status documents/ID cards and any other supporting paperwork to ascertain tuition fees and requirements for a Tier 4 Visa. An IELTS at 6.5 or above or other appropriate English qualification is essential for entry along with other suitable qualifications that will satisfactorily meet our entry criteria.

## **18. Admissions Staff Training & Development**

Training events are attended on an annual basis by the HE Admissions team who will then be responsible for disseminating any relevant findings to HE Programme Manager within the Cornwall College Group.

## **19. Accreditation of Prior Learning – APL - (certificated or experiential)**

- i. The Cornwall College Group encourages learners to apply for Accreditation of Prior Learning (APEL or APCL) as part of its widening participation policy, including entry from non-traditional routes. This may include previous academic study or relevant work experience. Regulations for this procedure are overall governed by the awarding body.
- ii. Applicants wishing to enter level 4, 5 or 6 of a Foundation Degree/HND/BSc/BA programme will be assessed on their level 4 and/or 5 performance and suitability for the new programme, an APL mapping exercise will be carried out by the HE Programme Manager to establish eligibility.

## **20. End of Year Confirmation of Results**

Any applicants who do not achieve the conditions for entry will be re-assessed and subject to availability may still be offered a place on their chosen programme. An alternative programme may also be offered as a substitute should the failure to meet conditions for the initial chosen programme of study not be appropriate. The Cornwall College Group reserves the right to make discretionary decisions based on grades achieved as and when necessary.

## **21. Late Applications & Clearing**

- i. The Cornwall College Group will consider and interview all late applications made after 30<sup>th</sup> June in any one academic year subject to the suitability of the applicant and availability of places.
- ii. At clearing, the Cornwall College Group stipulates a minimum level of acceptance in terms of entry criteria that all staff should adhere to and in preparation for and during clearing and confirmation the College criteria for selection may be adjusted to suit the College and departmental requirements.
- iii. Applications processed via the clearing period will be matched to the programme which provides the closest link to both the applicant's qualifications and career plans. Such advice will be provided by experienced guidance staff within the Cornwall College Group.

## **22. Joining Instructions**

The Cornwall College Group will endeavour to ensure joining instructions are available to all applicants at the earliest opportunity and will be disseminated as appropriate.

## **23. Complaints**

All applications dealt with by the Cornwall College Group are done so in a fair and transparent way. Should a situation arise whereby an applicant feels they have not been treated courteously or fairly in any way, or that an unfair decision has been made against and relating to their application they can then refer their grievance to the HE Admissions Manager who will investigate the nature of the complaint and send an appropriate response in a timely manner.

The College will reserve the right to uphold an original admission decision.

The College reserves the right to exclude a candidate who is considered on justifiable grounds to be unsuitable for a place on a particular programme according to individual circumstances.

## **24. Disclosure**

It is the responsibility of the applicant to provide accurate data at the time of application and to disclose anything which may influence an admission decision. Failure to disclose information which would have been influential in the decision making process may lead to an offer being retracted.

## **25. Mitigating Circumstances**

The Cornwall College Group recognises that some applicants may have faced mitigating circumstances which have affected their capability to meet the entry requirements as stated in their offer. These circumstances may include illness, serious personal/family issues, relevant teaching issues i.e, where a teacher may have been absent for a significant amount of time. The applicant will be assessed on an individual basis and also be expected to provide written evidence to support their plea, submission of which does not guarantee admission.

## **26. Re-admission**

Should an applicant who has previously studied with the Cornwall College Group and withdrawn from a programme wish to re-apply to the College they must do so via UCAS (full-time) or College application/website application. If the applicant was withdrawn or excluded by the College then a case conference/fitness to study exercise will take place to re-assess the applicant's suitability to re-join the College.

## **27. Fee Assessments**

Tuition fees are made publicly available via the Cornwall College Group advertising materials and upon request. Fees are set by individual institutions and approved by Office for Students. Fee caps are submitted to the Student Loan Company in order that student finance applications can be assessed appropriately.

Fee amendments will be considered if an applicant can demonstrate through APL procedure that they have already met the learning outcomes of a particular module/s and will not be required to enrol onto this module.

## **28. Data Protection**



Applications will not be discussed with third parties unless permission has been granted by the applicant. The Cornwall College Group complies with the Data Protection Act 1998 and General Data Protection Regulation (GDPR) 2016 and ensures that personal data is managed appropriately. A data subject is entitled to access to the information that the College has recorded regarding them. This is termed a Subject Data Access Request and can be obtained by emailing [DPO@cornwall.ac.uk](mailto:DPO@cornwall.ac.uk)

## **29. Monitoring and Review**

This policy is the responsibility of the Director of Higher Education. It is reviewed on a regular basis to ensure that it continues to support the missions and strategic objectives of the Cornwall College Group and that it remains aware of changes in practice and policy within the sector and is able to provide adequate training for employees and the best possible service to its applicants.

### **Related Documents**

**Cornwall College Strategic Plan**

**Terms & Conditions**

**UCAS Admissions & Decision Processing Guide (UCAS based document)**

**Equality & Diversity Policy**

**Your Information**

**Criminal Convictions Policy**

**Complaints Procedure**

**Public Information Procedure**

**SEND provision statement**