

Title:	Recruitment, Selection and Admission Policy
Policy Number:	P045
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Approved by:	Academic Board (AB)
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External Reference Points:

External Source	Reference Points
UKQC- Core Practices	<ul style="list-style-type: none"> The provider has a reliable, fair and inclusive admissions system
UKQC- Advice and Guidance	<ul style="list-style-type: none"> Admissions, Recruitment and Widening Access
Awarding Body Reference	<ul style="list-style-type: none"> Programme Specifications London Met Academic Regulations London Met Quality Manual Pearson BTEC Recognition of Prior Learning Policy
Other reference Points	<ul style="list-style-type: none"> NCL: Quality Assurance Manuals Student Handbooks/ Course Handbooks Access and Participation Plan NCL Strategic Plan 2020-2025
	<ul style="list-style-type: none"> Appeal Against Admissions Decision Policy Equality and Diversity Policy Policy on Recognition of prior Learning & Exemption Schwartz Report (2004) Fair Admissions to Higher Education: Recommendations for Good Practice.
	<ul style="list-style-type: none"> NCL Strategic Plan 2020-25 Consumer Protection from Unfair Trading Regulations 2008 (CPRs) Consumer Contracts (Information, Cancellation and Additional Charges) Regulations 2013 (CCRs) Guidance published by SPA (Supporting Professionalism in Admission). Competition and Market Authority (2015), "UK higher education providers – advice on consumer protection law- Helping you comply with your obligations", CMA33

1. Aims of the Policy:

1.1. The aim of this policy is to ensure that the College has a transparent, reliable, fair and inclusive recruitment, selection and admissions systems which support the College in widening access to a diverse body of prospective students who are able to complete their studies judged by their achievements and/or their potential.

2. Policy:

The policy statements listed below are prepared by reflecting on the guiding principles

outlined in UKQC Advice and Guidance: Admissions, Recruitment and Widening Access Theme.

2.1. The College shall ensure that:

- 2.1.1. The policies and procedures for selection and admission to higher education courses are transparent and accessible by prospective students.
- 2.1.2. Assessment methods to select students are fair and reliable and the process enables to select students based on their potential to succeed on their chosen course of study.
- 2.1.3. To deliver the College's strategic objective in relation to the reduction of the gap in admission between disabled and non-disabled students, the College will aim to recruit more students who are disabled/care leavers or candidates with additional support needs.
- 2.1.4. Unnecessary barriers to receive higher education are reduced or removed for prospective students.
- 2.1.5. Necessary adjustments to be made to encourage students with disabilities to attain a degree qualification
- 2.1.6. Information supplied to prospective students prior to and during recruitment process is accurate, reliable, and enables them to make informed decisions about their chosen course of study.
- 2.1.7. All staff engaged in the delivery of admissions, recruitment and selection process are appropriately trained prior to and during recruitment and supplied with necessary resources.
- 2.1.8. A review of training and resources shall be conducted regularly to reflect the current landscape in higher education.

3. Admission and Selection Criteria:

3.1. The College is committed to providing accurate and appropriate pre-entry information to support prospective students in order to ensure that they are able to make an informed decision to apply. The College website and printed publication provide clear information and guidance on all entry requirements and expected grades.

3.2. The College welcomes applications from suitably qualified Individuals. The College does not discriminate against applicants who have re-taken, a part or all of a qualification and will treat an achieved or predicted qualification grade in the same way irrespective of whether or not any re-takes are involved.

3.3. Awarding bodies are responsible for setting the entry criteria for their programmes. A member of Academic Team and an Admissions Officer will discuss the outcome of the interview and will make final decision regarding a student's admission. For all programmes, the selection process will take into account:

- 3.3.1. The student's potential to succeed in his or her chosen programme of study;
- 3.3.2. Actual or expected academic or professional qualifications and grades
- 3.3.3. Relevant work or other experience;
- 3.3.4. References (usually academic, but also professional where relevant to the proposed programme);
- 3.3.5. All students are required to go through the interview process regardless of their circumstances.

- 3.3.6. Qualifications in the use of the English language;
- 3.3.7. Successful completion of an internal HEDA test (Higher Education Diagnostic Assessment for HND/FdA students. All Top-up (Level 6) prospective students, will undergo a diagnostic review. (E.g. tests. Questions and answers etc.)
- 3.3.8. Evidence of availability of finance.

3.4. Further details of entry criteria of individual programmes are available on Recruitment, Selection and Admissions Procedures.

3.5. The College welcomes applications from individuals with vocational qualifications, who are returning to education and do not meet specified formal entry requirements, which includes prospective students who are not applying directly from (or within a year or leaving school or College, have non-standard qualifications and or work-life experience.

3.6. The College will also consider whether the applicant is suitably motivated to complete their chosen course successfully. This will be indicated (in part), through the quality of their personal statement and references as additional supporting information.

4. Responsibility of applicants in the Application Process:

- 4.1. It is the responsibility of the applicants to provide full and accurate information in an application and to notify the College of any changes or corrections to the original information provided, should this occur.
- 4.2. The applicant agrees to abide by the Rules and Regulations of the College, by accepting an offer of admission.
- 4.3.
- 4.3. If an applicant is unsuccessful, the feedback will be available on request.
- 4.4. Late applications may be considered on an individual basis, if there are still places available on the relevant programmes.

