



# Admissions Policy and Procedure 2019-20

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## Introduction

The mission of UKCBC is to work alongside students to lay the foundations for long-term success in their professional futures. We see education as a lifelong process; as such, it is our responsibility to encourage students to be receptive to the ever-changing employment landscape by developing an active involvement in learning while studying at UKCBC.

Our mission extends to promoting accessibility, quality of service, equality of opportunity, and providing students with a safe and supportive environment. Being a higher education provider, we also recognise the need to assess and refine our academic courses regularly to help our graduates stay relevant on the local, national and international employment market.

UK College of Business & Computing is aware of the enormous investment that learners make, both in time and money, in choosing to pursue a programme of Higher Education. As a responsible institution, UKCBC support all prospective students with information, advice and guidance as requested.

UKCBC ensures 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 Admissions Policy envisages compliance to the regulations and standards of respective awarding organisations for the courses offered.

## Links to QAA Quality Code

This document is designed to underpin the process of student recruitment and admissions management. In doing so it takes reference from the Quality Code expectations for standards core practices and expectations for quality core practices: **Guiding Principles 1-6**

## **Links to other policies**

The remainder of this statement will relate to the student recruitment and admissions management. UKCBC recommends that this policy is understood in the context of the wider management of student recruitment and particularly in relation to the following policies:

- Pre-admissions Support and Guidance Policy
- Admissions Appeals Policy
- Access and Participation Statement
- Student Registration Policy
- Recognition of Prior Experiential Learning (for Admission purposes) Policy

## **Scope of Student Admissions**

The policy applies to all students on all programmes irrespective of programme duration or awarding organisation. Currently UKCBC delivers programmes including Pearson BTEC HND, AAT and Bath Spa University degree programmes.

It also considers the relationship between the college and its collaborative partners New City College (NCC) and Bath Spa University (BSU).

Primarily the mechanism of pre-admission support and the application process is the same irrespective of programme. Each application is considered against the relevant programme entry criteria.

## **Process**

The remainder of this document relates to the implementation of Admissions Policy as it impacts on Students, Staff and other stakeholders

### **Stage 1 – Pre-admissions support and application**

At the application stage, prospective students may opt to submit a pre-admissions support form to avail a free and no obligation counselling and support to get more information about the programmes provided by UKCBC and their suitability to study a course of their choice.

Their requests will be addressed by the admissions officers/ course advisors and will be provided with all relevant information, advice and guidance necessary for making an informed decision.

The prospective students are thoroughly briefed about the entry requirements for their chosen programme and the required evidence to be submitted for an admission to the chosen course.

Applicants with non-traditional academic experiences or suitable work experiences are encouraged to consider application to study a programme of interest to them. This supports UKCBCs access and widening participation intention and is underpinned by the alternative entry criteria embedded within the awarding organisation specifications along with UKCBC's Recognition of Prior Experiential Learning Policy and Process for admission purposes.

Where the applicants' aspirations and goals or circumstances are different from the programmes offered by UKCBC, they are signposted to related external agencies that may be better placed to provide such specialist advice.

Prospective students may seek assistance from UKCBC authorised student recruitment representatives for the submission of their applications to the college. The College takes the complete responsibility of providing relevant information to students prior to their making an application, even if they were referred through other students/representatives.

The applicants would make an application either online, or a hardcopy of the application directly submitted to the College. The application form has been designed to collect all relevant details required for an assessment of eligibility. The College reviews and acknowledges the receipt of the application and advise the student on the entry requirements for the course applied as per the awarding organisation standards and relevant documents necessary for the purposes of identity checks, address proof etc.

## **Stage 2 – Entry requirements and application scrutiny**

The level of qualifications from various countries may vary when compared to the UK's Qualification framework (e.g. QCF and RQF) and the FHEQ levels. The comparison of such qualifications is made through UKNARIC web portals. UK qualifications are compared on the FHEQ framework and Ofqual approved lists to ascertain prior achievements.

