Admissions Policy: Higher Education
September 2017

Version I

Next Review in September 2019

Key Purpose and Objectives

This policy covers the recruitment, selection and admission to all full time and part time Higher Education courses delivered by Moulton College.

The policy allows the College to assure itself that formal and effective procedures are in place for the appropriate and transparent recruitment of students of the right attitude and aptitude to allow them to be successful in the higher education course they have applied for.

For further advice on how the policy works, you should contact the HE Office.

Key Responsibilities

Assistant Director of Student Services/Head of Higher Education
- Establish and review policy
- Advise on guidelines and procedures
- Facilitate the HE Academic Standards and Quality Committee

Higher Education Manager
- To assure that consistency and compliance with approval processes are occurring

Curriculum Managers & Teaching Staff
- Follow guidelines and procedures

Policy and Legislative Connections

Additional guidance can be obtained by visiting www.qaa.ac.uk and referring to UK Quality Code: Chapter B2: Recruitment, selection and admission to higher education (2012).

Further references to other sources of information can be found at the end of this document.

Policy reference: HEQHB5

The College has procedures for admission that are designed to be fair, clear and explicit; and defined roles and responsibilities to ensure they are implemented consistently and monitored routinely.

1. Introduction

Fair and transparent processes

1.1 The College's application processes are designed to promote transparency and consistency and to provide equal consideration for all prospective students who apply by the relevant closing date (if applicable) or apply in good time to complete all admissions processes and meet any relevant external regulatory requirements (including visa requirements) before the start of their course.

1.2 The College ensures all promotional materials are accurate, relevant, current, and accessible in order to provide information that will enable prospective students to make informed decisions about their options. On occasion it is necessary to amend course titles, content or entry criteria after the details have been published and in these circumstances the College will take reasonable steps to ensure the changes are communicated to relevant stakeholders.

1.3 All courses have a comprehensive course profile on the College's website, and where applicable a UCAS Entry Profile, detailing the qualifications, subject knowledge, qualities and skills required for the course along with the details of any non-academic requirement such as Disclosure Barring checks.

1.4 The College will ensure that the staff within the HE Admissions and Course teams are appropriately trained, supervised and updated in order to implement relevant sections of the policy for Higher Education Admissions. Coordination of training in admissions is the responsibility of the Director of Student Services.

1.5 All courses are required to secure a good match between the abilities and aptitudes of the potential student and the demands of the course, thus leading to the selection of prospective students who can reasonably be expected to complete their studies.

Widening participation

1.6 The College is committed to developing confident and ambitious graduates equipped to succeed in employment, whatever their background on admission. The College encourages applications from those who have the ability to benefit from the course of study by achieving the standards required for the award.

1.7 As part of the College's commitment to widening participation and ensuring fair access, courses encourage applications from a wide range of backgrounds, experience and achievements, and are committed to developing an inclusive community.

1.8 The College is committed to pursuing non-discriminatory systems and practices inclusive of the following:

i. learning difficulty/disability and/or sensory/mobility impairment
ii. gender
iii. ethnic or cultural origin
iv. religion
v. age

vi. socio-economic group
vii. sexual orientation

1.9 This Code of Practice is informed by the following:

i. Disability Discrimination Act (1995 2005)
ii. Equality Act (2006)
iii. Data Protection Act (1998)
iv. Age Discrimination Act (2006)
v. Freedom of Information Act (2000)
vi. Human Rights Act (1998)
vii. Race Relations (Amendment) Act (2000)
viii. Sex Discrimination Act (1975)
ix. Special Educational Needs and Disability Act (2001)
x. Data Protection Act (1998)
xi. Rehabilitation of Offenders Act (1974, 2010).

2. Criteria for admissions

2.1 A prospective student may be admitted to a Moulton College higher education course on the basis of evidence to suggest that he/she will be capable of achieving the intended learning outcomes of the course and/or competence in standards required for the award.

2.2 Entry requirements are set for each course by the Course Team responsible for delivery, and will state the basis on which a prospective student will be admitted to the course, by:

a. listing the specific requirements of all relevant entry qualifications, including number and level of awards, minimum grades or points and any essential subjects;

b. stating whether additional qualifications, experience, skills or competencies are required;

c. setting out criteria (where courses allow) to be used in accrediting prior learning (APL) for those intending to enter the course with credit;

d. ensuring that basic admissions requirements for each course are publicised in the prospectus and on the College web site.

