

# Cornwall College Higher Education Admissions & Recruitment Policy



## 1. Introduction

This policy covers the College's approach to and arrangements for the admissions of students at all Cornwall College Group [www.cornwall.ac.uk](http://www.cornwall.ac.uk) sites and applies to all full-time and part-time undergraduate programmes leading to approved awards of Plymouth University [www.plymouth.ac.uk](http://www.plymouth.ac.uk) and other relevant awarding bodies.

Cornwall College Group complies fully with the QAA Code Chapter B2. Our policy and procedure for admissions aims to be transparent, fair, non-discriminatory and consistent.

## 2. Admissions Statement

The College recruits students who have the potential to meet the demands of and benefit from their programme without discrimination.

The admission of students must reflect the College's commitment to equal opportunities, maintain Widening Participation in Higher Education and maintain, monitor and enhance academic quality, whilst being fair, equal and transparent to all applicants.

Clear, accessible and current information and guidance about programmes and their admissions requirements and procedures is provided for applicants via prospectus, college website and UCAS website, advisers, parents and agents.

## 3. Mission Statement

To provide learners with a high quality experience celebrated through vocational and academic achievement, personal development and employability.

## 4. Equality and Diversity

To create a supportive climate of fairness and respect where no learner is left behind so that the College is considered by its local community to be exceptionally inclusive.

## 5. Roles and Responsibilities

Overall responsibility for the Admissions and Recruitment processes within the Cornwall College Group lie with the Director of Curriculum & Quality (Higher Education) and Head of Marketing. All cluster areas within the College have a role and responsibility in relation to the recruitment and successful admission of students.

Further detailed information outlined in the HE Admissions Procedure (held in HE Operations).

## **6. Promotion, Recruitment and Selection**

All University marketing materials including digital are kept updated and remain consistent at the time of publication. This is to keep all enquirers and applicants informed of current offerings and enabling them to make an informed decision when making a UCAS application.

### **Application**

- i. Those applicants who are applying for full-time undergraduate courses will do so through UCAS (Universities and Colleges Admissions Service) [www.ucas.com](http://www.ucas.com) excluding Certificate in Education and Postgraduate Certificate in Education courses.
- ii. The admission of applicants who are applying for part-time undergraduate courses will be the responsibility of each individual cluster and will use the Cornwall College Group hard copy application form/online application [www.cornwall.ac.uk](http://www.cornwall.ac.uk) or [www.duchy.ac.uk](http://www.duchy.ac.uk) or [www.bicton.ac.uk](http://www.bicton.ac.uk)
- iii. The admission of applicants who are applying for end-on courses (Honours Degree top-up) will be required to use the Cornwall College Group internal Honours Degree top-up application form. This applies only to those progressing directly from a Plymouth University Partnership level 5 course (available from Admissions Officers on Duchy, Newquay, Camborne and Bicton site).
- iv. The admission of applicants who are applying for School of Education & Training (SET) courses (full and part-time) will be required to use the Cornwall College application form/online application [www.cornwall.ac.uk](http://www.cornwall.ac.uk)

Details of all of the above processes can be found in the HE Admissions Procedure (held in HE Operations).

## **7. Entry Criteria, Selection & Interviews** ***Full-time and Part-time undergraduate programmes***

The College is committed to providing applicants with appropriate and timely information including the entry requirements, to support decision making and application. This information is presented consistently via the College prospectus, Cornwall College Group website [www.cornwall.ac.uk](http://www.cornwall.ac.uk); [www.duchy.ac.uk](http://www.duchy.ac.uk); [www.bicton.ac.uk](http://www.bicton.ac.uk) and the UCAS website [www.ucas.com](http://www.ucas.com)

- i. The College will ensure that the standard tariff point score is set for entry onto all undergraduate courses in accordance with the Awarding Body Programme Specification. HE Admissions processing staff will work closely with Admissions Tutors to determine the eligibility of an applicant should the entry requirements be inappropriate or evidence not be available to support the application. No applicant should be eligible without confirmation of all entry requirements or a

written statement from the course co-ordinator explaining the reason for eligibility (this may relate to point iii below).

