

Higher Education Admissions Policy and Procedures

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Author:	HE Academic Lead (Student Experience) & HE Admissions Coordinator
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1. Higher Education Admission Policy and Procedures

- 1.1 Hugh Baird College is committed to providing a high quality educational environment offering equality of opportunity and freedom from discrimination on the grounds of race, colour, nationality, ethnic origin, gender, marital status, disability, religious or political beliefs, age, sexual orientation or social or economic background.
- 1.2 To these ends, the College is committed to operating a fair and transparent admissions policy and process which underpins the entitlement of all potential students to impartial information, advice and guidance and helps individuals identify the programmes of study best meeting their aptitudes and aspirations.
- 1.3 This Admissions Policy aims to incorporate every statutory requirement of the Equality Act 2010 as set out in its various policies and procedures about equality and diversity.

2. Introduction and overview

- 2.1 This policy applies to the admission of all categories of students applying to the Hugh Baird University Centre (HBUC) for Higher Education, Access to HE, Degree Apprenticeships and professional qualification programmes of study, including, but not restricted to: University Certificate; Certificate in Education [post-compulsory education]; PGCE [post-compulsory education]; Foundation Entry, Foundation Degree; Bachelor's 'top up' Degrees, Access to HE, CMI and any other qualifications at level 3 or above offered by a non-HEI awarding body. All lecturers and business support staff responsible for the selection of students for admission are required to comply with this Policy.
- 2.2 The HBUC is committed to procedures for the recruitment and admission of students which are fair, explicit and implemented consistently and transparently. This policy is informed by the College's policies on equality and diversity, data protection and the widening of participation.
- 2.3 Applications are welcomed from students irrespective of background. Policies and procedures for the recruitment and admission of students are designed to secure the best match possible between the abilities, ambition and skills of the student and the requirements of the programme. The diversity and richness of experience that its students bring to the life of the College are highly valued. To this end, the College seeks to increase the number and range of candidates at undergraduate level by further raising awareness and supporting aspirations of prospective applicants in line with Widening Participation measures included in its Strategic Plan.
- 2.4 The College aims to offer a responsive and supportive service to all applicants and prospective applicants by offering clear, impartial, well informed pre-course advice and information to allow intending students to apply with confidence for a programme aligned to their aspirations, experience, interests, needs, potential and qualifications.
- 2.5 All decisions relating to admissions will be based on:
 - Transparency
 - Respect for equality and diversity and the rights of the applicant
 - Consistency in procedures and practice

- Confidentiality and disclosure protocols
- 26 All applicants will be offered the opportunity to declare a disability or learning difficulty and all such requests will be treated confidentially, with permission sought to pass relevant information to other members of staff.
- 27 The College will make every effort to make reasonable adjustments to facilities, services, and teaching, learning and assessment to meet the needs of students with disabilities, additional needs, or both. Its ability to make such adjustments may be limited if permission is not granted to disclose details of the disabilities or additional needs.
- 28 To comply with these objectives, the following will be in place:
Comprehensive and detailed pre-entry information given impartially and without prejudice;

Course information that includes:

- Entry requirements
- Guidance on UCAS personal statements and referees
- Course content and structure
- Teaching and learning strategies and assessment procedures
- Qualifications or accreditation to be gained
- Work-based learning opportunities and requirements
- Details of accreditation of prior certificated learning and prior experiential learning
- Progression opportunities

College information that includes details about:

- College facilities, including libraries; refectories; sport and leisure; how to get there; travel; community links
- Financial help
- Bursaries and scholarships that may be available
- Tuition fees, and methods and modes of payment i.e. Student Loans Company Career Development Loans, self-funding
- Learner Support available to students including: academic help; study skills; counselling; chaplaincy; pastoral support
- Schools Liaison: information will be shared in partnership with local schools and school leavers
- Bespoke Marketing information to all potential students in the College's immediate community and beyond including employers, commercial and institutional stakeholders
- Formats of course and College information: hard copy; on the College's website; social media; in local, regional and national newspapers and publications; and in selected social media. Information will also be sent electronically to potential students within and outside the College, and their employers as applicable
- Course and College information provided in a variety of languages; in Braille; and in suitable audio formats, all on request

3. Implementation

- 3.1 The respective partner University is responsible for the maintenance and management of academic standards of undergraduate and postgraduate courses

and therefore has academic oversight for the setting of clear and transparent entry criteria for their awards. For Higher Education courses this is via the Programme Specification at validation which is published direct to the HBUC website, with links from the UCAS website. Decisions on applications are made by the tutors on behalf of the Course Leaders. For all programmes, the selection process will take into account:

- i. The intending student's potential to succeed in his or her chosen programme of study;
 - ii. Actual or expected academic or professional qualifications and grades;
 - iii. Experiential learning relevant to the course applied for;
 - iv. Applicant's own statement of interest in the programme;
 - v. References, usually academic, but also professional where relevant to the proposed programme;
 - vi. An interview, or a portfolio, or sample of the applicant's work where appropriate;
 - vii. Qualifications in the use of the English language and Maths appropriate to the level and nature of the course;
 - viii. Impact of learning difficulties, disabilities, or both on the course of study, on which specialist Learner Support lecturers will advise at interview;
- 32 Access to initial and ongoing Information, Advice and Guidance [IAG] is provided for all applicants in person, by telephone, in writing and through the Hugh Baird University Centre/College website. Student Services holds the latest *Matrix* best practice award. Its aim is to provide accurate, impartial and realistic service at pre-entry and exit stages, so that the applicant's career and personal aspirations are kept in clear focus throughout her or his time at the College. All information collected relating to IAG is confidential and securely stored.
- 33 To complement the role of academic staff in ensuring the best match between applicants and courses, the Database Administrator will liaise with Course Leaders and those appointed by them to scrutinise applications, conduct interviews and convey decisions. The Database Administrator's chief responsibilities will be:
- Receiving and processing UCAS applications and applications from prospective students;
 - Providing recruitment details to suitable applicants including interview details (time, date, location, interviewer, campus location, documentation); pre-course events; practical tests and welcome/induction arrangements;
 - Conveying decisions to applicants, recording acceptances, and contacting the applicant by telephone, letter or email if no decision is received;
 - Informing successful applicants of details of pre-course welcome week, Fresher's Event and when and where their first class or session will be held;
 - Monitoring and analysing numbers of "High Grade" applicants;
 - Producing reports necessary to monitor progress in filling courses; to monitor entry requirements (i) in UCAS terms); (ii) in terms of AP[E]L and AP[C]L, and (iii) in terms of mature applicants with non-traditional qualifications, (iiii) applicants with DSA requirements;
 - Compiling applicant lists and status reports and communicating these to HE academic staff and managers on a weekly basis from May onwards;

