

Introduction

This policy applies to all applicants to the College applying for Full Time and Part time Undergraduate courses. This policy reflects the guidance in the QAA's Guidance for Recruitment, Selection and Admission to Higher Education (Chapter B2).

The College aims to enable individuals to achieve their full potential and provide access to Higher Education to those who will benefit from and widen participation.

This policy is to be used in conjunction with our partner organisation, Staffordshire University's Higher Education Admissions Policy.

The College will offer an impartial Advice and Guidance Service to all prospective students. This will be provided through one or more of the following: face to face or telephone conversation with the Course Advice Team; face to face or telephone conversation with the Programme Lead; Advice Event; Taster Event

The College will ensure that students are treated fairly, consistently and only enrolled on Higher Education courses for which they have the skills, academic aptitude, motivation and commitment to succeed.

Entry Requirements

The entry requirements for each course can be found in the Shrewsbury Colleges Group Higher Education Prospectus and on the Shrewsbury College website, http://www.shrewsbury.ac.uk/higher_education. Each course will also have a course factsheet and a Programme Specification with details of entry requirements and course content.

Entry requirements for each course is determined at the beginning of the academic year by the Curriculum Leader and the HE and Education Lead. Entry requirements will reflect conditions set by the partner university.

Application process

Our website has the appropriate links for applicants to apply online, either through UCAS (all full time applications), Staffordshire Portal (part time Staffordshire University courses) or directly through our own online system (part time Pearson courses). Alternative application methods are available on request or in another format.

All applicants will be invited to attend an Interview within 10 working days of receipt of their application. Interviews are administered by the Admissions Team to ensure a common approach and equal access. Staff who conduct interviews have the appropriate skills and knowledge to undertake this task and make calculated decisions. If a potential student is unable to attend a face to face interview an alternative will be offered e.g. telephone interview. Accreditation may be given for prior learning or relevant work experience for

mature learners, please refer to the Recognition of Prior Learning (RPL) policy for further information in relation to this.

Applicants will be offered a place on their chosen course if they meet the entry requirements within 10 working days of being interviewed if it is felt that the applicant can reasonably be expected to achieve. This offer is based on the information given on their application form and during interview, all applicants are expected to be open and honest.

All full time applicants will be notified of the Colleges decision through UCAS and it is the successful applicant's responsibility to accept/decline this offer via UCAS within their specified time frame.

Part time Staffordshire University applicants will be notified of the Colleges decision through the SITS portal and it is the successful applicant's responsibility to accept/decline this offer within their specified time frame.

Part Time Shrewsbury College Pearson applicants will be notified of the Colleges decision via email and it is the successful applicant's responsibility to accept/decline this offer within 14 working days.

Each course has a maximum number of places, these are allocated throughout the year until the maximum number is reached. Under exceptional circumstances the Group Vice Principal for Quality and Curriculum reserves the right to approve amended arrangements and allocate additional places.

Feedback is available to unsuccessful applicants upon request and the College will respond to any such requests within 10 working days.

The College reserves the right to withdraw an offer or close a course if circumstances change or there are insufficient applications, the final date this decision will be made by is pre determined and advertised annually on the Programme Specification.

Applicants with Health, Disability and/or Additional Learning Support requirements

The College will support the admission, retention and progression of students with additional needs. As a college we are committed to being as inclusive as possible and will make reasonable adjustments to enable all students to access the curriculum. There are several opportunities for students to tell us about their support requirements: at application by declaring a learning difficulty or disability; completing the Individual Support Requirements form at interview; indicating a need at enrolment; telling us about an emerging need during the course.

Support is available for general academic study from Course Tutors, the HE Study Support Tutor and Student Resource Centre staff who can direct you to study support resources and our two Moodle sites for Study Support and Additional Learning Support.

Additional support for HE students can be provided through funding received via the Disabled Students' Allowance (DSA); an early application for this is advised as the amount of support required is approved through a Needs Assessment Centre. Limited interim support can be provided whilst an application is being processed, if we think it is likely to be agreed. With permission, a copy of the Institutional Support recommendations, and any additional information, will be passed on to tutors. An Individual Support Plan is agreed with the student and progress records completed and reviewed regularly. Students can also use the support provided by the host Universities, which is often on-line. The procedures for provision of additional learning support are detailed in the HE ALS Policy.