5. The Offer-Making Process:

- 5.1. Where an applicant has applied for one programme and is not successful, an alternative programme may be offered.
- 5.2. An offer, whether conditional or unconditional, will be made in good faith by taking into account the information supplied by the applicant and/or referee at the time of application. In some circumstances, a conditional offer may be made due to non-academic requirements, such as Police checks which are deemed satisfactory.
- 5.3. The College will ensure that full terms and conditions are communicated to the candidate along with any pre-contract information. If the College is aware that the changes will occur, then this will be communicated to the applicant in the offer letter.

6. The confirmation of the Offer-Making Process:

- 6.1. On receiving the application form, along with the relevant documentation, the prospective student will be required to sit for the on-site diagnostic tests conducted by the College. If a student is successful, only then he/she will be invited for an interview.
- 6.2. Where possible decisions will normally be made within 2 to 3 weeks and offers dispatched either electronically via online application system and/or directly through the

post. Admission decisions made by the College for University programmes that result in an offer of a place being made are not secured until the signed acceptance slip has been received and registered by the College. Additionally all offers of places on London Met programmes are subject to scrutiny by London Met (and could be reversed). The final admission decision for BTEC programmes will be made by Nelson College London.

6.3. The College reserves the right to correct errors where they have been made in the communication of decisions and offers. However, an offer made in error where all conditions have been satisfied will only be withdrawn with the applicant's consent.

6.4. The College will keep admissions documentation for all students who enrol / register, cancel or withdraw for the duration of their studies and for six years thereafter.

7. Restrictions on Learner Entry on All Programmes:

7.1. The majority of BTEC Higher National qualifications are accredited on the NQF for learners aged 18 years and over. Learners aged 17 and under cannot be registered for a BTEC Higher National qualification. .

8. Admission to APL/RPL/APEL/APCL Category:

8.1. If an applicant is seeking an exemption based on their prior attainment, he or she will be considered through the accreditation of prior learning (APL), which may be certificated or experiential. Applicants must make an application for the APL to the admission officer. The Admissions Officer for the relevant course is responsible for advising the student on whether their previous learning might be used to replace part of their proposed course of study. The applicant is required provide accredited relevant evidence

(Further details on APL procedures are available on 'Policy on Recognition of Prior Learning and Exemption)

9. Applicants with Disabilities/ Additional Support Needs/ Care-Leavers:

9.1. The College welcomes applications from candidates with additional support needs and disabilities. Such prospective students will be considered against the same criteria as all other candidates following the process as outlined above in section-2, 3 and 6 of this policy throughout the recruitment and admissions process.

9.2. If a candidate with a disability or additional support need is deemed qualified and eligible for an offer of a place, the College will contact them to discuss the additional support they are likely to require in order to manage their circumstances.

9.3. Applicants are required to submit the medical evidence and complete a Student Disclosure and Consent Form which would allow the Disability Support Officer to share the information with the relevant members of the staff and access their needs.

9.4. Applicants in the Care-leaver category are required to provide a letter from their local council or care authority. The letter should confirm that they were under the care of their local authority and have now left the care as defined in the Children (Leaving Care) Act 2000.

9.5. Whilst every effort will be made to accommodate an individual's needs for support, in exceptional circumstances it may not be possible to make reasonable adjustments and the applicants will be informed accordingly.

10. Misrepresentation or Fraudulent Information within an application

- 10.1. In cases where an application is discovered during the admissions process to contain misrepresentation or fraudulent information the Registrar or Head of Programme Delivery (LMU Programmes) / Head of Academic Services (Pearson Programmes) or, by delegation, an Admissions Officer will have the authority to reject an application or revoke an offer of admission.
- 10.2. If such evidence of fraudulent information on an application of a candidate comes to light following the registration of that candidate, the case shall be considered by the Principal who will have the authority to terminate the student's registration

11. Rejection of applications

11.1. Rejection of Applications on academic grounds:

All applications to the College identified for rejection by the Registrar or, by delegation, an Admissions Officer must be further considered by the Head of Programme Delivery (LMU Programmes) / Head of Academic Services (Pearson Programmes), except in those cases where the academic qualifications offered by the applicant for consideration for admission do not meet the specific minimum requirements for the programme as laid down by the College, in which case the decision of the Registrar or Admissions Officer shall be final.

11.2. Rejection of Applications on non-academic grounds:

11.2.1. In cases where information of a relevant non-academic nature concerning a candidate for admission to the College is such that the Registrar or, by delegation, an Admissions Officer determines it to be appropriate to reject the applicant, they shall refer the application to the Head of Programme Delivery (LMU Programmes) / Head of Academic Services (Pearson Programmes)

11.2.2. The relevant information of a non-academic nature may include:

- activities outside the law;
- anything done or said by the applicant which appears to present a clear and immediate danger of infraction of the law, such as violence or threat of violence to persons or serious damage of property.

