



UK COLLEGE  
OF BUSINESS AND COMPUTING

## Pre-Admissions Support and Guidance Policy

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## Aim

UKCBC should ensure that its Recruitment, selection, and admission policies and procedures adhere to the principles of fair admission. They are transparent, reliable, valid, inclusive and underpinned by appropriate organisational structures and processes. The policy and procedures are aimed to support UKCBC in the selection of students who are able to complete their programme. (Expectation of QAA Code expectations for standards core practices and expectations for quality core practices: **Guiding Principles 1-6**)

### The expectations of sound practice (QAA Code **Guiding Principles 1-6**)

- Recruitment, selection, and admission policies are informed by the strategic priorities of the college. UKCBC promote a shared understanding of their approach among all those involved in recruitment, selection, and admission.
- Recruitment, selection and admission processes are conducted in a professional manner by authorised and competent representatives of the UKCBC.
- UKCBCs have procedures for handling appeals and complaints about recruitment, selection and admission that are fair and accessible. Appeals and complaints procedures are conducted expeditiously and in accordance with a published timescale.
- UKCBC monitor, review and update their recruitment, selection and admission policies and procedures, in order to enhance them and to ensure that they continue to support the provider's mission and strategic objectives. UKCBC determines the frequency with which monitoring and review are undertaken.
- Recruitment activities undertaken by UKCBC assist prospective students in making informed decisions about higher education.
- UKCBC should make clear to prospective students how the recruitment, selection and admission process will be conducted and what prospective students have to do.
- Selection processes for entry into UKCBC are underpinned by transparent entry requirements, both academic and non-academic, and present no unnecessary barriers to prospective students.
- UKCBC determine how decisions and the reasons for those decisions are recorded and conveyed to prospective students.
- UKCBCs inform prospective students, at the earliest opportunity, of any significant changes to a programme to which they have applied. Prospective students are advised promptly of the options available in the circumstances.
- UKCBC give successful applicants sufficient information to enable them to make the transition from prospective student to current student.

## **Recruitment and Admissions Procedure**

### **UK/EU Students**

#### **Application Stage and procedure:**

##### **Stage 1 – Pre Admission Support**

Prospective students who are interested in studying with us can submit the enquiry or the pre-admissions support form to get more information about the courses that we provide. Their requests will be addressed by the admissions officers/advisors and will be provided with all relevant information, advice and guidance necessary for selecting the eligible course of their interest. The students are thoroughly briefed about the entry requirements for the course and evidence to be submitted to establish their eligibility of meeting entry requirements. Prospective students may avail the advice & guidance support with no obligation to undertake a programme of study at UKCBC. If the prospective student wishes to pursue his/her study would move to stage 2.

##### **Stage 2 - Application**

The students are required to apply either online through our website or make a paper application by submitting all the required documents as per the eligibility criteria set forth by the awarding body for the respective courses and also with any additional information/evidence sought by the college.

The Eligibility Criteria may differ for different countries when compared to the UK's Qualification and Credit Framework (QCF) levels. The comparison of the qualification level is made as per UKNARIC recommendations. Every student's documents are cross verified with originals and copies are filed in their respective files

The students can apply for the course along with the following documents prior to the admission:

- a) Passport size photographs (recent)
- b) ID Proof [Copy of Passport/Nationality Identity Card/full UK Driving licence]
- c) Qualification documents (Authorised English translation required if the certificate(s) and the transcript(s) are in the native language)
- d) Work experience letter or reference from the employer or self-employment proof if applying as a mature student
- e) English language ability evidenced by a Secured English Language
- f) Test (SELT) / approved language testing certification
- g) Proof of address and residency in the UK
- h) Statement explaining the reason to study the selected course (Statement of Purpose) and

i) CV

### Process chart of Pre-admission and Recruitment



