



<b>Teitl:</b> <b>Title:</b>	Higher Education (HE) Admissions Policy
<b>Fersiwn:</b> <b>Version</b>	1
<b>I bwy mae'r Polisi hwn yn berthnasol?</b> <b>Who does this Policy Relate to?</b>	Myfyrwyr / Staff / Myfyrwyr a Staff / Arall (rhowch fanylion) Students

#### Cydraddoldeb ac Amrywiaeth / Equality & Diversity

Dolen at Gam 1 Asesu Effaith (ar Gydraddoldeb a'r Gymraeg): / Impact Assessment Stage 1 (Equality & Welsh) link:	<a href="#">HE Admissions Policy EIA Stage 1</a>
<i>Effaith ar yr Iaith Gymraeg</i>  <i>Mae asesiad effaith wedi'i gynnal ar y polisi hwn i ystyried ei effaith ar yr Iaith Gymraeg yn unol â Safonau'r Gymraeg (94-104) a Mesur yr Iaith Gymraeg (Cymru) 2011.</i>	<i>Welsh Language Impact</i>  An impact assessment has been carried out on this policy to consider its effect on the Welsh Language in accordance with the Welsh Language Standards (94-104) and the Welsh Language (Wales) Measure 2011.

#### Adolygu a Chymeradwyo / Review and Approval

<b>Perchennog y Ddogfen:</b> <b>Document Owner:</b>	HE Compliance Manager		
<b>Ymgynghoriad / Consultation:</b>	HE Student Reps HE & Access Steering Group		
<b>Dyddiad cymeradwyo / Date Approved</b>	Cymeradwyaeth y Pwyllgor Mewnol e.e. Grŵp Diogelu / Internal Committee Approval e.g. Safeguarding Group	HE & Access Steering Group 16/06/21	
	Pwyllgor Cyfathrebu a Diwylliant / Communications & Culture Committee:	16/06/21	
	Pwyllgorau'r Bwrdd / Board Committees:	Pwyllgor Archwilio a Risg / Audit & Risk Committee:	-
		Pwyllgor Cwricwlwm a Safonau / Curriculum & Standards Committee	2021
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Corff Llywodraethu / Governing Body:	23/06/21		
<b>Dyddiad Adolygu:</b> <b>Review Date:</b>	16/06/24 Extended until 30/06/25		

Anfonwch y ddogfen wedi ei chymeradwyo i'w chyfieithu gan ddefnyddio'r [Ffurflen Cais Cyfieithu](#)  
Send approved document for Translation using the [Translation Request Form](#)

Rhifwch bob adran a pharagraff  
Please number each section and paragraph

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## **1. Purpose**

- 1.1. The purpose of this document is to outline the college's Higher Education (HE) Admissions Policy.

## **2. Scope**

- 2.1. The Policy is applicable to all college HE Programmes and those delivered in partnership with our university partners.
  - 2.1.1. For college led Pearson programmes, this Policy will apply.
  - 2.1.2. Where we work with a university partner, the college will follow the agreed admissions process of the university partner.
- 2.2. It takes into account the sector guidelines within the QAA UK Quality Code for Higher Education and the principles included within the Schwartz review of higher education admissions to support and develop fair and professional admissions. It is intended to be easily understood by applicants, to be fair and transparent for all stakeholders and to be based on principles that are consistently applied across the college.
- 2.3. The Policy covers the overarching general principles adopted by the College. It also provides, where appropriate, links to further information on specific aspects of the policy such as criminal convictions and safeguarding for children, young people and vulnerable adults.

## **3. Key Principles**

- 3.1. The college has adopted the five key principles of fair admission as outlined in the Schwartz Report 2004.
  - 3.1.1. Being transparent;
  - 3.1.2. Minimising barriers for applicants;
  - 3.1.3. Selecting students who are able to complete their chosen programme of study, as judged by their achievements and their potential;
  - 3.1.4. Using assessment methods that are reliable and valid;
  - 3.1.5. Being professional in every aspect of the admissions process, underpinned by appropriate structures and processes.

## **4. Responsibilities**

- 4.1.1. The HE Team at the college are responsible for administering all HE admissions, with the relevant university partner (where appropriate).
  - 4.1.1.1. The College Admissions Team will provide support as needed.
- 4.1.2. University Admissions Teams are responsible for ensuring that all applications are dealt with fairly and in a timely manner.
- 4.1.3. Timescales for the processing of applications differ between university partners and are administered in accordance with their Admissions Policies.
- 4.1.4. Academic staff are responsible for reviewing HE applications in a timely manner.
  - 4.1.4.1. Liaising with colleagues;
  - 4.1.4.2. Speaking with applicants to discuss their application and clarify queries.
  - 4.1.4.3. For approving and rejecting applications.

## **5. Entry Requirements**

- 5.1. All course entry requirements are shown on the course profile for each course, available on the college's website.
- 5.2. They include;
  - 5.2.1. Any English language requirements.
  - 5.2.2. Any requirements for Mathematics and other specific subject levels and grades required for entry.
  - 5.2.3. Whether skills and experience can be taken into consideration when reviewing the application.
- 5.3. The college and university partners reserve the right to request proof of qualifications, skills and experience and to remove any offers made if the relevant information cannot be verified.
- 5.4. Where a Disclosure and Barring Service (DBS) check is required, this will be clearly stated on the course profile.