2.3 Prospective students may also be expected to meet other specific requirements in order to be eligible to take up a place. The College retains the right to limit the number of places available on its courses of study.

2.4 Admissions tutors can consider a wide range of factors when assessing applications including:

a. Examination grades;

b. Skills and experience;

c. Personal statements;

d. References;

e. Non-standard entry qualifications, such as access qualifications;

f. Industrial/professional experience;

g. Research proposals (in the case of research degrees);

h. Performance at interview;

i. Submitted work.

2.5 Entry requirements for all courses can be found on the course pages of the College website.

2.6 Entry Criteria for all courses are reviewed annually by the Academic Standards & Quality Committee which reviews the operation of the requirements in the previous cycle, any new PSRB requirements and the attainment levels of current students.

2.7 For UCAS prospective students offer strategies will be applied equally to prospective students applying through the same entry route (e.g. main cycle, clearing). However, different strategies may be used by route to enable the College to manage its numbers.

3. Responsibility for admissions

3.1 The College ensures that the roles of key participants in the admissions process are clearly stated and understood.

3.2 The Assistant Director of Student Services, together with the Head of Higher Education, has overall responsibility for the development, operation and monitoring of the College's Admissions Policy. The Admissions Team is responsible for its implementation. These operational responsibilities include:

a. oversight and review of the admissions process to ensure that it continues to support the mission statement and strategic objectives of the College and remains current and valid in light of the changing external environment;

b. reviewing the decision-making process and assessment methods (for example the development and use of admissions tests, the use of interviews) to ensure they continue to comply with College guidelines;

c. ensuring that admissions staff are trained and receive appropriate staff development (both Admissions Officers and Course Manager and academic tutors) involved in the admissions decision-making process;

d. monitoring the implementation of the policy and instituting change where needed.

3.3 The Admissions Team, working in co-ordination with Course Teams, the Marketing team, and the HE Office are responsible for policy implementation, and specifically for:

a. co-ordinating the assessment of all applications and ensuring that all those involved in this process are informed of the policy and procedures of the College and curriculum team;

b. making arrangements for assessing the suitability of prospective students and liaising with curriculum teams to arrange interviewing where necessary;

c. allocating conditional and unconditional offers and communicating these to prospective students via appropriate methods, and ensuring that prospective students are aware of the obligations placed on prospective students at the time of the offer;

d. ensuring that successful prospective students receive information on acceptance procedures;

e. keeping records confidential;

f. liaising with the of HE Manager course leader and course teams during the admissions cycle, and drawing their attention to any developing trends in applications;

g. liaising with course tutors and college staff involved in the admissions process to ensure that the admissions process is applied consistently throughout the College;

h. ensuring that relevant legislative frameworks (e.g. the Equality Act 2010, the Race Relations Act 2000, the Immigration and Nationality (Fees) Regulations 2010) are complied with in respect to admissions;

i. identifying prospective students requiring fee assessment to determine the appropriate fee level of either UK/EU or international fee rates;

j. to ensure that prospective students declaring criminal convictions are assessed on their academic suitability before being dealt with under the College's policy and process for self-declared criminal convictions;

k. providing general advice and guidance for admission to courses and referring queries to the relevant School as necessary;

l. following up non-responses to offers and offers of acceptance.

3.4 The Marketing Department is responsible for liaising and coordinating with external schools and academies as part of the College's widening participation and recruitment strategies.

3.5 HE Course Teams, working with level 3 learners in college, aims to raise aspirations and awareness of the opportunities that higher education and can offer and support students through the transition of enrolling in and succeeding in higher education at Moulton or at University as appropriate to the individual learner.

3.6 The Admissions Team, working in conjunction with course teams is responsible for using, analysing and interpreting relevant data and statistics on applications, offers and acceptances to ensure that the Admissions Policy is being applied fairly and consistently within the college's HE provision.

3.7 Course Teams liaise with the Admissions Team to ensure the policy is implemented consistently across the College, and specifically for:

a. monitoring, analysing and reporting applications and enrolment data to ensure compliance with the College's Equality and Diversity Policy, as part of the rolling action plan (RAP)

b. ensuring that unsuccessful applicants are provided with useful feedback on their application at the point of a declined decision.

