

Kirklees College applications policy and process for Home / EU Higher Education courses starting September 2019 (undergraduate and professional qualifications)

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This policy applies to all Home/EU undergraduate applications and is available electronically or in print.

Kirklees College is committed to ensuring that all applicants:

1. Are treated fairly in their application via an open and transparent process.
2. Have access to information, advice and guidance at all stages throughout the process.
3. Are considered via an appropriate and fair process that includes clear entry criteria for all courses taking into account academic qualifications and relevant experience / skills.
4. Are provided with a timely and efficient application process.
5. Have the opportunity to disclose any learning difficulty and/or disability at the earliest opportunity.

This process supports the College's commitment to equality and diversity. It also underpins the college's duty of care to ensure that all those seeking to study at the college are placed on an appropriate level of course that will allow them to succeed.

“Creating opportunities, changing lives”

Application Process

The College will consider all appropriate applications for Higher Education courses from home and EU nationals.

Please note the college does not have an approved licence with the UK border agencies to accept international students wishing to enter the country on a student visa.

All full time applications for HE approved courses must be made direct to Kirklees College.

Applicants can contact the HE applications team at any point throughout the process to discuss their application.

Accessing information, advice and guidance

Kirklees College will offer all applicants information, advice and guidance at all stages throughout their application process. This may be with the dedicated careers team, the HE applications team, or with course tutors as part of an interview.

We offer all applicants the opportunity to visit the college to ensure they make an informed decision when they accept an offer of a place. Applicants can come to our open days or if that is not possible we can support individual visits.

Entry Criteria

All applicants are considered on an individual basis however we set our entry criteria at a level that ensures that applicants are placed on a course that matches their academic ability and therefore gives them the best chance to succeed. Students without the appropriate qualifications may still be considered on an individual merit taking into account personal and professional experience. Kirklees College accepts students on to programmes with Recognised Prior Learning (RPL).

We will make clear to applicants any additional entry requirements to the course that are not academic qualifications but essential to the selection process e.g. minimum level of appropriate work experience, an art and design portfolio.

We will clearly publish the entry criteria for all courses both in our printed materials and online. These will be reviewed on an annual basis and updated accordingly.

All applicants are required to provide evidence of their qualifications in order to show that they meet the course entry requirements. This evidence must identify the institution (i.e. the previous school / college) and /or the accrediting body as well as the qualification and level achieved. We reserve the right to determine the acceptability of any evidence provided and may require the applicant to provide further evidence if there is any ambiguity or lack of clarity.

Courses entering clearing may only have their entry criteria amended in-line with the pre-agreed tolerance level. Any applicants having this tolerance applied must be approved by the Head of Higher Education.

Interviews

All applicants who meet the application deadline and demonstrate that they meet the minimum entry criteria for a course will be invited to attend an interview.

If applicants miss a booked interview without letting us know in advance we will contact them to confirm they wish to continue with their application. We will not arrange an alternative interview until we have that confirmation from the applicant. We will automatically reject applicants who miss two interviews.

Equality and Diversity: supporting applicants with additional learning support needs

Applicants are advised to disclose any additional learning support needs prior to commencing the course. It is the applicant's responsibility to apply for the Disabled Student Allowance at the earliest opportunity to avoid any delays in setting up support.

Further information regarding this can be obtained from www.directgov.uk or by contacting the Student Support team.

Equality and diversity: applicants with criminal convictions

In accordance with the College's safeguarding requirements, all students/prospective students are requested to disclose any unspent criminal convictions; this includes enrolled students who receive a criminal conviction whilst on a programme of study at College.

If the programme of study requires an Enhanced DBS, you are required to declare all convictions (including warnings, cautions, reprimands) which are 'spent' and 'un-spent' due to certain professions being exempt from the Rehabilitation of Offenders Act 1974 so please be careful to check what your course or future planned employment requires.

Please note that declaring a criminal conviction does not automatically prevent anyone from becoming or continuing as a student at Kirklees College and we offer appropriate support when necessary.

For prospective students, it is important that you disclose your criminal conviction at your first point of contact with Kirklees College. For existing students, you must declare immediately upon receiving your criminal conviction.

You will be asked to complete the 'Confidential Details of Criminal Convictions' form. Your disclosed convictions will then be assessed in accordance with College procedures and you will be informed of the outcome of the assessment within a maximum of 2 weeks of the Safeguarding Team receiving your completed form.

We reserve the right to refuse a place to an applicant if s/he is assessed as a high risk to others or if the college is unable to meet their specific requirements and ensure a safe or controlled environment for the College community. We will also undertake such risk assessments after a learner has enrolled if information is received at any time which suggests that the learner may present a risk or may be unable to be properly supported.

Offers of a place on a course

All offers to the College will be “conditional”. We will ask applicants to present evidence at enrolment that they have met all the following “conditions” of their entry before they will be able to enrol on a course:

- have achieved the entry criteria for the course
- have successfully completed any testing required
- have presented an acceptable reference

A copy of our Higher Education Terms and Conditions will be sent with any offer of a place on a programme at the College.

Applicants who are not offered a place

If we cannot make an offer of a place to an applicant following their interview then we will explain the reasons clearly at interview. The college will aim to ensure that applicants receive in writing the outcome of their interview within two weeks of the interview.