- Provide applicants with details of deferred entry, or entry to an alternative programme;
 - On request, inform applicants having a complaint relating to HE Admissions Procedures to the College's Complaints Procedure;
 - Informing prospective students of any significant changes to the course programme they have applied for and referring them to the Retention and Progression Coordinators for impartial IAG if applicable;
 - Informing prospective students if a course will not run due to low numbers and a referral to the appropriate Course Leader/ Retention and Progression Coordinators for guidance on alternative options in accordance with the College Terms and Conditions;
 - Ensure compliance with the Consumer Protection Law in terms of the offer stage part of the admissions process.
- 3.4 For some programmes, there are more applicants than places, and an element of competition for offers is therefore unavoidable. Where a full-time place is not available for a suitable applicant, a part-time route will be offered. Should a full-time place or places become available, applicants holding part-time places will be offered a full-time place based on earliest date of acceptance of the offer of a part-time place.
- 3.5 Decisions about admissions will be made as quickly as possible. However, where a programme attracts larger than expected numbers of applications, there may inevitably be a delay, although all efforts will be made to minimise this.
- 3.6 In cases where the College is unable to make an offer to an applicant for their original choice of course, they may be considered for an alternative or related course or programme. Examples would include part-time instead of full-time mode of study; or a course within a related or similar subject area.
- 3.7 In exceptional cases, applicants with appropriate qualifications or accredited prior certificated or experiential learning may be allowed exemption from part of a programme. The relevant Higher Education Institution that validates the course will make the final decision. Applicants wishing to use a previously awarded higher level or equivalent level qualification towards either undergraduate or postgraduate awards will be considered under the appropriate awarding university credit transfer and accumulation system.
- 3.8 The College will continue to provide important information to prospective students to inform their decision on which offer(s) to accept. This obligation continues throughout the College's dealings with prospective students and, in particular, where any important information from the College prospectus or other course promotional materials or programme information has changed this will be brought to students' attention, via appropriate communication.
- 3.9 Admissions of students with criminal convictions.**
The College's main concerns when considering applicants with criminal convictions are to:
- Minimise risk to the safety and well-being of staff, students, visitors and others using our services or facilities;
 - Protect the College's property.

- 3.10 Any admissions decision relating to the disclosure of criminal convictions will be taken in the light of a risk assessment (**see Appendix 2**) against these criteria.
- 3.11 The College Admissions Procedure is designed to provide opportunities for prospective students with unspent criminal convictions to apply for College courses whilst taking into consideration the wellbeing and safety of the College community.
- 3.12 Prospective students are required to declare on the enrolment form if they have any spent/unspent criminal convictions.
- 3.13 Admissions Tutors and Admissions staff who are making decisions on whether a place can be offered will take part in compulsory staff development annually to ensure they have the knowledge and skills necessary to make those decisions in a fair and consistent way without bias and to ensure compliance with the MATRIX and Consumer Protection Law.
- 3.14 The HE Management team and HE Admissions Team will deliver the staff development annually to all staff who interview and new staff will have an induction on HE Admissions.
- 3.15 Archive of applicant records. Paper application forms and all associated correspondence will be are archived and destroyed after 7 years.
- 3.16 Electronic enrolments and all associated correspondence will be stored on ProSolution.
- 3.17 Paper application forms and all associated correspondence for those applicants who have not enrolled on a course at the College will be stored on ProSolution.

4. Policy

4.1 Applicants with Disabilities and Additional Needs

The HBUC is committed to promoting, achieving and enhancing equality of opportunities for all its students and positively encourages potential students with any form of disability or those who may have additional needs to make an application to study here. The College strives to ensure that students with disabilities or additional needs attain their full academic and personal potential and are not subject to any form of discrimination, either during the admissions process or in their subsequent time as students at the HBUC by reason of having a disability or disabilities, or additional learning needs.

- 4.2 Potential students should ensure they have the necessary information on which to base their decisions about programme acceptance and anticipated support. Course requirements vary and it is the responsibility of each Course Leader to ensure that applicants are given appropriate information on which to base their decisions. Although every effort will be made to meet an individual's need for support, in exceptional circumstances, it may not be possible to make all the necessary reasonable adjustments to allow such an applicant to join a programme. (**See Appendix 4** for Disability Process flowchart)

Undergraduate Admissions

4.3 Standard UCAS Admissions

Applications for courses at the HBUC can be made through the College's website or directly through UCAS.

All applicants are invited in for an informal interview which will be with a member of the course team. Applicants are given the opportunity to talk through their options and career aspirations.

