



HE ADMISSIONS PROCEDURE

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Revision history

Version	Type (e.g. replacement, revision etc...)	Date	History (reason for changes)
3	Update and separated from HE Fees Policy	Aug-23	Update on statutory compliance, new team structures and job roles
4	Update including new LTU partnership processes	Nov-24	LTU have now confirmed processes for all partnership provision enrolments, that are now included in this guidance

Monitoring and review

This procedure will be reviewed by the Student Recruitment Team and SLT every year in line with the HE Admissions Policy.

HIGHER EDUCATION ADMISSIONS PROCEDURE

Bradford College is committed to the recruitment of students with academic ability and potential irrespective of their social, cultural or economic background. The College is committed to fair, transparent and consistent admissions practices and aims to offer clear advice and guidance to prospective students to enable them to make informed choices. The College adheres to the Principles of Fair Admission to Higher Education as outlined in the QAA Quality Code Advice & Guidance regarding Admissions, Recruitment and Widening Access.

Bradford College supports admissions practices in line with UCAS guidance and fair admissions practice as published by SPA.

- **The Head of Student Recruitment** is responsible for receiving and processing applications to Bradford College Higher Education programmes through the Admissions Team.

Applications come through a range of channels including:

- UCAS
- Department for Education (DfE) portal (PGCE QTS)
- Leeds Trinity University UCAS account for
- Bradford College website
- Internally progressing students from Level 3 to the College's HE provision

All prospective students are required to make a formal application, be it via UCAS, the college website or through DfE portals. All applications will be acknowledged within one working day.

It is the responsibility of the Admissions Team to enter accurate data to the Bradford College Student Management System and, where applicable UCAS.

FT Undergraduate Applicants

Those who are applying for admission to a Full-time Undergraduate programme will normally do so through the Universities and Colleges Admissions Service (UCAS). The College will also take direct applications through the website. Whether applying via UCAS or direct all applications must be accompanied by a personal statement. Partnership provision with LTU will go via their UCAS portal and be processed by their admissions team (see guidance appendix).

PT Undergraduates Applicants

Applicants applying for PT Undergraduate programmes will do so via the college website, applications are then processed in the same way as those applying for full-time programmes.

Postgraduate Applicants

Bradford College offers a number of post graduate QTS programmes. Applicants wishing to apply for these courses must do so directly through the DfE. www.apply-for-teacher-training.service.gov.uk These applications will then be processed by LTU admissions (see guidance in appendix)

There are also a number of checks for these courses including:

- Disclosure Barring Service (DBS)
- Prohibition to teach via DfE

- Health check

Applicants applying for non-QTS Postgraduate programmes

Applications and those for non-QTS programmes will be processed by the Admissions Team in the same way the under graduate applications are processed outlined above.

International Admissions

Bradford College does not hold a Tier 4 Border Agency Licence and therefore cannot accept applications from International students who require a Tier 4 visa to study. All queries regarding International students are dealt with via the Admissions Team. Following the UK exit from the European Union, all students from the EU/EEA are required to have EU pre-settled or settled status. Any newly arrived students from the EU may be classed as international.

Admission Process (See Appendix 1)

The Bradford College Admissions Team follow the process outlined in Appendix 1 to ensure a consistent, fair and professional recruitment and admissions procedure for all applicants.

The process highlights the correct method of admitting the full-time and part-time students as well as those with criminal conviction and declared disabilities.

- **Heads of Curriculum Departments** are responsible for **setting ENTRY CRITERIA** in line with any guidance from partner or awarding bodies.

Entry requirements are set out clearly in relevant college publications and on the website. Bradford College sets the standard entry requirements, subject to the regulations of the awarding bodies that validate each programme. All entry requirements are subject to a five yearly periodic review and any changes are subject to approval by Pearson or the validating university in conjunction with academic teams.

Bradford College accepts a range and combination of qualifications for entry onto its programmes, including vocational and Access to Higher Education qualifications, alongside a variety of offered internationally. Qualifications may be subject to a UK ENIC (European Network of Information Centres) check, the designated United Kingdom national agency for the recognition and comparison of international qualifications and skills.

