

Higher Education Admissions Policy

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Issue Date	25 August 2022	Review Date	25 August 2024

Document Control

Owner	Director of Quality and Higher Education
Audience	All Moulton College Stakeholders
Confidentiality	Low

Version Control

Version	Description/Changes	By	Date
1.0	Full systemic review	DoHE	August 2020
1.1	Review	DQ&HE	August 2022

Approval

Approved By	Meeting Date	Next Review
Senior Leadership Team	27 August 2020	27 August 2022
Senior Leadership Team	25 August 2022	25 August 2024

Related Policies

Ref	Policy

Equality Impact Assessment

Equality Impact Assessment
The policy has undergone an Equality Impact Assessment (EIA) confirming that there are no negative consequences in the case of this policy.

Higher Education Admissions Policy

Policy Statement

Introduction

1. Moulton College provides its Higher Education Students and staff alike an open and transparent Admissions Policy and Procedure.
2. This policy complies with all applicable legislation and is directly informed by the principles outlined in the Quality Assurance Agency 'Chapter B2: Recruitment, selection and admission to higher education'.

Definitions

3. 'Student' is a collective term used throughout this handbook to refer to any person aged 16 or over whether they are a student, an apprentice or similar, who is in Further or higher education or training at Moulton college, unless otherwise identified.
4. 'Lecturer' is a collective term used throughout this handbook to refer to teachers, trainers, lecturers, mentors, assessors and staff in similar roles.
5. 'Skills Coach' is a collective term for trainers and/or assessors who are part of the college's apprenticeships delivery.

Aims

6. The college is committed to creating an inclusive, student centred, academic community in which students thrive, actively engage and are proud to belong to the college. As such, the college welcomes applications from potential students of all social and ethnic backgrounds. It aims to promote equal opportunities while at the same time admitting students who have the ability and motivation to benefit from the programmes of study offered.
7. The college will ensure that all applicants are treated fairly by showing appropriate sensitivity to individual differences, and that decisions about recruitment, selection, admission and progression to college programmes at all levels are based on criteria that has been made available to applicants prior to application. The college will seek to promote and develop diversity of its student body by:
 - treating each applicant on his/her own merit;
 - identifying student potential as well as acknowledging past academic and other achievements;
 - providing information and advice to enquirers or, where appropriate, referring the applicant to external specialist providers.
8. The college aims to play a crucial role in educational provision for the local community and in higher education across the United Kingdom, it therefore

encourages and supports applicants from all localities.

Transparency in Admission and Selection

9. The college is committed to operating a transparent admissions policy. Course entry requirements are reviewed annually and published on the College website and other sources such as the UCAS website.
10. Applicants to the college are considered on the basis of their merits, abilities and potential, regardless of gender, ethnic or national origin, age (subject to the college regulations on minimum age), disability, religion, sexual orientation or any other irrelevant distinction, although, in certain circumstances the college may base admissions decisions on non-academic criteria in order to meet its obligations under UK law.
11. The college recognises that not all applicants have had an equality of educational opportunity and as such it will consider applicants in the light of the opportunities available to them. The college welcomes applications from individuals who have followed nonstandard educational routes, or those who meet entry criteria through experience rather than academic qualification. The college will admit candidates who have the potential to succeed on their chosen course regardless of background.
12. The college will always conduct its admissions processes efficiently, effectively, and courteously. It will communicate clearly with applicants and students, and provide clear and explicit information concerning admission to, and enrolment on its courses, as well as associated fee implications.
13. The college will ensure that all staff involved in the admission process, including collaborative partners, external advisers, and agents, understand the criteria for admission to the college and are aware of the issues affecting fair treatment of potential students and applicants.
14. The college will ensure that potential students are provided with the information needed to make a fully informed decision about the suitability of the course they are considering applying to and the costs associated with undertaking that course, in accordance with CMA requirements. Important information can be found on the college's website and prospectus.
15. The college will do its utmost to run courses as advertised but reserves the right to vary the content and delivery of courses, to discontinue, merge or combine courses where required. Information relating to this can be found under the student protection policy on the colleges website. Any change will be communicated in good time whilst seeking partner approval.

Responsibilities and Oversight

16. The college's Academic Board has institutional responsibility for the content of the college's Admissions Policy and Procedures and for regularly monitoring and reviewing their appropriateness.

17. The college will ensure that all staff involved in the recruitment of students understands the criteria for admission to the college, are aware of the issues affecting fair treatment of potential students and are clear on their responsibility to provide transparent, up-to-date, and accurate information to allow informed choices to be made.
18. The college will actively engage and follow the rules of the Universities, Colleges, Admissions Services.

Equality Impact Assessment (EIA)

Please complete both sides of this Equality Impact Assessment and ensure that the latest copy of this is recorded as part of the appendices of the specific policy.

Policy Reference and Name	Admissions Policy
Assessment date	25 August 2022
Completed by	Tony Mangan
What are the aims of the policy?	The college is committed to creating an inclusive, student centred, academic community in which students thrive, actively engage and are proud to belong to the college. As such, the college welcomes applications from potential students of all social and ethnic backgrounds. It aims to promote equal opportunities while at the same time admitting students who have the ability and motivation to benefit from the programmes of study offered.
Who does the policy affect?	All applicants
Who is involved in implementing the policy?	Student Services, Higher Education Team
What information is currently available about the impact of this policy and its associated procedures?	-
Do you need more information to help you make an assessment about the impact of this policy and its associated procedures?	-
Do you have any examples that show how this policy will have a positive impact on any of the equality characteristics listed in the table below?	-
Which other policies does this policy link with?	-
What consultation has taken place in the development of this policy?	Student and staff consultation in 2020.

Use the table below to assess the impact of this policy on each of the listed characteristics. Your decision must be evidence based. Sources of evidence might include success rates, achievement gaps, application and enrolment data, student voice, consultation outcomes, recruitment and employment data, customer feedback or complaints, meeting minutes.

Characteristic (These characteristics are protected under the Equality Act 2010)	Negative impact? Y / N	Evidence to support your impact assessment decision	Requires further action? Y/N
Age	N		N
Disability	N		N
Race	N		N
Gender, inc. re-assignment	N		N
Sexual orientation	N		N
Religion / belief	N		N
Pregnancy / maternity	N		N
Marriage / civil partnership	N		N
Socio-economic	N		N

Overall EIA judgement

Select	
✓	<i>No change required</i> The assessment is that the policy is/will be robust. There is no evidence of potentially unlawful discrimination and all reasonable opportunities to advance equality and foster good relations have been taken, subject to continuing monitoring and review
	<i>Adjust the policy or practice</i> This involves taking steps to remove any barriers, to better advance equality and/or to foster good relations. This may involve removing or changing the aspect of the policy that creates any negative or unwanted impact. It may also involve introducing additional measures to reduce or mitigate any potential negative impact
	<i>Continue the policy</i>

	This means adopting/continuing with the policy despite the potential for adverse impact. Set out the rationale for this decision, including how the decision is compatible with our legal obligation. Where there is discrimination, but it is considered not to be unlawful – the objective justification must be recorded
	<i>Stop the policy</i> If there would otherwise be unlawful discrimination or adverse effects that are not justified and cannot be prevented/mitigated