4.4 Record of Prior Acceptance (RPA) UCAS Admissions Policy

If the applicant is not applying to study at another Higher Education Institution (HEI) i.e. is only planning on studying at HBUC, then a Record of Prior Acceptance (RPA) form will be processed. Satisfactory proof of evidence (qualifications, references, proof of past professional work experience if required) that the student is suitable for the course must be seen and copied by a member of the HBUC Admissions team. The HBUC reserves the right to delay making an offer to the applicant until they are confident that the course being applied for has viable numbers to run.

Should an applicant be applying for a number of different HEIs, then they will be advised at interview that they are to apply through the UCAS process and that staff at Hugh Baird College's Student Services team can assist with this process if required.

4.5 All applications for part-time Higher Education programmes at the College should be made on the online application form on the College's website.

4.6 UCAS Admissions – Clearing

Some students may change their mind about their firm choice of institution, or may be unsure where their UCAS application is up to. The admissions team will ensure all HE courses are listed on UCAS clearing and process prospective students as and when they are received.

4.7 Course-specific admissions criteria are set out in the relevant Course Fact Sheet for each programme, both in paper and in electronic formats. For Foundation Degrees the UCAS score is evidenced on the course page on the website. For BA Honours 'top-up' courses, applicants must hold a Foundation Degree in the same subject, or in a subject closely allied to it. A Higher National Diploma (HND) may also be considered in a relevant subject; in some cases a bridging module maybe required. Suitability will be determined at interview for all applicants. Initial Teacher Training PT courses require a level 3 qualification in the subject the applicant wishes to teach. Cert. Ed. and PGCE also require confirmation of paid or voluntary teaching hours averaging 75 hours for each of the two years of the course.

4.8 All applicants through UCAS will be made aware of the weight attached to the Personal Statement and the Academic Reference, whether applicants are internal or external.

4.9 All applicants will be interviewed. In the case of an applicant with non-traditional qualifications, or one where their UCAS form contains need for clarification, an interview will take place. Every effort will be made to interview all applicants by either a face-to-face, telephone, Skype interview etc. to ensure all pre-course information is explained or any questions answered.

4.10 Applicants will not normally be asked to sit additional assessments or provide supplementary written evidence. In such cases assessments will be clear, honest and transparent. Applicants declaring a disability or learning difficulty will be offered appropriate and reasonable adjustments.

- 4.11 Applicants whose first language is not English will be required to demonstrate a minimum proficiency in English equivalent to IELTS level 6.0 for all undergraduate and professional courses and IELTS 6.5 for postgraduate programmes.
- 4.12 If it is discovered that an applicant has attempted to deceive the College to secure a place, e.g. by claiming qualifications they do not have, the offer of a place shall be immediately withdrawn.
- 4.13 If an applicant declares a criminal conviction, caution or binding over, such declarations will be dealt with using the College's existing policy and procedures regarding criminal convictions.
- 4.14 There is no advantage in submitting applications early, *i.e.* before the main UCAS deadline. Late applications will be considered at the discretion of individual Course Leaders and appropriate offers made if there are still places on the courses concerned.
- 4.15 Applicants for an offer of a place are welcome to take up the opportunity to visit the College, either as part of the admissions process before a decision is arrived at, or after an offer has been made.
- 4.16 Applicants may be invited to attend a HE taster day during the year or summer.
- 4.17 Staff should retain notes from interviews in case an unsuccessful applicant asks for feedback. Factual reasons would include, e.g. no level 2 Mathematics certification.
- 4.20 Keep warm information is posted to students from initial interview to the first week of term in order to ensure prospective students feel part of the HE experience prior to the transition taking place.
- 4.21 All applicants will tick a box on the HE enrolment form when they enrol that outlines how the tuition fees will be paid, this is then signed by the student.
- 4.22 If a student is self-funding, an invoice proforma will also be required to be filled in and signed to allow finance to process before the student begins the course.
- 4.23 A student paying their own fees will be requested to sign an enrolment form at the point of enrolment and invoiced by the HBC finance department by the 21st October for 50% of the tuition fee and by the 27th January for the outstanding 50%.
- 4.24 For other students who are eligible to pay fees (or who have their fees paid by a third party) an additional enrolment administration fee of £30.00 will be charged. This fee is not refundable under any circumstances.

5. Monitoring

- 5.1 The Admissions Policy will be monitored by the Dean of Higher Education and Access, reporting to the Executive Management Team chaired by the Principal.
- 5.3 The Policy's impact will be measured by regular and timely analysis of applications by course, followed by an annual analysis of conversion rates by course and by Directorate of applications to admissions by the Head of Marketing and Admissions.

- 5.4 All lecturers and Learner support staff involved in admissions are provided with regular training and updating on admissions issues.

6. Appeals, Complaints and Requests for Applicant Information

6.1 Appeals Against Admissions Decisions

An appeal cannot be made against the academic judgement of the Admissions Tutor(s). Appeals on the basis will be ruled invalid. Applicants do not have a right of appeal against the academic judgement of the College. A request for an appeal against an admissions decision will be valid only if it is based on one or both of the following points:

1. That there has been a material administrative error at a stage in the admissions process, or that some other material irregularities have occurred;
2. That the admissions process was not conducted in accordance with the approved Admissions Policy.

- 6.2 An appeal can only be made after an applicant has received feedback on the reason for their original rejection. The request for the appeal must then be placed (in writing) within 10 working days of the feedback being sent to the applicant. The applicant must state clearly on what grounds the request for the appeal is being made. The appeal should be sent to the HE Academic Lead (SE), Hugh Baird College, Balliol Centre, Bootle L20 7EW. **See Appendix 4** for the Admissions Appeals Form)

- 6.3 The request for an appeal must be made by the applicant and not a third party. The College will not respond to a request from anyone other than the applicant (unless written permission has been granted by the applicant).