## **6. The Application Process**

- 6.1. Applicants apply via the college's website by clicking on the 'Apply Now' button on the relevant course profile webpage.
- 6.2. Applicants will be invited to set up an online account with the college (Stage 1), or will be directed to our university partner's website to make their application.
  - 6.2.1. For applications directly to the college, applicants will be asked to complete Stage 2 of their online application, providing (where relevant);
    - 6.2.1.1. Personal details and contact details;
    - 6.2.1.2. Details of any support required;
    - 6.2.1.3. Career aspirations;

- 6.2.1.4. Previous skills and experience;
- 6.2.1.5. Completed university application forms;
- 6.2.1.6. References (if required);
- 6.2.1.7. Qualification certificate copies;
- 6.2.1.8. A Personal Statement (if Required).
- 6.2.2. For applications via our university partner's website, applicants will be asked to complete the full application using the university partner's portal.
- 6.3. Review of applications and decision making;
  - 6.3.1. Applications will be reviewed by relevant staff at either the college or the university partner, to assess the applicant's suitability for the course, based on;
    - 6.3.1.1. The information provided by the applicant during the application process;
    - 6.3.1.2. Whether the applicant has met the entry requirements for the course;
    - 6.3.1.3. Any additional information the reviewer may ask for to assess suitability e.g. a telephone call to discuss and establish the suitability of skills and experience.
  - 6.3.2. Outcome
    - 6.3.2.1. The outcome will be advised to the college or university partner admissions Team, who will communicate the outcome of the application. These can take the following forms and vary by institution;
      - 6.3.2.1.1. Conditional Enrolment
      - 6.3.2.1.2. Unconditional Enrolment
      - 6.3.2.1.3. Unsuccessful application
  - 6.3.3. All successful applicants will receive a college and / or university partner conditional / unconditional offer letter.
  - 6.3.4. Unsuccessful applicants will be contacted to provide the outcome and additional advice and guidance.
    - 6.3.4.1. Applications can only be refused if the applicant does not meet the required entry requirements, or if there is a DBS issue that would prevent the programme requirements to be fulfilled.
    - 6.3.4.2. Where this is the case, alternative advice and guidance will be provided.

## 7. **Appeals**

- 7.1. If an applicant wishes to make an appeal about the decision not to offer them a place, they can make a written appeal application.
- 7.2. Appeals should be sent to the HE Compliance Manager at [he@cambria.ac.uk](mailto:he@cambria.ac.uk) within 15 working days of the decision not to offer a place.
- 7.3. The HE Compliance Manager will organise the appeal review, which will be conducted by the relevant Assistant Principal.
- 7.4. The HE Compliance Manager will confirm the outcome of the appeal in writing to the applicant normally within 15 working days. Longer may be required to gather

relevant information and this will be confirmed to the applicant by the HE Compliance Manager within 5 working days of receipt of the written appeal.

7.5. The outcome of the appeal is final.

## **8. Terms and Conditions**

8.1.1. The college's terms and conditions will apply for all Pearson programmes.

8.1.2. For all university partner programmes, the relevant university's terms and conditions will apply.

8.1.3. Terms and conditions are available via the college's website.

## **9. Consultation**

9.1.1. The Policy has been reviewed by;

9.1.1.1. HE Student Reps

9.1.1.2. The HE & Access Steering Group

9.1.1.3. The Communications & Culture Committee

9.1.2. The HE Admissions Policy will be published on the college's website.

## **10. Training**

10.1.1. The HE Compliance is responsible for the HE Admissions Training programme for Programme Leaders and Curriculum Directors.

10.1.2. Updates will be provided to relevant staff as needed,

## **11. Equality & Diversity and Legislation**

11.1. The policy has been informed and is compliant with relevant equality, diversity, data protection and Human Rights legislation and supports the college's Strategic Equality Plan.

11.2. The college is committed to providing an inclusive and accessible environment and strives to make reasonable adjustments to accommodate individual needs.

11.3. Details of our Strategic Equality Plan can be found on the college's website.

11.4. This policy has an attached Equality Impact Assessment.

## **12. Welsh Language**

12.1. This policy is compliant with the Welsh Language Standards as set by the Welsh Government under section 44 of the Welsh Language (Wales) Measure 2011.

12.2. All students are informed of their legal rights under the Measure including the right to do their assessments through the medium of Welsh.

12.3. Students enrolled on a HE course at the College are able to undertake a free Welsh Language course

12.4. Standard communications relating to the HE Admissions process will be provided bilingually.

**13. Inclusion**

13.1. Applicants are asked to provide details of any inclusion needs they may have upon application. This helps us and our university partners to provide the best possible support to learners.

13.2. The college's [inclusion process](#) will be followed for all HE applicants.

**14. Fitness to Study**

14.1. Where there are concerns about a learner's fitness to study, the college will follow the Fitness to Study Policy or the policy of the university partner.

**15. Widening Participation**

15.1. We are committed to widening participation as outlined in our HE Strategy and as published in our Public Good Plan, both available on our website.

**16. Changes to a Programme**

16.1. If there are any changes to a programme once advertised, we will contact affected students. Any changes proposed and our communications will comply with Competition and Markets Authority (CMA) and Quality Assurance Agency (QAA) Guidelines.

**17. Tuition Fees**

17.1. Tuition fees are as stated on the course profile and apply annually.

**18. Applicants' Personal Data**

18.1. We process applicant's personal data in accordance with relevant Data Protection and GDPR legislation.

18.2. Where information is shared with university partners, data sharing agreements are in place.

18.3. We reserve the right, as outlined in our policies, to share relevant data with awarding and funding bodies, as needed to ensure the effective administration of learner's qualifications.