

# Peter Symonds HE Admissions Protocol

QAA B2:1,4,10,11,12 B4:3,



## Scope of the Policy

This policy applies to all applicants to the College applying for Higher Education courses. Peter Symonds College encompasses all aspects of the UK Quality Code in its Admissions processes.

## Statement of Principles

- Policies and procedures used to admit students are clear, fair, explicit and consistently applied.
- Fair, effective and timely procedures exist for handling students' complaints and appeals.

The College will offer an unbiased Advice and Guidance Service to all prospective students. This may be via a phone call to the Reception /Student Support Manager, Curriculum Head or Programme Leader or at an Open Event held throughout the year where Tutors and other staff are available to discuss courses and support available to you and you can view the College's facilities.

The College aims to provide all applicants with a programme of study that suits their individual needs however places may not be offered for the following reasons:

- The applicant is unable to demonstrate that they hold the minimum entry requirements;
- The applicant is seeking to undertake a programme where there is no realistic chance of success; or
- The applicant has a criminal conviction which bars them from certain areas of work and therefore some courses will not be available.

If the College is unable to admit an applicant to the programme of their choice we will try to offer a suitable alternative programme and/or appropriate advice and guidance.

All offers of places made by the College are made on the assumption that the course will be in validation and expected to operate in the academic year. However, the College cannot accept liability for any loss, distress or inconvenience caused by the cancellation or alteration of a course.

Applicants for any course must be prepared to come to the College for interview.

Any applicant that is refused a place at College will have the right of Appeal this should be in writing to the Director of Adult & Higher Education (see appeals below) Once exhausting this process the applicant can appeal to the Principal who will invoke the same college appeals process for those students asked to withdraw from college.

Any student who declares a learning difficulty or disability at application or enrolment will be entitled to an assessment of needs with a suitably qualified member of staff. An Individual Support Plan is agreed, signed and progress records started. Recommendations are discussed with the student and tutors and all responsibilities are agreed.

At all times, the College will consider and adhere to its duty under its commitment to equality, diversity and inclusion.

## Equality and Diversity

The College is committed to ensuring that the HE admissions process will be open and transparent and that no individual or group receives less favourable treatment than another.

We are committed to meeting our obligations under the equalities legislation and will continue to promote equality and diversity both within the college and in our relations with external stakeholders. We aim to support our managers and student representative groups in recognising and meeting the differing needs of people from diverse backgrounds within their day to day activities, and to embed the principles of equality in all that they do. Consequently all reasonable adjustments to provision will be made to ensure that individuals are not disadvantaged.

## **Entry Requirements**

The entry requirements for each Higher Education course can be found on the Peter Symonds Adult & Higher Education website [www.psc.ac.uk/ace](http://www.psc.ac.uk/ace). Each course will have a course outline with details of entry requirements and course content. Entry criteria may be varied at the discretion of the HE Programme Manager particularly where experience may be deemed to stand in place of certification. Existing College students applying to undertake a further programme of study are required to fulfil the relevant entry criteria and follow the admissions procedure.

For entry to undergraduate degree courses, including the Foundation Degrees, the College specifies a General Admission Requirement, which must normally be satisfied by candidates aged below 21. This requirement is the equivalent of passes in two subjects at grade C at Advanced Level supported by passes in three other subjects at GCSE Level, but may also be satisfied by a specified level of achievement in a wide range of qualifications. The specific admission requirements for each course for the year of entry are detailed in the course information leaflet and the prospectus for that year.

For entry to post graduate courses we would expect the student to have a first degree in the subject or in a related subject area or have studied the subject at an equivalent level.

Candidates over the age of 21 who do not satisfy the General Admission Requirements may be admitted to a course or subject provided that they can submit evidence of previous serious study and demonstrate the capacity and attainments to pursue successfully the proposed course. (Refer to the HE APL procedure)

Candidates whose first language is not English are required, in addition to satisfying the General Admission Requirement, to reach a satisfactory standard in an approved test in English or demonstrate that they have an adequate command of both spoken and written English Language to follow their proposed course of study.

## **Applying**

Applicants should contact the Student Support Manager at Reception, in the first instance if they have any queries about applying for a course.

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

A study support & health declaration form completed at the interview stage provides the opportunity for applicants to identify any disability or learning difficulty requiring special consideration or support. This includes identifying any support currently in place. Applicants are also provided with the facility to let the College know about any help they are likely to need i.e. by talking

confidentially to a member of staff at an advice event, by telephone or in writing, or through someone else such as an advocate, parent or carer who can accompany the applicant. The College will help applicants with learning difficulties/disabilities by helping to assess their learning needs and by providing additional support where appropriate.

## **Fees**

Details of fees can be found on the College website, [www.PSC.ac.uk/ace](http://www.PSC.ac.uk/ace) by calling the Reception Team on 01962 886166 by attending an Open Event at the College.