- 6.4 Once received, the HE Academic Lead (SE) will review the written evidence in consultation with the Admissions Tutor and may seek further information from University staff and/or the applicant as they consider appropriate. There will be no entitlement to a hearing in person.

- 6.5 The HE Academic Lead (SE) may decide to either:
1. Uphold the appeal, in which case the matter will be referred back to the Admissions Coordinator to reconsider the application; or
 2. Reject the appeal

- 6.6 The Study Programme Lead will confirm their decision in writing with the associated reasons within 15 working days of the receipt of the appeal.

6.7 Complaints

Applicants who wish to complain about the operation of the University Centre's admissions process should submit their complaint in writing to the Admissions Coordinator within 10 working days of the incident complained about. The Admissions Coordinator will investigate the complaint and respond in writing within 15 working days.

- 6.8 The Hugh Baird College Complaints Procedures in this instant will be adhered to. The Complaints Procedures can also be found on the Hugh Baird College website.

- 6.9 Complaints will not be considered:

1. About matters of academic judgment regarding an applicant's suitability to study a programme,
2. About an applicant's failure to satisfy non-academic requirements specified by external agencies for a particular programme (except in respect of criminal records checks – these complaints will be considered),
3. If they are submitted anonymously.

6.10 Requests for Applicant Information

Information concerning applicants is confidential between the individual applicant and HE admissions staff. Requests for information from other individuals or organisations will be referred to the Vice Principal People, Organisational Development and Culture under the Data Protection Act 1998 and Freedom of Information Act 2000.

7. Managing HE provision with others

- 7.1 All HE applicants are dual enrolled at both HBC and the HEI's.
- 7.2 Programme course lists are checked with the HEI's to ensure all applicants are fully enrolled on the right courses and are studying the correct modules.
- 7.3 The HE Admissions Policy and Procedures are forwarded to the HEI's to ensure accuracy and compliance with their admissions policy and procedures for partner Colleges.

8. Quality Assurance

- 8.1 The HE Admissions Policy and Procedures are written and up-dated by the Dean of Higher Education and Access and the HE Admissions Coordinator.
- 8.2 The HE Admissions Policy and Procedures are agreed at the HEQ and PODC meetings and uploaded to the Colleges HBUC website for staff and the wider general public to access.
- 8.3 Staff development takes place annually to ensure compliance with the admissions policy and procedures.

9. Further Information

- 9.1 Specific queries referring to academic matters should be directed to the relevant Course Leader in the first instance. General admissions enquiries should be referred to the HE Admissions Coordinator.

Appendices

Appendix 1 – Higher Education Admissions Procedures

Standard UCAS Admissions – deadline mid-January

Typical applicants applying through this route will be level 3 students progressing from Access to HE / A Levels / BTEC etc. Whilst in practice for our typical cohort this deadline is actually largely irrelevant, it is important to recognise that these students are strongly encouraged by their tutors to complete their applications even before this date (some other HEIs adhere strictly to the date) – we need therefore to ensure that we don't devalue ELIHE in comparison, and undermine tutors' expectations.

Application received and recorded by MIS. HE Admissions to identify any applicants who have specified a disability and highlight for course and Learner Support team. Application forms to be emailed to tutors within 48 hours of receipt. HE Admissions to identify applicants who are due to complete or have already achieved an Equivalent Level Qualification (ELQ) in order for Course Leaders to ascertain how the fees would be paid if accepted.

A selection of possible interview slots to be organised with course admissions tutors. HE Admissions to check any specific interview requirements (e.g. portfolio of work, audition or access arrangements), send Interview letter and provide interview pack for course team to include:

- HE Interview checklist
- Copy of application form

Interview letter sent centrally **within three working days** of receipt of application, encouraging potential student to view web-site etc.

Interview based on academic criteria only (see academic regulations). Course admissions tutor decides to accept or decline irrespective of any disclosed disability. If a disability is disclosed, tutor can advise applicant that they will be invited to a further Information Sharing Interview (as below). Paperwork returned to HE Admissions:

- Accepted: Offer letter and email (including Accompanying Information and Conditions of Offer, Tuition Fee Policy and Student Handbook)
- Declined: feedback and advice and guidance provided
- Interview Record Amended
- UCAS data updated
- Model Cancellation Form

Disclosure of disability:

Students applying/ wishing to apply for DSA are requested to inform DSA Coordinator.

The applicant will be contacted by Learner Support/ DSA Coordinator to arrange to meet to discuss what adjustments may be required and to apply for support.

Where unusual levels or types of support are required, the applicant will be invited in for an 'information sharing interview'. The course tutor, Learner Support and any appropriate specialists will be invited to meet with the student to discuss the requirements of the course and the impact this may have for the applicant. Where it is deemed that the core competencies are unlikely to be achieved, or that the College cannot meet the support request under 'reasonable adjustments', the applicant will be offered an alternative course or careers guidance. The applicant and UCAS will be notified formally as to the inability to proceed with the initial offer.

Applicants receive standard 'keeping warm' contacts sent centrally as well as relevant course related information prior to start. Admissions officer liaises with UCAS and keeps Directorate fully informed of applicant's status through weekly updates.

UCAS Admissions Policy post 1 July

From this date, institutions can complete a Record of Prior Acceptance (RPA) making the applicant an unconditional offer (which they are obliged to accept) provided you are sure that they are not already holding an offer from another institution / have a live application in the current UCAS cycle. This policy will only be implemented by the HBUC when UCAS closes for the academic year.

The RPA pack will include:

- A HE Admissions cover sheet
- Disability disclosure form
- HE Interview Checklist
- Copy of internal RPA application form
- HE application form
- HE Enrolment Form



Applicant contacts HE Admissions, or by exception, the course tutor direct. The date of the contact must be logged by HE Admissions. If a member of the course team is contacted direct, they must inform HE Admissions immediately. Student services will refer all enquiries to HE Admissions rather than to individual course team members.



