

## **HE ADMISSIONS POLICY**

### **This policy is to be read in conjunction with the College's Terms and Conditions of Entry to Higher Education**

#### **1.0 Scope and Policy Statement**

1.1 The aim of this policy is to provide a clear, transparent and equitable admissions process for all Higher Education and Professional programmes at the College.

1.2 Yeovil College and YCUC aim to:

- create a student body that is balanced and diverse in terms of cultural background and experience;
- recruit students who have the ability to successfully complete their chosen programme, whatever their background.

1.3 The College and University Centre will achieve these aims through:

- encouraging applications from all those with the motivation and academic ability to thrive at YCUC, whatever their background
- assessing each application on an individual basis
- offering places to applicants who have the potential to successfully complete their programme
- ensuring transparency in the admissions process.

1.4 The admissions policy complies with relevant legislation and is guided by the principles outlined by the Admissions to Higher Education Steering Group (Schwartz Review) and by the Quality Assurance Agency for Higher Education's Code of Practice for recruitment and admissions as defined by the UK Quality Code (UKQC).

1.5 All applications for full-time Higher Education programmes must be made through the UCAS system. Applications for part-time Higher Education programmes should be made direct to YCUC.

#### **2.0 Entry requirements**

2.1 It is the policy of the College and University Centre only to admit students who are able to demonstrate the potential to benefit from, and the ability to successfully complete their programme of study.

2.2 The minimum entry level for programmes offered for delivery through the University Centre is set and reviewed annually in discussion with the awarding institution.

There are circumstance where learners will be invited to attend and interview prior to a formal offer of a place on the programme being made, or undertake an alternative assessment in establishing the competency of applicants to undertake study in the specific subject at Level 4 or above. Potential Art and Design students are expected to demonstrate examples of their existing work through the presentation of a portfolio.

2.4 Details of entry requirements for each programme are provided in the prospectus, on

the YCUC website and on the UCAS website.

- 2.5 Students whose first language is not English will be required to demonstrate their proficiency in written and spoken English; this will normally be by the English language requirement recommended in the minimum entry requirements, categorised as IELTS 6.5 or above.
- 2.6 Mature applicants are considered to be those who will be aged 21 or over at the start of the programme. Where applications from mature candidates are based on prior experience rather than standard qualifications the previous study or work experience must be cognate with the programme applied for. This may be considered in line with an interview or pre-entry assessment process, particularly where non-standard qualifications are to be considered.
- 2.7 If an application is successful the applicant will be made one of two types of offer:
- Conditional offer
  - Unconditional offer

The College and University Centre reserves the right to refuse admission to applicants who have not met the conditions of their conditional offer in full. Alternative provision, where applicable, may furthermore be offered should an applicant not attain the relevant entry criteria for their chosen programme.

- 2.8 Applications, offers and recruitment are monitored by age, gender, ethnicity, disability and relevant widening participation factors.
- 2.9 The College and University Centre is committed to eliminating unfair discrimination and to promoting equality of opportunity.

### **3.0 Appeals**

- 3.1 A student may use the College's Appeals Procedure to appeal against an Admissions decision, or rejection from entry to a programme, in addition to those of the awarding institution. However if a final rejection for admission comes from an awarding institution an applicant can only appeal against the decision of the awarding institution, and not of the College or university Centre.