## **Offer of a place**

In making an offer Peter Symonds College will base its judgement on the potential of the applicant to succeed, their abilities, aptitudes, skills, qualifications, other prior learning and experiences. If the Tutor agrees the applicant is suitable for the course applied for then a letter with an offer of a place will be sent from the HE Co-ordinator /Programme Leader. Occasionally it may be necessary to make changes to a programme between the time of an offer and enrolment, Peter Symonds College will communicate any amendments immediately to applicants holding an offer.

## **Request to defer offer of a place**

Students wishing to defer their place may indicate this on the offer response form. If subsequent to accepting an offer students wish to request a deferral they should do this as soon as possible by submitting a request in writing to the curriculum head/programme manager explaining the reason for their request. In most cases we will try to accommodate student requests. In the event of a request being refused by the curriculum head students have the right to appeal to the Director of Adult and Higher Education and follow the appeals process identified below.

## **Responsibilities and Obligations of Applicants**

- Applicants are responsible for providing accurate information to Peter Symonds 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 a decision is made to withdraw from the offer.
- It is expected that applicants will accept or decline an offer of a place at the College within 4 weeks.
- Every student must enrol annually in accordance with procedures established by the College.
- Every student undertakes to abide by the Regulations of the College and the course, the subject(s) and module(s) for which they have registered, and to be subject to the College's discipline whilst a student registered at the College.

A student remains registered unless they have advised the College of their withdrawal by email to the programme leader or the College has terminated their registration.

A registered student of the College must ensure that their record, held by the College always has their most up to date addresses and contact numbers, both permanent and local/term-time

## **Appeals Process**

Applicants have the right to appeal against any decision taken during the application process. Appeals are made to the Director of Adult & Higher Education and should be made in writing within four weeks of the rejection letter. Any correspondence must clearly state the reason for the appeal and include any supporting evidence

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

- If an applicant who has previously been withdrawn 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 wishes to appeal against the decision made as a result of an interview.
- If an applicant presents an unacceptable Safeguarding risk.

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

Once exhausting this process the applicant can appeal to the Principal who will invoke the same college appeals process for those students asked to withdraw from college.

### **Complaints about the admissions process**

Applicants make a complaint about the administration of their admissions policies and procedures through the standard college complaints process.

### **Enrolment**

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 .

All students undertake a College Induction.

# Peter Symonds College – Higher Education Application, Admissions & Induction Process

## Application Form Received:

Once we have received your application form, it is passed on to the Higher Education Admissions Team, who will assess your suitability for your chosen course. You will be contacted via email or letter to arrange a suitable time to attend interview. References will also be requested at this stage. Students who are deemed unsuitable for their chosen course will be contacted and reasons for this decision will be given. Unsuccessful applicants are able to appeal, as per the HE Admissions Protocol.



## The Interview Process:

Applicants who are considered potentially suitable for the course will be invited to interview with a relevant member of the HE Admissions Team. You will be asked to bring a copy of your passport as well as copies of any existing qualifications that you hold. You will be asked to complete a short written exercise as part of the interview process; the aim of this is to assess your capabilities in literacy and/or numeracy. At interview, you will be given a pack containing further information on your course, funding and student loan information, as well as various forms to complete, including health & student support declaration forms. **You should expect to hear a decision from the admissions team within 3 weeks of the date of your interview.**



## Admissions Decisions:

Candidates who are successful at interview will be sent a letter offering a place within 3 weeks of their interview. An acceptance slip will also be included, as well as information about enrolment, induction and fee payment. Offers are either unconditional or conditional. Any conditions attached to the offer will be outlined clearly in your offer letter. If applicants are unable to meet the conditions of their offer, they will need to await confirmation of whether we will still be able to accept them. We will do this within one week of receiving your results. Applicants should return their acceptance slip within 4 weeks of the date on the offer letter. On confirmation of acceptance, you will be enrolled onto your chosen course and you will receive a confirmation letter. Unsuccessful applicants will also hear from the HE Admissions Team within 3 weeks of their interview. Reasons for the decision will be given as well as advice on how to improve any future applications. Unsuccessful applicants are able to appeal, as per the HE Admissions Protocol.



## Changes to programme, Induction & Late Starters / Transfers

**Changes to Programme:** Prospective students will be informed in writing at the earliest opportunity of any material change to their programme e.g. staff changes which impact viability of modules or significant alterations to the teaching, learning or assessment arrangements for the programme.

**Induction:** This will take place a minimum of 1 week prior to the start of the course. Induction includes a welcome, an overview of the course layout & resources available, as well as information on what will be required of you. You will be given a college IT login, a student handbook as well as access to the college Virtual Learning Environment (VLE) 'Moodle' in preparation for the start of your course.

**Late Starters / Transfer in students:** Late starters and transfer in students will be invited to attend one taught session from their chosen HE programme prior to interview, to ensure they would like to proceed with their application / transfer. If they would like to join the course they will follow the same interview process as outlined above. This does not apply to DTLLs or Counselling students.