The student must be contacted to discuss their enquiry **within 5 working days**. HE Admissions to monitor. When booking an interview to RPA a potential student, staff will need to consider potential access arrangements. If a disability is disclosed, see Disability Support officer or HE Admissions for further advice.



Interview based on academic criteria only (see academic regulations). Course admissions tutor decides to accept or decline irrespective of any disclosed disability. If a disability is disclosed, tutor can advise applicant that they may be invited to a further Information Sharing Interview (as below) and that they may need to apply for Disabled Students' Allowance in order to access support. Paperwork returned to HE Admissions:

- Accepted: Offer letter and email (including Accompanying Information and Conditions of Offer, Tuition Fee Policy and Student Handbook)
- Declined: feedback and advice and guidance provided
- Interview Record Amended
- UCAS data updated
- Model Cancellation Form



Disclosure of disability:

Students applying/ wishing to apply for DSA are requested to inform DSA Coordinator.

The applicant will be contacted by **Learner Support/ DSA Coordinator to discuss** what adjustments may be required and to apply for support.

Where unusual levels or types of support are required, the applicant will be invited in for an 'information sharing interview'. The course tutor, Learner Support/ DSA Coordinator and any appropriate specialists will be invited to meet with the student to discuss the requirements of the course and the impact this may have for the applicant. Where it is deemed that the core competencies are unlikely to be achieved, or that the College cannot meet the support request under 'reasonable adjustments', the applicant will be offered an alternative course or careers guidance. The applicant and UCAS will be notified formally as to the inability to proceed with the initial offer.



Applicants receive standard 'keeping warm' contacts sent centrally as well as relevant course related information prior to start. Admissions officer liaises with UCAS and keeps Directorate fully informed of applicant's status through weekly updates.

UCAS Admissions – Clearing

Some students may change their mind about their firm choice of institution, or may be unsure where their UCAS application is up to. Clearing is used by applicants who have not managed to secure a place at university or College for the current year. It begins in August and it can help people to find suitable vacancies on higher education courses. Students are eligible for Clearing if they have applied in the current application year and if at least one of the following is met:

- They have not withdrawn their application;
- They hold no offers;
- Their offers have not been confirmed because they have not met the conditions (e.g. not achieved the required grades);
- They have declined their offers or not responded by the due date;
- Their offers have not been confirmed, and they have declined any alternative offers from the same university;
- They have applied after 30 June (12 June for Route B art and design courses). If their application is received by UCAS after these dates, it will not be sent to any universities and Colleges.

From 1 August all staff will be issued with an initial supply of 'Clearing' packs for all cases where students are 'live' in the UCAS system. These will include:

- A HE Admissions cover sheet
- Disability disclosure form
- HE Interview Record
- Copy of 'Clearing' application form
- HE application form
- HE Enrolment form



Applicant contacts either HE Admissions or, by exception, the course tutor direct. The date of the contact must be logged by HE Admissions. If a member of the course team is contacted direct, they must inform HE Admissions immediately. The student must be contacted to discuss their enquiry **within 5 working days**. HE Admissions to monitor. Invited in for interview. HE Admissions to check status of current UCAS application.



Interview – based on academic criteria only (see academic regulations). If applicant is required to undergo an aptitude or other test and has disclosed a disability, the appropriate support must be offered, organised by HE Admissions. Course admissions tutor decides to accept or decline irrespective of any disclosed disability. If a disability is disclosed, tutor can advise applicant that they may be invited to a further 'Information Sharing Interview' (as below). Course admissions tutor asks for clearing passport. Paperwork returned to HE Admissions:

- Declined: feedback and advice and guidance provided



Disclosure of disability:

Students applying/ wishing to apply for DSA are requested to inform DSA Coordinator.

The applicant will be contacted by Learner Support/ DSA Coordinator to discuss what adjustments may be required and to apply for support.

Where unusual levels or types of support are required, the applicant will be invited in for an 'information sharing interview'. The course tutor, Learner Support/ DSA Coordinator and any appropriate specialists will be invited to meet with the student to discuss the requirements of the course and the impact this may have for the applicant. Where it is deemed that the core competencies are unlikely to be achieved, or that the College cannot meet the support request under 'reasonable adjustments', the applicant will be offered an alternative course or careers guidance. The applicant and UCAS will be notified formally as to the inability to proceed with the initial offer.



Next Steps after an unofficial offer has been made:

- Students with a firm choice at another institution: the students should contact the relevant institution and ask to be released. HE Admissions can then inform UCAS of the change.
- Students 'live' in the UCAS system: HE Admissions to contact UCAS to determine current status.
- Students who have paid the UCAS fee for a single choice, will be required to pay the multiple choice fee before their application can proceed.

P/T and LSC Funded Courses and F/T and P/T Teaching Programmes

Application received and recorded by MIS. HE Admissions to identify any applicants who have specified a disability and highlight for course and Learner Support team. Application forms to be emailed to tutors within 48 hours of receipt.



A selection of possible interview slots to be organised with course admissions tutors. HE Admissions to check any specific interview requirements (e.g. portfolio of work or access arrangements), send Interview letter and provide interview pack for course team to include:

- HE Interview Checklist
- Copy of application form



Interview letter sent centrally **within three working days** of receipt of application, encouraging potential student to view web-site etc.