12. Withdrawal of Registration

- 3.1. Students who, before completion of the programme, wish to withdraw or terminate their registration permanently from Nelson College London must refer to the College terms and conditions and contact 'College Admissions Team' for approval.
- 3.2. The students may cancel the registration by using the cancellation form without a penalty within 14 days of accepting the offer. Candidates wishing to withdraw after the 14 days' period will be liable to pay tuition fees. Any students who do not attend any classes within the first two weeks from the commencement of the first term may be deemed, at the discretion of the College, as not registered with the College.

- 3.3. Persons who are classified as withdrawn are not students and have no right to avail any services provided by the College unless any are expressly authorised in writing by the Registrar.
- 3.4. An application for entry from a student who has previously withdrawn / terminated their registration shall be treated as a new application

4. Termination of Registration

- 4.1. The College shall reserve the right to terminate a student's registration, temporarily or permanently (which may involve, for example, exclusion from sitting or re-sitting assessments) who:
- 4.1.1 is in arrears with the payment of fees or any other dues to the College or to an affiliated institution; or
 - 4.1.2 has failed to satisfy the academic requirements necessary to continue on the programme of studies concerned; or
 - 4.1.3. has temporarily withdrawn from the College and has failed to meet the conditions laid down for the resumption of study; or
 - 4.1.4. has been disciplined in so far as the disciplinary action taken by the College relates to registration or re-registration; or
 - 4.1.5. has provided materially inaccurate information in support of their application; or
 - 4.1.6. has lost immigration status/ permission to study in the UK; or
 - 4.1.7. has acquired a criminal conviction of sufficient seriousness or has failed to declare a police caution or a criminal conviction occurring during the course of their studies

5. Multiple Concurrent Registration

- 5.1. Other than with the written authority of the Principal, no applicant will be permitted to concurrently register for more than one full-time programme of study offered by the College.

6. Tuition Fees:

- 6.1. Tuition Fees should be paid prior to the start date of the course. It is the student's responsibility to pay the total tuition fees (even if s/he relies on any form of student loans or sponsorship). Students will be personally liable to pay their course fees if a sponsoring authority or Student Loans Company fails to do so.
- 6.2. Students who fail to pay their tuition fees when due may be subject to sanctions, which can include the termination of registration and/or transferring the outstanding fee liabilities to a third party.
- 6.3. The tuition fee for each year is as stated in the offer letter. The fee quoted may be revised each academic year. Unless and otherwise stated, the fee quoted in the offer letter does not include any charges for residential accommodation, examination re-sits or retakes, extension to the designated period of study, or travelling expenses. This also applies to other miscellaneous expenses which may relate to the course of study.

6.4. The College reserves the right not to refund any fee paid after enrolment with the College. Any refund of tuition fees and or reduction in tuition fee liability is at the discretion of the College. If a student is withdrawn/terminated after two weeks from the course commencement date, the following levels of tuition fee are payable.

Termination/Withdrawal Date:	Fee Liability:
Within the first 3 months from the course commencement	25% of the yearly fees
Within the first 6 months from the course commencement	50% of the yearly fees
After 6 months of the course from its commencement	100% of the year fees.

6.5. Any student who withdraws within the first two weeks, will be liable for 0% of the annual fee. In the case of students who have discontinued their course: any refund of tuition fees will only be made when the College has completed its withdrawal procedures. Backdated or retrospective withdrawals may not be accepted.

6.6. The College reserves the right to initiate legal proceedings in relation to non-payment of course fees in accordance with the College Academic Fees Regulations.

7. Appeal against Admissions Decision:

7.1. The applicants seeking to make an appeal must do it in writing within ten working days of receiving confirmation of the application decision.

7.2. The offer of a place may be withdrawn for any students who do not attend any classes within the first two weeks from the commencement of the first term as they may be deemed, at the discretion of the College, as not registered with the College. Any such withdrawal confirmation is subject to an appeal in writing within ten working days of receiving confirmation of the application decision.

7.3.

(Further details are available in 'Appeal against Admissions Decision Policy')

8. Monitoring and Evaluation:

8.1. The policy will be reviewed annually by the Academic Board and updated as appropriate.

9. Disclaimer:

9.1. The College reserves the right to make variations to programme contents, entry requirements and methods of delivery, and to discontinue, merge or combine programmes. This can be either before or after a student's admission to the College.

9.2. Should the College discontinue the programme (prior to the student commencing the first term of study), the student may either:

9.2.1. Transfer to such other programme (if any) as may be offered by the College, which the student is qualified subject to Principals approval.

9.2.2. Withdraw from the College without any liability for fees.

9.3. In these circumstances, should the student wish to withdraw from the College and enrol on a course with a different provider, the College shall use its reasonable endeavours to assist the student.

9.4. In the unlikely event of the College deciding to leave or cease to deliver its higher education programmes, the College will endeavour to protect the students' studies. The College will be always being open and transparent with students regarding these issues, and will inform the students in a timely manner.

9.5. The College will consider the views of student representatives before deciding to implement any substantial changes to any courses. Additionally, the impact of any change will be used as the foundation for the creation of protective measures for our student in such an eventuality: for example, to discontinue or stop teaching a discipline, or to close a location.