We reserve the right to refuse a place to an applicant if s/he is assessed as a risk to others or if the college is unable to meet their specific requirements for a safe or controlled environment. We will also undertake such risk assessments after a learner has enrolled if information is received at any time which suggests that the learner may present a risk or may be unable to be properly supported.

Complaints Process

Applicants wishing to make a complaint or raise a concern about the application process can do so via the head of student recruitment and applications. If the complaint remains unresolved, then this can be followed up by the Quality Team using the formal complaints process. All complaints regarding the application process or requests for information must be made within the same academic year of the application.

Appeals Process

Appeals may only be made by applicants if it is believed that the application process, including entry criteria, has been unfairly or inaccurately applied.

Any appeals against the application process must be supported by evidence that demonstrates how the entry criteria are met, or provides any mitigating circumstances such as long term illness affecting examination results. In such circumstances proof of predicted grades will be required (see entry criteria table in the prospectus / website). All appeals must be received within 10 days of receipt of outcome of interview.

Please see appendix 1 for full appeals process. Final decision on appeals sits with the [Assistant Principal Quality, Adults & Higher Education](#).

Course Changes / Closure

There may be occasions when we have to close a course or make significant changes to course content or title. Where this happens it will involve consultation and approval from the Vice Principal. The applications team will co-ordinate the process of communicating this information to applicants in a timely process. Where possible, an alternative course within the college will be

offered to the applicant. Any such changes will be undertaken and managed in line with the Higher Education Course Changes and Closure Policy 2019-2020.

Enrolment

All applicants will receive timely information regarding enrolment and the enrolment process. If an applicant is unable to attend their designated enrolment date / time then their place will only be held if they have notified the applications team that they are unable to attend the enrolment session.

Responsibilities

The Head of Student Recruitment, Applications and Careers is responsible for:

- Updating the policy and presenting to Academic Board for approval. The next review date is **May 2019**
- Ensuring that the admissions policy is implemented and monitored to ensure an open and transparent process
- Ensuring that all staff involved in the admissions process are aware of the policy and procedures
- Co-ordinating all communication with applicants through the admissions process
- Monitoring application numbers overall
- Reviewing findings, themes and trends relating to recruitment, admissions and enrolment and report institutional themes to the Higher Education Committee

Heads of **Faculty** and **Assistant Principal Quality, Adults & Higher Education** are responsible for:

- Setting appropriate entry requirements for each course in a timely manner and signing these off for all publications
- **Approving any tolerance to these for any courses going into clearing**
- Ensuring that staff interviewing for courses have appropriate course knowledge and are aware of the processes in place
- Following up on any complaints within set timescales
- Monitoring offers against targets

Interviewing staff are responsible for:

- Ensuring that the policy and procedures are adhered to in a timely manner
- Ensuring that the applications team have all the information they require to process applications
- Interviews are conducted in an open and fair way

The College expects applicants to be aware of their individual responsibilities with regard to the applications and admissions process.

Applicants are responsible for:

- Ensuring that they apply in the appropriate manner and present all requested information / evidence
- Respond promptly to correspondence from the College
- Make the College aware of any changes of contact details

This policy, and the personal data gathered throughout the application process is covered and abides by the college data protection policy / guidelines.



Internal References

Kirklees College Higher Education Term and Conditions 2018-19
Kirklees College Programme Changes and Course Closure Policy
Kirklees College Accreditation of Prior Learning Policy

External References

This policy has been designed with consideration of the following chapters of the QAA UK Quality Code for Higher Education:

- [Chapter B2: Recruitment, selection and admission to higher education](#)

[Higher Education Course Changes and Closures: Statement of Good Practice](#)

[Supporting Professional Admissions](#)

1. Appeals may only be made by applicants if it is believed that the application process including entry criteria has been unfairly or inaccurately applied.
2. The application appeals process applies to all full time, Apprenticeship and substantial part time students.
3. Should there be any other concerns about the application process then they should be brought to the attention in the first instance with the application team who will be able to provide more information or guidance.
4. If the problem is not resolved at this stage then a request can be made in writing to the Head of Student Recruitment, Applications and Careers (SRAC) to appeal the outcome of application. They will acknowledge this within 5 working days, and aim to respond within 10 working days. Please be aware that out of term time, especially over the summer break, this may take longer due to holiday commitments across college.
5. Any appeals against the application process must be supported by evidence that demonstrates how the entry criteria are met, or provides any mitigating circumstances such as long term illness affecting examination results. In such circumstances proof of predicted grades will be required (see Entry Criteria table in the Students' Prospectus – attached).
6. The Head of SRAC will follow up with the appropriate **Head of Faculty and / or appropriate curriculum Vice Principal to resolve the appeal.**
7. If at this stage the applicant is still not happy with the outcome then one final appeal can be made via an appeals panel. The appeals panel consists of the **Assistant Principal Quality, Adults & Higher Education** and one other curriculum Assistant Principal.
8. The Admissions Appeals Panel will meet within 10/15 working days of the appeal being made and the decisions of the panel will be provided in writing to the candidate. Decisions of the panel will be final.