Interview based on academic criteria only (see academic regulations). Course admissions tutor decides to accept or decline irrespective of any disclosed disability. If a disability is disclosed, tutor can advise applicant that they will be invited to a further Information Sharing Interview (as below) and that they may need to apply for Disabled Students' Allowance in order to access support. Paperwork returned to HE Admissions:

- Accepted: Offer letter and email (including Accompanying Information and Conditions of Offer, Tuition Fee Policy and Student Handbook)
- Declined: feedback and advice and guidance provided
- Interview Record Amended
- UCAS data updated
- Model Cancellation Form



Disclosure of disability:

Students applying/ wishing to apply for DSA are requested to inform DSA Coordinator.

The applicant will be contacted by Learner Support/ DSA Coordinator to discuss what adjustments may be required and to apply for support.

Where unusual levels or types of support are required, the applicant will be invited in for an 'information sharing interview'. The course tutor, Learner Support and any appropriate specialists will be invited to meet with the student to discuss the requirements of the course and the impact this may have for the applicant. Where it is deemed that the core competencies are unlikely to be achieved, or that the College cannot meet the support request under 'reasonable adjustments', the applicant will be offered an alternative course or careers guidance. The applicant and UCAS will be notified formally as to the inability to proceed with the initial offer.

European Union (EU) Admissions via UCAS

Typical EU applicants will apply through UCAS.

Application received and recorded by MIS. HE Admissions to identify any applicants who have specified a disability and highlight for course and Learner Support team. Application forms to be emailed to tutors within 48 hours of receipt.

Interview letter sent centrally *within three working days* of receipt of application, encouraging potential student to view web-site etc.

HE Admissions to check the equivalence of existing overseas qualifications.

Interview based on academic criteria only (see academic regulations). Course admissions tutor decides to accept or decline irrespective of any disclosed disability. If a disability is disclosed, tutor can advise applicant that they will be invited to a further Information Sharing Interview (as below). Paperwork returned to HE Admissions:

- Offer made by HE Admissions via Confirmation of Acceptance Studies (CAS) letter and email including Accompanying Information and Conditions of Offer letter and Student Handbook)
- Course fee paid
- All documents received
- Declined: feedback and advice and guidance provided
- Interview Record Amended
- UCAS data updated
- Model Cancellation Form

Applicants receive standard 'keeping warm' contacts sent centrally as well as relevant course related information prior to start. Admissions officer liaises with UCAS and keeps Directorate fully informed of applicant's status through weekly updates.

**Admissions – Internal Progressions Foundation Entry Year to Foundation Degree at the HBUC
(Year 1 → Year 2 of the Foundation Degree)**

Tutor completes enrolment and 'Promise to Pay' form if required with student a week before the end of the first academic year



Non progressing students will be referred to the Retention and Progression Co-ordinators for advice and guidance.

Admissions – Internal Progressions (Foundation Degree to BA/BSc Top Up) – progression is not automatic.

A selection of possible interview slots to be organised with course admissions tutors. HE Admissions to check any specific interview requirements (e.g. portfolio of work or access arrangements), send Interview letter and provide interview pack for course team to include:

- HE Interview Checklist



Interview based on academic criteria only (see academic regulations). Course admissions tutor decides to accept or decline irrespective of any disclosed disability. If a disability is disclosed, tutor can advise applicant that they will be invited to a further Information Sharing Interview (as below). Paperwork returned to HE Admissions:

- Accepted: Offer letter and email (including Accompanying Information and Conditions of Offer, Tuition Fee Policy and Student Handbook)
- Declined: feedback and advice and guidance provided
- Interview Record Amended
- Model Cancellation Form



Applicants receive standard 'keeping warm' contacts sent centrally as well as relevant course related information prior to start. Admissions officer liaises with UCAS and keeps Directorate fully informed of applicant's status through weekly updates.

Appendix 2 – Admissions Procedure for Applicants Declaring a Criminal Conviction(s) spent and un-spent

Scope

This policy applies to all applicants. In the case of off-site students, these are not given ID badges and will not be able to access the College community so they don't pose a risk to students based in College sites and should comply with Safeguarding of the community base. This also applies to apprenticeships.

1. Criminal Convictions

All criminal convictions (spent/unspent¹) should be disclosed.

2. Procedures

- 21 Where a prospective student has indicated on the enrolment form that they have a spent/ unspent criminal conviction, the student will be referred to a member of the Safeguarding Team below.

Safeguarding Team:

Hannah Kelly	Safeguarding Coordinator
Pam Cotter	Care Team Leader
Janine Hopewell	Retention and Progression Coordinator
Kelly Parry	Retention and Progression Coordinator
Julia Fisher	Retention and Progression Coordinator
Linda Marsh	Retention and Progression Coordinator
Matt Wilson	DSA/SEN Coordinator
Jenny Quinn	Head of Learner Support

- 22 An interview will be conducted by a member of the Safeguarding Team with the prospective student to determine whether they are able to progress their enrolment immediately by countersigning the enrolment form.
- 23 Failure to disclose a spent/unspent conviction may invoke the student disciplinary procedure; this may lead to exclusion from the College. The College reserves the right to verify the information that is provided and third parties (e.g. probation officers) may need to be contacted by representatives of the College regarding the offence(s). Third parties will only be contacted when the applicant's consent to do so has been given verbally. However, if consent is not given, the application process will be terminated.
- 24 Convictions relating to aggressive behaviour or a number of minor convictions happening within a short period of time may determine whether a student requires an action plan. If so, the Safeguarding Officer will draw up the action plan which needs to be agreed and signed by the student before enrolment can commence.