Explanatory note

Feedback will only be provided to third parties with the explicit permission of the prospective student

c. making assessment criteria explicit when using portfolios, admission tests, interviews and/or essays or other forms of assessment as part of the admissions process;

d. making explicit how selection decisions are made when applications have comparable qualifications but numbers of places are limited;

e. providing feedback to prospective students on APL outcome decisions;

f. informing the Admission Team of any significant changes to a course after offer of a place and before enrolment is competed, so that students can be advised of the options available to them in the circumstances.

3.8 Course Teams determine the kinds of evidence appropriate for each course; such evidence may take the form of educational qualifications, APL, appropriate personal qualities, enthusiasm for the subject, or a combination of any of these. In order to ensure selection procedures are fair and implemented consistently, curriculum teams must give careful consideration to the reliability, relevance and validity of the methods used to gather evidence about a prospective student's merit and potential to succeed.

4. Application processing: information, advice and guidance

Accessible formats

4.1 The College makes information available in a range of accessible formats.

Prospective student enquiries

4.2 The College has a central point of contact for all admissions enquiries to ensure consistency in its advice and guidance to prospective students. The College regularly reviews the content of its website to ensure that information is relevant and up to date. It should be noted that advice and guidance is only accurate at the point given, and whilst the College endeavours to 'future proof' advice this is not always possible.

Prospective student events

4.3 The College offers several opportunities throughout the application cycle for prospective students to visit the College. These events, which include open days and taster days, are designed to enable a range of students (along with their support networks including parents, teachers and friends) to make informed decisions about the best course for them. Additional information on the student experience at College, including information on practical issues and individual support is also provided to inform applicant choice.

4.4 The Admissions Team and representative of all HE course teams are present at all Open Days and prospective student events to offer advice and guidance to applicants and other college staff. The Admissions Team and the Marketing Team liaise with Course Teams and the HE Manager ahead of such events, especially when significant changes are due (e.g. changes to qualifications, new qualifications coming on stream etc.), to ensure consistency of message.

Up to date information

4.5 The College recognises that prospective students require information, advice and guidance in a range of different formats. The College endeavours, and takes all reasonable steps, to ensure that printed information is as up to date as possible. However, applicants should look to the College's website for the latest course information including full details of course entry requirements.

Unforeseen circumstances

4.6 In the exceptional circumstances that changes are made to a course during the cycle the Course Team in conjunction with the Higher Education Manager and the Admissions Team will ensure that all prospective students are informed at the earliest opportunity of any significant changes to a course made between the time of the offer and completion of the enrolment process, and that they are advised of the options available to them in the circumstances.

4.7 On occasion it may be necessary to completely withdraw a course of study as the College deems it is no longer viable to offer that particular course. The College will contact prospective students at the earliest opportunity and where possible offer alternative options within College or with other providers if necessary.

Accreditation of Prior Learning (APL)

4.8 Accreditation of Prior Learning (APL) can either be Certificated (APCL), where learning has been assessed and has led to academic credits, or Experiential, (APEL) whereby learning has been achieved outside education or training systems. Recognition of APCL and/or APEL may lead to credits that can be counted towards the completion of a course and the award(s) associated with it and the college will follow the APL guidelines of the award validating body in accordance with the College's APL policy.

Application processing times

4.9 The processing time for applications will vary but on average UCAS applications, not requiring an interview, work submission or further information, will be processed in 10 working days. Applicants should note the College is closed between Christmas and New Year.

Applying or requesting deferred entry

4.10 The College welcomes deferred applications from prospective students (either as part of their initial application or after acceptance), who wish to undertake a 'year out' before commencing their studies. Any fees payable or terms and conditions are as of the year of entry and not the year of application.

4.11 Prospective students requesting deferral **after** they have accepted a place will need to put their request in writing to the Admissions Team

4.12 If a prospective student still wishes to undertake the course after a deferral period has lapsed, a new application will need to be made and they will be assessed against the entry criteria at the time of the new application.

4.13 The UCAS Clearing process is for prospective students looking for spaces in the year of application. Prospective students applying through clearing will only be granted deferred places in exceptional circumstances.

Decision errors

4.14 The College is committed to ensuring accuracy and timely decision making but accepts that on occasion it may accept or reject a prospective student in error.

4.15 Where the College rejects a prospective student, who has in fact met the conditions as laid down in their offer; it will work with the affected prospective student to rectify its mistake and to minimize any inconvenience.

4.16 It will be at the discretion of the College whether applicants rejected, based on information provided by them on their original application form, are reinstated following the receipt of any further additional information. Any offers will be subject to the availability of places.