- ii. The College will look carefully at all qualifications provided on the application form in relation to the course specification. Applicants should be able to demonstrate a minimum of Level 2 in Literacy and Numeracy or equivalent, GCSE grade C. GCSE grade C in Science is also a requirement for some science/animal based courses. Most standard/specific qualifications i.e., GCE A/AS level, BTEC, Access to HE Diploma, Baccalaureate, NVQ, City & Guilds, most Level 3 and Advanced Diplomas, Scottish and Irish Highers amongst many others will be deemed appropriate for entry in accordance with entry requirement criteria evident within our advertising materials. Any other qualifications/appropriate work experience will be considered in collaboration with supporting evidence provided on the application. Individual unit grades may be taken into account.
- iii. Entry assignments may be set if an applicant does not meet the academic requirements and/or if their acquired qualifications are in a different subject area.
- iv. International qualifications will be assessed by the International Officer/HE Operations team using appropriate resources available i.e, UCAS International Qualifications documentation and NARIC database.
- v. It is not a requirement that all applicants to Cornwall College attend an interview however, the selection process for some courses may require an applicant to attend the College in order that they can demonstrate their skills and abilities. It will be the responsibility of the HE Admissions Tutors to ascertain as such. The Admissions Staff will ensure that all applicants will be given an opportunity to attend an interview and/or provided with information on open day events should they wish to visit the College and view facilities. Telephone/Email/Skype correspondence is preferable if an interview is not possible.
- vi. Key responsibility for assessing applicants is with the Admissions Tutors, who will make informed decisions as to the suitability and capability of an applicant to succeed on their chosen programme of study. Should the applicant not be able to attend the College for an interview, the Admissions Tutor will make contact with the applicant either via email/telephone/Skype.
  - i. Auditions, portfolios and assessments may be required in order for the applicant to further support their application and evidence their capability of studying at Higher level.
- vii. Applicants applying to stage 3 degree top up courses will be required to successfully complete 120 level 5 credits (in an appropriate subject area) prior to enrolment. Some of the Colleges honours progression programmes will require differentiating entry grades which will be communicated to the applicant at the time of the offer.

- ii. Applicants will receive decisions from the College via UCAS and communication from the College instructing them to check their TRACK accounts.

## **8. Reject Decisions**

Where a reject offer is processed, the College will assist the applicant with a satisfactory explanation and recommendation where necessary. Should the applicant wish to challenge this further, they must refer to the complaints and appeals procedure.

## **9. Deferred applications**

The College will initially contact the applicant at the beginning of the year and request confirmation of attendance in the following academic cycle. Whilst the College accepts deferred entry applications it cannot guarantee that a course will definitely run in the requested year of entry i.e, in the rare circumstances that a course is not viable to run due to low numbers. The College will however endeavour to find a suitable alternative.

## **10. Discontinued/Suspended Courses**

If the College has cause to discontinue/suspend a course, applicants will be notified as soon as it is practicable and if possible will offer an appropriate alternative.

## **11. Fraudulent Applications**

The Cornwall College Group is not prepared to admit applicants on the strength of information believed to be either fraudulent or plagiarised and reserves the right to reject or cancel an application under these circumstances. It is the applicants' responsibility to ensure that all information/evidence provided in support of their application is accurate and true.

## **12. Disclosures by an Applicant (criminal convictions)**

- i. The College will seek further clarification from an applicant who has declared they have an unspent criminal conviction. In such cases the applicant will be asked to undergo a risk assessment supported by the Senior Learning Adviser and relevant Admissions Tutor.
- ii. For some programmes, disclosure is required by law (spent and unspent), particularly for courses in health and related areas, social work, teaching or working with children.
- iii. If it is ascertained at any time during the application process that the applicant has an unspent criminal conviction and they have not declared this on their application form, the College will take the matter forward.

## **13. Disability, Learning Difficulty or Long Term Health Conditions**

- i. The Cornwall College Group encourages and welcomes applicants declaring disabilities/learning difficulties/long term health conditions. It is advisable that

applicants make the College aware on their application in order that support arrangements can be put into place when attending any of the campus sites.

- ii. The HE Learning Support Lead will establish the nature of the disability and put into place the requirements of the applicant to maintain and enhance their learning experience with Cornwall College.

#### **14. Admission of Minors (under 18)**

- i. Applications to all programmes will be assessed using the standard entry criteria applicable to each programme irrespective of the applicants' age on entry.
- ii. The College operates a duty of care policy to all our students and therefore in the case of any student joining our institution before their 18<sup>th</sup> birthday this duty is enhanced. The College has a responsibility to safeguard and promote the welfare of under 18s and therefore applicants must provide details of parental/guardian approval prior to joining the College.
- iii. Applicants will be made aware that there may be limitations for them whilst studying at University under the age of 18.

#### **15. Mature Applications (over 21)**

The Cornwall College Group values the contribution that mature students make to our learning environment. Whilst we welcome mature applicants that have a relevant qualification i.e., Access to HE or any other appropriate level 3 qualification for entry onto our programmes we will also consider those without qualifications based on interview and appropriate work experience who are able to demonstrate they are capable of studying at level 4. The Admissions Tutor will use their discretion to make a final decision.

#### **16. Overseas Applicants**

See EU and Non EU Applicants Procedure/Policy (currently under development)

#### **17. Admissions Staff Training & Development**

Training events are attended on an annual basis by the HE Admissions Manager who will then be responsible for disseminating any relevant findings to appropriate admissions staff within The Cornwall College Group.

Specific training will be provided upon request.