¹ A conviction resulting in a prison sentence for 30 months or more is never spent



- 25 All students must disclose to the Vice Principal (People, Organisational Development and Culture) via the HE Academic Lead (Student Experience), should they be convicted on any relevant offences between the date of enrolment and the end date of their course. Failure to do so may invoke the student disciplinary procedure, which may lead to exclusion from the College. This information should be passed immediately to a Safeguarding Officer for assessment.
- 26 The Safeguarding Officers are unable to sign off on any criminal conviction which may indicate a risk to the College community and involves one or more of the following:
- any kind of violence including (but not limited to) threatening behaviour, offences concerning the intention to harm or offences which resulted in actual bodily harm;
 - offences listed in the Sex Offences Act 2003;
 - the unlawful supply of controlled drugs or substances where the conviction concerns commercial drug dealing and trafficking;
 - offences involving firearms;
 - offences involving arson;
 - offences listed in the terrorism Act 2006;
 - Offences involving racism.
- 27 A risk assessment will be carried out for any student with a criminal conviction listed in 2.6 above by a member of the College's Criminal Record Risk Assessment Panel² and a risk assessment panel convened. The Criminal Record Risk Assessment Panel may need to contact third parties (for example, probation officers) regarding the offence(s). The Criminal Record Risk Assessment Panel will only contact third parties when the applicant's consent to do so has been given verbally. However, if the Criminal Record Risk Assessment Panel does not gain consent the application will be suspended indefinitely or until consent has been given. The Criminal Record Risk Assessment Panel may also request that police checks and/or other background checks are obtained to inform the risk assessment.
- 28 A risk assessment panel made up of all members of the Criminal Record Risk Assessment Panel will have sight of the completed risk assessment. The risk assessment will determine whether enrolment of an applicant can progress³. Where the risk assessment indicates a high risk, enrolment cannot progress. The applicant will be informed by letter of the Criminal Record Risk Assessment Panel's decision within 14 days of receiving the enrolment form.
- 23 Where the risk assessment indicates a low risk, enrolment can progress. The Safeguarding Coordinator will be sent a copy of the risk assessment and be required to contact the applicant and agree an action plan. This action plan may contain additional controls and/or support to enable the

² The Criminal Record Risk Assessment Panel will involve one of Student Services Manager, Head of Student Experience or Vice Principal (People, Organisational Development and Culture)

³. This would not guarantee a place but that the application can proceed in the normal way



applicant whilst studying at the College. Should the applicant not comply with the action plan and conditions the student/applicant will be withdrawn.

- 24 The College will destroy all information about applicant convictions who do not obtain a place at the College to ensure compliance with the General Data Protection Regulation (GDPR).
- 25 Any information relating to criminal convictions will only be seen by those who need to consider it as part of the admissions process or other College staff concerned with the initial and ongoing risk assessment and action plan. The College will preserve the anonymity of applicants during these processes wherever possible, and will comply with Data Protection legislation at all times.
- 26 Whenever a prospective student is unsure as to whether their conviction is spent or unspent a private facility should be made available wherever possible for them to contact NACRO. If this is not possible the telephone number should be given to the student – Customer Services tel: 0300 123 1999 or email customerservices@dbs.gsi.gov.uk

3. DBS checks

- 3.1 Irrespective of the criminal disclosure policy some courses require an enhanced Disclosure Baring Service (DBS) check. These are usually for courses which involve working in positions of trust with children, young people or vulnerable adults. All convictions spent or unspent for any offence may be taken into consideration for these courses. Prospective students are urged to discuss this at interview should they feel it applies in their case.

4. Progressing students who disclose criminal convictions

- 4.1 For students who are progressing, MIS will check their previous enrolment records for disclosure of a criminal conviction/s.
- 4.2 If there are no different or new conviction/s the student will proceed and enrol without delay.
- 4.3 Students who have not previously disclosed or who disclose a different or new conviction/s will be re-interviewed by a Safeguarding Officer.

5. Decision Making

- 5.1 Decisions as to whether enrolment of an applicant should progress following the declaration of a criminal conviction will be overseen and monitored by the Student Services Manager and Head of Student Experience.

6. Appeal against the Decision

- 6.1 Should a prospective student feel that they have grounds for appeal against the decision taken they should refer to the Procedures for Appeals against

Admission Decisions, Appendix 4. An appeal may not be made on the basis of the Criminal Risk Assessment Panel's judgement in terms of risk.



Staff guide for new applicants and re-enrolling students who have a criminal conviction

Please read and follow the guidance below at all times:

1. Applicant/student completes the application form.
2. Applicant is interviewed by the tutor.
3. The tutor offers the applicant/student a place at College.
4. The applicant/student completes the enrolment form. The tutor must sign the enrolment form and check for convictions. **Please note that the Safeguarding Team will not assess any disclosure forms unless the enrolment form has been signed by a tutor.**
5. The tutor will inform the applicant that:
 - The tutor cannot offer any advice or guidance in relation to the conviction.
 - The tutor is **NOT** to be informed of the details of the conviction. *(The tutor must inform the applicant/student that they need only discuss the details of the conviction with the member of the Safeguarding Team who will support them.)*

6. The tutor will locate a member of the Safeguarding Team who will interview the applicant/student.

The Safeguarding Team are:

Hannah Kelly	Safeguarding Coordinator
Pam Cotter	Care Team Lead
Janine Hopewell	Retention and Progression Coordinator
Kelly Parry	Retention and Progression Coordinator
Julia Fisher	Retention and Progression Coordinator
Linda Marsh	Retention and Progression Coordinator
Matt Wilson	DSA/SEN Coordinator
Jenny Quinn	Head of Learner Support

7. When the member of the Safeguarding Team has completed the process and agreed the applicant/students enrolment they will sign and date the Self Disclosure form *(this should take around 10 minutes)* and send the applicant/student to enrol.
8. If the conviction comes into one of the serious categories, the member of the Safeguarding Team who is dealing with the disclosure will stop the interview and inform the applicant/student that they will be called back for a more detailed interview with a member of the Convictions Risk Assessment Panel who will complete a full College Safeguarding risk assessment.