4.17 Where the College accepts a prospective student, who has failed to meet the academic conditions as laid down in their offer, it will work with the affected prospective students to ensure they understand the academic rigor of the course and the possible challenges they may face.

Fraudulent applications

4.18 The College reserves the right to terminate the registration of any student who has failed to disclose information material to the consideration of his/her application, or who provides false or misleading information.

4.19 The College has, within the framework of its Admissions Policy, a commitment to minimising the risk of fraudulent applications to its courses. Prospective students to full-time courses will normally have their qualifications verified by UCAS and will not normally require independent verification by the College. However, all prospective students whose qualifications have not been verified by a third party will be required to evidence their conditions of offer prior to an unconditional offer being made.

4.20 Where suspected evidence of fraud is identified the details will be reported to the relevant authorities, for example, the UCAS Fraud & Verification Unit, any relevant professional accrediting body, and/or the Student Loan Company.

Interview conduct

4.21 The College adheres to the Good Practice Statement for Interviews produced by Supporting Professional in Admissions (SPA) for all of its courses. A summary of the Best Practice for Interviews is available on the Higher Education SharePoint Site.

Qualification verification

4.22 Students applying directly to Moulton College courses are required to produce qualification evidence and must either send their original certificates or copies (preferably certified) to the College as evidence of their achieved qualification(s) in advance of being made an unconditional offer of a place on their course of study.

Terms and conditions

4.23 Applicants are required, as a condition of accepting an Offer, to abide by all relevant codes, rules and regulations of the College in existence during the course which relate to the activities of students at the College, or which may apply to them and their particular course option. These shall include (but shall not be limited to) the following which may be amended from time to time:

a. the College's Academic Regulations, and Student Code of Behaviour;

b. the College's fee payment conditions;

c. the College's Equality & Diversity Policy, Complaints Procedure and all relevant Safety Policies or Handbooks;

d. the College's IT Use Regulations;

e. the College's Intellectual Property Policy for Students;

f. the College's Academic Standards and Quality Regulations;

g. all course handbooks, codes, rules and regulations of any other relevant organisation or institution, if required as part of the course.

5. Application processing: specific applicant groups

Care leavers (UCAS prospective students only)

5.1 Care leavers are defined as prospective students who have been in the care of the Local Authority for a period of 13 weeks or more spanning their 16th birthday. This leads to entitlement to 'aftercare services' until the age of 21 or 24 if in full time higher education.

5.2 Prospective students are encouraged to indicate on their application form if they are care leavers. All applications will be first assessed for academic suitability against the agreed entry criteria for their chosen course. Once an offer is made the College's Learning Support Tutor will contact the prospective student where necessary for further discussion about any specific support needs.

Disabled prospective students

5.3 The College is committed to developing an inclusive learning environment for all students and seeks to reduce any barriers that might confront a student with a disability seeking to study at Moulton College.

5.4 Disabled prospective students are encouraged to declare their support needs at application stage. All applications are assessed for academic suitability against the agreed entry criteria for their chosen course.

5.5 Once an offer is made, a member of the HE Learning Support Tutor will contact the prospective student to provide information about provisions that can be made available and for further discussions about specific support requirements.

5.6 The admissions procedure for disabled prospective students aims to ensure that:
a. applications indicating support or access requirements are given the consideration they require in an effective and timely way, taking into account the prospective students views and using the specialist expertise available within Learning Support Services;

b. the College meets all obligations under current Equality legislation;

c. disabled prospective students are made aware that the disability information provided by them will be used as part of the process of determining any particular access and support arrangements that may be required and are given the opportunity to discuss their requirements prior to entry;

d. there is no unnecessary delay in the processing of offers;

e. any information disclosed is handled securely and confidentially whether at the application stage or any other stage of the student life cycle;

f. The College follows the necessary steps to enable the prospective student to make an alternative choice of course or institution if an offer cannot be made for reasons related to their disability.

International students

5.7 For international applicants from both within and outside the European Union (EU) (see list of those exempted in point 3.9), or for applicants for whom English is not a first language, entry requirements may include a range of criteria including proficiency in English language skills, evidence of academic qualifications and other specified criteria. Whilst the College reserves the right to judge an applicant's suitability on an individual basis, students must evidence they possess a satisfactory command of the English language in terms of reading, writing, listening and speaking and will normally hold the following:

i. Common European Framework of Reference for Language (CEFR) Level B2 as defined by the UK Border Agency
ii. GCSE/GCE "O" level English: grade C
iii. And for Masters provision a higher education degree in which English language or literature forms a substantial part.
iv. IELTs test: minimum mark 6.0.