Criminal Convictions/Disclosure and Barring Service (DBS)

Applicants are asked to declare if they have a criminal conviction at application and are given further opportunities to disclose this information at enrolment. All disclosures will be considered with the College's Student Criminal Convictions Policy and an offer can be withdrawn at any stage.

The College has a Student Disclosure and Barring Service (DBS) Policy as courses in the following areas require DBS clearance:

- Childcare
- Health and Social Care
- Education
- Some Public Services and Sports
- Any other course that requires you to work with children or vulnerable adults

The DBS process will be explained to the applicant and the College will be responsible for checking the identity of the applicant prior to the DBS application form being submitted. If the DBS check discloses information of concern the College will discuss the appropriate next steps with each applicant. This could be a change of course, seeking appropriate references or withdrawal of the offer of a place. Students have the right to appeal against decisions made by the college through the complaints policy.

Enrolment

Successful applicants will be invited in to a Welcome Event in the Summer Term and an Enrolment Event in September at the College. Staffordshire students will also be asked to enrol online via the Staffordshire Portal.

All applicants will be written to individually to confirm their enrolment date and time.

All students enrolling on places at the College must sign a copy of the learner agreement and produce two forms of identification (one of which must be photo ID).

All students will be invited to undertake a HE Induction providing opportunities to find out about College life and support available from the College and the validating University if appropriate.

If a full-time or part time student chooses to defer their place they will need to notify the College in writing prior to enrolment. The College will confirm within 10 working days if this is possible. Full time students will need to ensure they defer their entry on UCAS to avoid having to reapply.

The College reserves the right not to enrol a student who has any outstanding debts to the College.

The College reserves the right not to re-enrol a student who hasn't met the previous years assessment criteria.

Fees

Details of fees can be found:

- on the College website
- on Partner Universities website
- on UCAS for full time Undergraduate Courses
- by calling the Course Advice Team on 01743 342333 or
- by attending an Advice Event at the College.

Responsibilities and Obligations of Applicants

- Applicants are responsible for providing accurate information to Shrewsbury College at all stages of the application process. Any applicant found to be providing fraudulent or false information will have any offer made withdrawn.
- Applicants should inform the College directly if they decide to withdraw from the offer.
- It is expected that applicants will accept or decline an offer of a place at the College within the specified time frame.
- Provide information regarding their care circumstances and declare criminal convictions.
- Produce confirmation of funding at enrolment or agree to self fund either in full or through a payment plan.
- Treat all College staff respectfully.

- Once admitted to College as a student agree to follow all College policies and procedures which are available on our website.

Appeals

Applicants have the right to appeal against any decision taken during the application/enrolment process. Appeals are made to the Group Vice Principal, Curriculum Support & Business Development.

An Admissions Appeal could be invoked or referred to for a variety of reasons including:

- If an applicant who has previously been withdrawn/excluded from a College course wishes to return.
- If a Tutor has reasonable grounds for believing that an application may require a risk assessment, for example, any behaviour or previous record which could pose a threat to staff or other students.
- If an applicant or an applicant's representative wishes to appeal against the decision made as a result of an interview.
- If an applicant presents an unacceptable Safeguarding risk.
- If undisclosed information becomes available which causes concern.

This list is not exhaustive or exclusive and situations may arise which necessitate an Admissions Appeal.

Appeals will be responded to within 10 working days.

If the applicant is unhappy with the outcome of the appeal they may make a final appeal to the college Principal within 20 days of notification of the original decision. Any appeals received after 20 days will not be considered. The Principal's decision will be final and there is no further right of appeal

Related Policies

- Information, Advice and Guidance (IAG) Policy
- Student Criminal Convictions Policy
- Student DBS Policy
- HE ALS Policy
- Complaints Policy
- Recognition of Prior Learning Policy
- Course Closure Policy