The panel members are, one of the following:

- Vice Principal (People, Organisational Development and Culture)
- Head of Student Experience
- Student Services Manager
- Safeguarding Coordinator

9. The Convictions Risk Assessment Panel member will invite the applicant/student in for a formal interview to complete the risk assessment form.
10. The applicant/student will be required to obtain a reference from a key worker such as YOT/Probation Officer/Social Worker etc. Once the assessment has been completed the panel will consider the information and inform the student and tutor of the outcome.

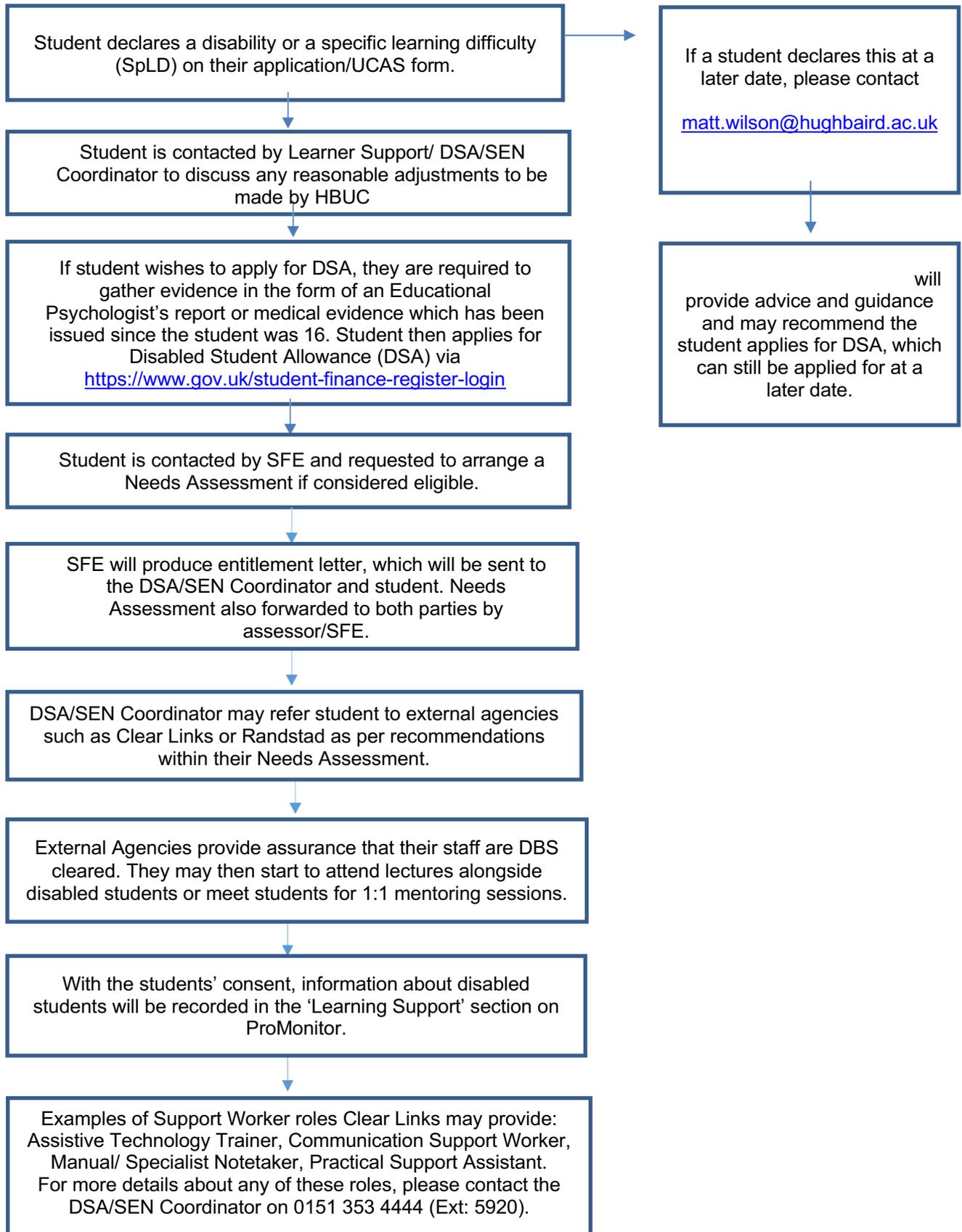
Cath Sullivan

Vice Principal (People, Organisational Development and Culture)

1st September 2015

(Revised 17th January 2020)

Appendix 3 – Disability Process Flowchart



Appendix 4 – Admissions Appeals Form

An appeal can only be made after an applicant has received feedback on the reason for their original rejection. The request for the appeal must then be placed (in writing) within 10 working days of the feedback being sent to the applicant. The applicant must state clearly on what grounds the request for the appeal is being made. The appeal should be sent to the HE Academic Lead (SE), Hugh Baird College, Balliol Centre, Bootle L20 7EW.

Name:		
Address:		
Contact Tel No:		
Programme Level:	Access to HE, CMI, Foundation Entry / FDA / FdSc / BA / BSc / PGCE / Cert Ed (circle)	
Name of Programme:	_____	
Mode of Study:	Part-Time <input type="checkbox"/>	Full-Time <input type="checkbox"/>
Please state the details of your appeal (include additional sheets if required).		
Supporting documentation is attached	Date:	
YES NO		
<input type="checkbox"/> <input type="checkbox"/>		
	Signed:	

Hugh Baird College

Balliol Road
Bootle
Liverpool
L20 7EW

Telephone

0151 353 4444

Email

enquiries@hughbaird.ac.uk

www.hughbaird.ac.uk