5.8 Applicants who speak in English as a first language and who are exempt from a minimum English language requirement as specified in 3.8 include those from:
Antigua and Barbuda
Australia
The Bahamas
Belize
Canada
Dominica
Grenada
Ireland
Jamaica
New Zealand
St Kitts and Nevis
St Lucia
St Vincent and the Grenadines
Trinidad and Tobago
United States of America

5.9 For International applications from both within and outside the European Union (EU), qualifications from any country are considered, but as general rule qualifications should be equivalent to standard UK entry requirements. For some postgraduate programmes, relevant work experience may also be required. Specific programme requirements are detailed in the prospectus and other relevant material.

5.10 For International applicants from both within and outside the European Union (EU) applications must be considered through the College's International Office before a place can be offered.

Transition

5.7 The College recognises that the transition to College, which may or may not involve a move away from a student's usual support networks, can be quite challenging for some students.

5.8 The Admissions Team will contact all new students who have accepted a place and will liaise with course teams to provide them with the details for enrolment, registration, and induction.

5.9 The College organises welcome and transition events designed to help new students settle into the College environment.

6. Enrolment of Students

6.1 Upon enrolment, students will be asked about their nationalities, ethnic origin, disabilities and any additional support needs. This information will be used for the purposes of providing support, for monitoring/review purposes, and as a reference when considering necessary modifications to curriculum, timetables, buildings, materials and equipment. Applicants and students do not have to comply with such requests.

6.2 All students are advised to inform the College of any additional or learning support needs that may be required. The College will make every reasonable effort to ensure that students are advised of the support available to them.

6.3 Applicants and students are advised to visit the locations where their studies are going to take place in order to assess the suitability of accommodation and the surroundings. Any concerns should be raised immediately with the admissions tutor/ officer and/or programme leader.

6.4 All students are required to undertake an assessment and advanced screening process to identify any learning or study support needs. The College will take all reasonable steps to meet both the general need for access and the specific needs of individuals with additional support needs.

6.5 Students with additional support needs will be given the opportunity to discuss ways of providing solutions to problems of access and other issues which present a barrier to learning.

6.6 For some programmes, such as those within 'health', there may be a requirement to undergo a medical health check to assess suitability to professional practice. Applicants will be advised during the admissions and enrolment process.

6.7 At the point of enrolment students are required to sign a declaration confirming their understanding that all outstanding fees must be paid in the event of withdrawal or transfer from any programme.

7. Induction and Orientation

7.1 Formal induction events will be arranged for new students at the College upon commencing as a new entrant to a programme of study. The College will encourage all UK and international students to attend induction; a means through which the College can encourage inclusion and orientation to the College and its immediate and wider services.

7.2 Induction activities will take into account a range of accessible times to encourage access for all students including full and part time students and others.

7.3 The College will ensure that during the admissions process and in particular during induction (if not before) that students who may have particular needs for learning support are identified at an early stage so appropriate intervention can be provided

7.4 During induction the College will ensure that students are given information relating to:

i. programme timetables and information
ii. the teaching/ academic team
iii. study skills
iv. tutorial and personal development planning
v. relevant support staff such as, study support, learner advisors, visual impaired centre, counselling services, the quality and standards department, the campus and other social activities

8. Complaints and appeals

Mutual respect and understanding

8.1 The College expects that all interactions between prospective students, students, supporters and staff will be conducted with mutual understanding and respect. Any unacceptable behaviour will not be tolerated and may prejudice an application, appeal or complaint. In exceptional cases, where the seriousness of the behaviour has breached accepted norms, further action may be taken including, but not limited to, withdrawing an offer of a place.

Applicant complaint and appeals policy and procedure

8.2 The following policy and procedures are for the use of applicants applying for admission to the College and should not be confused with the complaints procedure for current students, which is not open to applicants.

8.3 The College is committed to the provision of an admissions service to all prospective students which is fair, efficient and transparent. Moulton College recognises that there may be instances where a prospective student feels aggrieved with the College's admissions processes and wishes to bring their concerns to our attention either formally or informally.