#### **18. APL**

- i. The Cornwall College Group encourages learners to apply for Accreditation of Prior Learning (APEL or APCL) as part of its widening participation policy, including entry from non-traditional routes. This may include previous academic study or relevant work experience. Regulations for this procedure are governed by Plymouth University [www.plymouth.ac.uk](http://www.plymouth.ac.uk)

- ii. Applicants wishing to enter stage 2 of a Foundation Degree/HND/BSc-BA programme will be assessed on their level 4 performance and suitability for the new programme, an APL mapping exercise will be carried out by the Admissions Tutor to establish eligibility.

## **19. End of Year Confirmation of Results**

Any applicants who narrowly fail to meet their conditions for entry will be re-assessed and subject to availability may still be offered a place on their chosen course. An alternative course choice may also be offered as a substitute should the failure to meet conditions for the initial chosen programme of study not be appropriate. The Cornwall College Group reserves the right to make the decision based on grades obtained.

## **20. Late Applications & Clearing**

- i. The Cornwall College Group will consider all late applications made after 30<sup>th</sup> June in any one academic year subject to the suitability of the applicant and availability of places.
- ii. At Clearing, The Cornwall College Group stipulates a minimum level of acceptance that all staff should adhere to and in preparation for and during clearing and confirmation the College criteria for selection may be adjusted to suit the College and departmental requirements.
- iii. Applications processed via the clearing period will seek to match applicants to their chosen course to suit their qualifications/experience. Such advice will be provided by experienced staff within Cornwall College.

## **21. Joining Instructions**

The Cornwall College Group will endeavour to ensure joining instructions are available to all applicants at the earliest opportunity and will be sent out once the final UF confirmation status is available.

## **22. Complaints & Appeals**

### ***Complaints***

All applications dealt with by The Cornwall College Group are done so in a fair and transparent way.

Should a situation arise whereby an applicant feels they have not been treated courteously or fairly in any way, or that an unfair decision has been made against and relating to their application, then we would advise that they detail this in writing and send to the HE Admissions Manager in the first instance.

The applicant, upon receipt, will receive acknowledgement whilst the matter is reviewed and investigated. The applicant will then be notified of the outcome within 14 days.

If the applicant is not satisfied with the response they can refer to it to the Director of

Higher Education who will make a final decision.

### **Appeals**

The College will accept an appeal against an admissions decision if the applicant can demonstrate and provide evidence that prejudice or bias, in relation to equality and diversity issues has influenced an outcome or where evidence can be provided that procedural irregularities have occurred.

Appeals will not be accepted against an academic judgement.

Requests for appeals must be put into writing to the Corporate HE Admissions Manager within 14 working days of confirmation of the application decision. The College will review the appeal within a reasonable time scale.

The College will reserve the right to uphold an original admission decision.

The College reserves the right to exclude a candidate who is considered on justifiable grounds to be unsuitable for a place on a particular programme according to individual circumstances.

### **23. Disclosure**

It is the responsibility of the applicant to provide accurate data at the time of application and to disclose anything which may influence an admission decision. Failure to disclose information which would have been influential in the decision making process may lead to an offer being retracted.

### **24. Mitigating Circumstances**

The College recognises that some applicants may have faced individual circumstances which have affected their capability to meet the entry requirements as stated in their offer. These circumstances may include illness, serious personal/family issues, relevant teaching issues i.e, where a teacher may have been absent for a significant amount of time. The applicant will be assessed on an individual basis and also be expected to provide written evidence to support their plea, submission of which does not guarantee admission.

### **25. Fee Assessments**

Tuition fees are made publicly available via The Cornwall College Group advertising materials and upon request. Fees are set by individual institutions and approved by OFFA. Fee caps can then be submitted to the Student Loan Company in order that student finance applications can be assessed appropriately. Student Finance England regulations determine between 'old' and 'new' students which assists the College in charging the correct fee to the student.

Fee amendments will be considered if an applicant can demonstrate through APL procedure that they have already met the learning outcomes of a particular module/s.

### **26. Data Protection**

Applications will not be discussed with third parties unless permission has been granted by the applicant. The Cornwall College Group complies with the Data Protection Act 1998 and ensures that personal data is managed appropriately. A data subject is entitled to access to the information that the College has recorded regarding them. This is termed a Subject Data Access Request.

## **27. Monitoring and Review**

This policy is the responsibility of the Director of Higher Education. It is reviewed on a regular basis to ensure that it continues to support the missions and strategic objectives of The Cornwall College Group and that it remains aware of changes in practice and policy within the sector and is able to provide adequate training for employees and the best possible service to its applicants.

### **Related Documents**

Cornwall College Strategic Plan  
UCAS Admissions & Decision Processing Guide  
Equality & Diversity Policy  
Disability Policy  
IT & Data Security Policy  
APL Assessment Procedure  
Criminal Convictions Policy

### **Date for Review: August 2016**

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