



## ADMISSIONS POLICY

<b>Policy Title</b>	<b>RECRUITMENT, SELECTION &amp; ADMISSIONS POLICY AND PROCEDURES V.02</b>
<b>Policy Number</b>	<b>015</b>
<b>Responsible</b>	<b>Registrar</b>
<b>Approval By</b>	<b>ACADEMIC COMMITTEE</b>
<b>Approval Date</b>	<b>August 2020</b>
<b>Next Review</b>	<b>Aug 2021</b>

## **RECRUITMENT, SELECTION, ADMISSIONS (RSA) POLICY AND PROCEDURES**

### **1. PRINCIPLES**

The Recruitment, Selection and Admissions (RSA) Policy aims to be clear and transparent in its procedures so that the student applicant understands each stage of the process.

The College recognises that its success depends on its ability to appeal to wide range of potential students, and to give these potential students an equal opportunity to study.

The College also recognises that potential students will come from a wide variety of educational backgrounds, and will not necessarily hold 'traditional' qualifications. We are therefore committed to ensuring that our procedures and practices for the marketing, recruitment, selection and admission of students to all of our programmes are of the highest standard and, that we are able to provide open, fair and consistent levels of access to all potential students.

### **2. CONTEXT**

This policy applies to the marketing, recruitment, selection and admission of all students. The minimum age for admission is 18 years on first day of the course start. All applicants will be considered solely on the basis of their merits, abilities and potential to succeed in their chosen course within the framework set by relevant external bodies and regulatory requirements.

Recruitment, selection and admission policies and procedures adhere to the principles of fair admission and are transparent, reliable, valid, inclusive and underpinned by appropriate organisational structures and processes.

### **5. RESPONSIBLE STAFF**

The Registrar oversees the selection process and adheres to the principles set out in the policy coordinating and ensuring compliances are followed in accordance with national and regulatory standards.

### **6. MARKETING**

Marketing of college programmes is an important function within the RSA policy which helps to drive recruitment, with 'word of mouth' and recommendation from current and former students still being the most important aim in the management marketing strategy.

- Producing high quality and engaging marketing materials including prospectuses, posters, advertisements
- Using a wide range of marketing and advertising channels to reach
- prospective students

When marketing the College and its activities and provision, we will adhere to

these procedures below:

- Provide accurate and honest information about the College in our marketing campaigns and materials to attract students to apply for courses that are appropriate to their abilities and aspirations
- Promote and comply with the College's Equality and Diversity Policy
- Produce marketing campaigns and materials that comply with the Equality Act
- The College will ensure that consumer protection obligations are met and following the guidelines set by the Competition and Markets Authority (CMA), which states the College's responsibilities under consumer law.

## 7. ENROLMENT & SELECTION PROCEDURES

### Stage 1 - Application

To apply for admission a completed application form, copies of the academic qualifications, any work experience, and two references must be submitted in time for the proposed term to the below address. Upon receiving completed application pack the application will be considered by the Admission Panel who will decide on each application based on its merits.

Crescent Education Services  
United Kingdom  
Email: [admin@crescent-education](mailto:admin@crescent-education)

Subject to the availability of seats for the intended term of study, each application is considered by the Admission Panel comprised of the Deputy Principal, Registrar, Subject Tutor. Applications are decided on their merits (qualifications, work experience, RPL, and individual interview) against the available places in line with the College equal opportunity policy.

### Initial assessment

The purpose of initial assessment is to identify what level the learner is currently working at. This is essential as learners placed on the incorrect level of a learning programme are likely to disengage if:

- ◆ the level is too low and therefore not challenging
  - ◆ the level is too high and therefore is unachievable
- Initial assessment is also used to identify the necessary support requirements to ensure that learners have the best opportunity to achieve. If the design and process are managed correctly, it can be used to gather information to support the whole of the learner's experience and inform other stakeholders who are involved in the learner's progress and achievements.

### Stage 3 – Interview

When the students are called for interview, they must bring original passport/proof of ID, proof of address, original transcript of qualifications, proof of work experience (if applicable). They must also inform the College of any special circumstances (disability, learning difficulties or any other) so that appropriate support can be arranged prior to the interview and thereafter at the

start of their course.

The college use the outcomes of the assessments to develop an ILP, with long-term and short-term goals.

#### **Stage 4 – Conditional Offer**

Admission decision will be communicated back to the applicant by a formal letter. Successful candidate will receive a conditional offer from the College, this will include any further information needed and financial conditions that the student will need to meet. If an application is unsuccessful the student will receive feedback explaining the reasons.

#### **Stage 5 - Payment of course fees**

Before a place at the College is confirmed the student must pay the course fees and any other fees due to the College, and payments can be made in cash, by cheque, bank transfer or bank draft.

#### **Stage 6 - Unconditional offer letters**

The College will issue the student with an unconditional offer letter once all the conditions of the original offer are met. Students need to confirm the 'acceptance of offer form' to secure a place in the programme.

#### **Stage 7 - Induction**

Induction dates will be informed via email and website. During induction, students will be provided with student handbook, course handbook (College policies and procedures and information regarding responsibilities and rights), College email, passwords for Wi-Fi, student ID card, health and safety, timetable, fire procedures, information about course of studies and student support.

#### **Stage 7 - Feedback on Admissions decisions**

If students wish to receive further information on any aspect of an application, including, in the case of an unsuccessful application, the reasons, they should make a request, preferably in writing to the Admissions Manager. Feedback will generally be provided by letter or e-mail within ten working days of receipt of the request.

### **8. APPEALING AGAINST AN ADMISSIONS DECISION**

If after receiving an admissions rejection letter the prospective student is unhappy with how the College has dealt with the application and/or the pre selection process they have the right to appeal.

If the student remains dissatisfied with the outcome of the informal resolution, they can lodge a formal admissions appeal to the Principal On receipt of a written request for admissions appeal the Principal will make independent enquiries and report the decision to the student in writing within ten working days,

## 8. Admission Appeals Procedure: Appeals Form

The completion and submission of this form initiates the **formal** College Admission Appeals Procedure. If the matter remains unresolved, you may invoke the formal Appeals Procedure.

### Important notes:

You may only appeal on your own behalf. An appeal submitted by a third party will not be accepted unless accompanied by written authorisation from you.

The Appeal Form must be submitted to the **Registrars' Office** within 20 working days of notification of the result or decision against which you are appealing.

### 1. About You

Full Name:	
Programme applied for:	
Year of Study:	
Address for correspondence:	
Tel. no:	Mobile no:
E-mail:	

### 2. About Your Appeal

a) (i) There exists or existed circumstances affecting the prospective student's performance (at interview) of which, for a credible and compelling reason, the Admissions Selection Panel or equivalent body may not have been made aware when the decision was taken and which might have had a material effect on the rejection decision.	
(ii) There has been a material administrative error or procedural irregularity in the admissions process.	
(iii) There is evidence of prejudice or bias or lack of proper assessment on the part of one or more of the Admissions Selection Panel.	

b) Please give details of your appeal here, including the date of the matter under appeal arising and your desired outcome (continue on a separate sheet if necessary).

c) Please indicate what supporting documentation you are submitting in support of your appeal (e.g. application form, medical certificate, emails and other correspondence etc) that you wish to be considered in the appeal. All evidence should be written in English, or if not, accurately translated.

d) Please outline any steps that you have already taken to address the issues raised in your appeal informally and attach any correspondence that you have. If you have not contacted informally please provide the reason why.

**Declaration:**

I declare that the information given in this form is true at the date of signing.

**Signed:**

**Date:**