8.4 The College, where possible and whilst being sensitive to the concerns of the prospective student, will aim to deal with issues informally. Many complaints can be dealt with appropriately in this manner and the College's complaint procedure has been designed with this in mind. This is not to say they will be treated with less importance and will still form an important part of the College's regular review of its service delivery.

8.5 Any genuine appeal or complaint will be handled in isolation from the application and will not prejudice current or future applications.

8.6 The procedure can be used by prospective students applying for entry to courses where the admissions procedures are the sole responsibility of Moulton College.

8.7 The College will only normally accept appeals or complaints from the individual prospective student, unless a third party has the explicit consent to act on their behalf.

8.8 An appeal or complaint should normally be submitted within 10 working days from receiving a response from the College. Whereby an applicant has raised an issue informally the appeal

or complaint should be received within 10 working days of the last contact with the Admissions Team.

8.9 For the purposes of this procedure an appeal is defined as a request from an unsuccessful prospective student to review the outcome of an admissions decision.

8.10 For the purposes of this procedure a complaint is defined as an expression of dissatisfaction with the College or its admissions policies and procedures which have been used to reach a decision; or by the actions, or lack of actions, by the College or its staff.

8.10 Prospective students can normally only appeal or complain if:
a. they can demonstrate that the College has deviated from its own policy, procedures and practice;

b. further information, which was not available at the time of application, is presented to the College;

c. there is a perception or indication that the prospective student has been treated differently to another applicant in a similar situation.

8.11 It should be noted that prospective students have no right of appeal or complaint against decisions that are based on the academic or professional judgement of College staff about suitability for admission.

a. Stage 1: informal complaint/request for feedback
   - Before submitting an appeal or complaint a prospective student should normally contact the Admissions Office by telephone or in writing, to request feedback or to discuss their concerns. Any feedback is provided solely to allow the prospective student to review their progress through the application process so far.
b. Stage 2: Formal Appeal/Complaint
   - Before submitting a formal appeal/complaint the prospective student should ensure that they have read the eligibility and grounds previously outlined in this policy.

8.12 Prospective students who feel that they have grounds for appeal or complaint should raise the matter within 10 working days of the action, in action or decision of the College.

8.13 A complaint or appeal should be submitted in writing to:
a. For taught courses to: HE Admissions Coordinator, Moulton College, West Street, Moulton, NN3 7RR.

8.14 As a minimum guideline the appeal or complaint should include the following information:
a. Prospective student name and any relevant application reference numbers provided either by the College or third parties such as UCAS;
b. Contact details;
c. State whether they are making an appeal or a complaint
d. Details of the grounds for the appeal or complaint;
e. Any further information that the prospective student feels relevant to their case.

8.15 An acknowledgement of the appeal or complaint will normally be made within 3 working days. The Admissions Coordinator or the Higher Education Manager, will investigate in conjunction with any relevant school(s) or department(s) and the outcome will be communicated at the earliest opportunity, but normally within 10 working days from acknowledgement. If for any reason these timescales for response cannot be met, the prospective student will be updated of expected timescales within the 10 working days from acknowledgement.

8.16 If the prospective student is still not satisfied with the response they can make one further appeal to the Head of Higher Education, the outcome of which will be considered final. The College does not operate any further or different appeal mechanisms for applicants.

8.17 Where the appeal or complaint is in regard to a selection decision, and upheld, the College cannot guarantee admissions to the academic year initially requested, however where possible an alternative point of entry may be offered.

8.18 By submission of a complaint or appeal the prospective student agrees to the College disclosing information for all purposes relating to the Appeals and Complaints Procedure for Prospective Students.

9. Monitoring and governance

9.1 The College keeps its admissions policy and procedures under regular review and monitoring.

Requirements
9.2 On behalf of Academic Board, the Academic Standards and Quality Committee (ASQC) will monitor, through consideration of Annual Reports, RAPs and other evidence, the policy and procedures set out in this section and ensure that they continue to support the strategic objectives of the College, and remain current and valid in the light of changing circumstances.

9.3 It is the responsibility of the Head of Higher Education to ensure appropriate governance of the Admissions Policy working in conjunction with key stakeholders, including but not limited to Admissions Coordinator, Assistant Director of Student Services, Higher Education Manager, Course Managers.

9.4 The Policy is reviewed on an annual cycle and approved at the Academic Standards Quality Committee each September for operation in the application cycle immediately following.