All applications received by the relevant UCAS equal consideration deadline (normally 15 January prior to year of entry) are to be given equal consideration. Such consideration will also be given to applications received after 15 January up to and including 30 June (end of main applications scheme through UCAS).

All applicants are expected to disclose information about any Disability and/or Learning need. By doing so, this enables the college to ensure support is in place to help students succeed with their studies.

The Admissions Team will screen applicants and issue either a conditional offer, unconditional offer or a rejection using the published entry criteria. If there is doubt about a particular applicant's suitability for a programme, the Admissions Team will refer the application to the relevant academic teams. A decision will then be made in liaison between admissions and academic teams.

A number of programmes require auditions, interviews or portfolios as part of the admissions process. This will be facilitated through the admissions team with the final decision made within 7 working days.

All applicants are taught in English and should have sufficient competency in the English language to study successfully. Minimum English language requirements are specified on each of the course entry requirements.

Other considerations

Recognition of Prior Learning (RPL)

Bradford College has processes to enable the gaining of credit towards courses for prior qualifications and/or learning through Recognition of Prior Learning (RPL) which are guided by the Recognition of Prior Learning Policy and Procedure. However, this is subject to the regulations of the awarding bodies that validate the particular programmes applied to.

Applicants Disability and/or Learning Difficulty

Bradford College will comply fully with the UK Equality Act 2010 in ensuring that the Admissions policy/procedure is applied fairly and without discrimination. Applicants are strongly encouraged to disclose disability related information within the application/interview process which allows the College to ensure appropriate support arrangements are in place at the start of the course.

Special admissions may need to be applied in the case of a disability where a physical disability or a learning disability is disclosed.

Applicants with Criminal Convictions

All applicants must disclose any criminal record or other issue which might reasonably be considered to impact their suitability to join a course. A criminal conviction will not necessarily prevent an applicant from studying at the College; this will depend on the nature of the course along with the circumstances and background of the offence.

Bradford College complies fully with the Disclosure and Barring Service (DBS) Code of Practice and undertakes to treat all applicants fairly. Information about an applicant's criminal convictions will be disclosed only to those who need to see it as part of the admissions process.

If it is appropriate or necessary to the course, Bradford College will carry out an enhanced Disclosure and Barring Service check on applicants.

Deferrals

Any student wishing to defer entry to the following year should indicate this on their application form, or send a written request to the Admissions Team Leader as soon as possible. The College is able to make offers of deferred entry, however, we cannot guarantee this will be approved. There are times where curriculum offers change in year and so a deferred offer does not mean that the course is guaranteed to run the academic year after the one applied for.

Communication & Changes to programmes

Bradford College will endeavour to ensure that information supplied to applicants is clear, accurate, reliable, valid and relevant. Communication of changes to any programmes involving significant

restructuring or discontinuation will be communicated to applicants affected by such changes at the earliest possible opportunity.

Complaints

Applicants who experience a problem with any service provided by Bradford College should initially raise the matter with the person responsible for the service. If informal discussion does not resolve the situation satisfactorily, then applicants should use the Higher Education Appeals and Complaints Policy and Procedures.

Applicants may not raise concerns about academic judgement.

Data Protection

Bradford College takes privacy of personal information collected seriously and is committed to being open and transparent regarding how the information is used. Under the UK Data Protection Act 2018 and the UK General Data Protection Regulation (GDPR) the College's Data Protection Policy sets out how it complies with its obligations.

Linked Policies

- DBS Policy and Procedures for Students
- GDPR Policy
- RPEL Policy
- Policy on the Recognition of Prior Learning (RPL):
- UCAS guidance and manuals for institutions: <http://www.ucas.com>
- CMA HE Consumer law advice for providers
- HE Admissions Policy
- HE Fees Policy

Other Links

- <https://www.qaa.ac.uk/quality-code>
- SPA Guidance and Checklist on Student Recruitment Policies
- <https://www.ucas.com/providers/good-practice>
- Higher Education Appeals and Complaints Policy and Procedures
- Higher Education Student Contract

Appendices

Appendix 1 - Flow charts detailing application procedures.