Every applicant's documents are verified with originals and copies are filed in their respective files.

## 1. Admission to AAT Qualifications

Unlike other qualifications, there are no entry requirements with AAT. A person can start with any qualification level depending on their existing skills and experience. If they already have some accounting experience they can undertake the 'AAT Skillscheck test' on AAT website to find out the best qualification level to start with.

<https://www.aat.org.uk/entry-requirements-tab>

The College, to ensure that it admits students with genuine opportunity of achieving the qualification has set some minimum criteria as follows:

- (i) Valid Id and proof of address
- (ii) Evidence of achievement of a qualification at least one level below the course level applied or undertake the AAT Skills Check test to confirm their suitability

On receipt of the above documents along with the application, the admission officers will confirm the suitability of the applicant and forward the same for a formal approval by the Admissions Committee. Annex 1 explains the AAT Admission process.

The applicant will be offered an unconditional offer on receipt of an approval from the Admissions Committee and invited to join the Induction.

Applicants who are not able to provide the required documents will be advised to provide the same within reasonable deadlines or the application will be refused.

## 2. Admission to Pearson BTEC Higher Nationals

Although Pearson do not specify formal entry requirements, as a Centre the College have the responsibility to ensure that the students offered a place have a reasonable expectation of success on the programme. Source: [Pearson's course specifications](#).

For students who have recently been in education, the entry profile is likely to include one of the following: -

- A BTEC Level 3 qualification in the related subject
- A GCE Advanced Level profile that demonstrates strong performance in a relevant subject or adequate performance in more than one GCE subject.
- Other related Level 3 qualifications
- An Access to Higher Education Diploma awarded by an approved further education institution
- Related work experience

- An international equivalent of the above.

UKCBC wish to consider applicants' prior learning will be considered for an offer on a BTEC Higher Nationals Programme based on their prior work experience, through 'Recognition of Prior Experiential Learning Policy for admission purposes' devised by the College.

The College conducts an Academic Assessment Test for the students applying through work experience route to establish the subject knowledge in the relevant subject area. The College, at its discretion may conduct the test for other applicants if considered appropriate.

As Pearson BTEC Higher National qualifications are both taught and assessed in English, it is critical that the applicants have an appropriate level of English language skills.

If the applicants are non-native English speakers and have not undertaken their final two years of schooling in English, they can demonstrate capability in English at a standard equivalent to any of the levels identified below:

- Common European Framework of Reference (CEFR) level B2
- PTE 51
- IELTS 5.5; Reading and Writing must be at 5.5 or equivalent.

### **Important**

UKCBC offers this programme in partnership with New City College (NCC). Students are expected to fulfil all the admission requirements prescribed by NCC, and admissions are subject to final approval by NCC. Students are expected to adhere to the relevant rules and regulations of NCC, in addition to the regulations of UKCBC.

### **UKCBC's English Language Assessment Tests**

If the applicants are unable to evidence their language proficiency as per the criteria mentioned above, they must appear for an English Language Assessment test conducted by UKCBC.

The test has been designed to consider English grammar, reading skills through a comprehension, and the writing skills where they are required to write freestyle about a topic without reference material. The applicants must achieve a minimum 50% score in each component (i.e. English grammar, reading and writing) of the UKCBC English test.

The tests are mapped as comparable to Bath Spa University's English Language tests (BSELT) for admissions at an upper intermediate / Intermediate level.

### **Compulsory interview of every applicant**

Irrespective of the application evidence submitted, all applicants are required to appear for an interview.

Applicants' eligibility, intentions to pursue the programme, suitability etc. are considered during the interview.

The interviews are also aimed to assess the speaking and listening skills of the students to ensure that the students are capable of participating in the learning activities.

The English tests and interview are aimed to ensure that the applicants offered an admission have an appropriate level of English language proficiency and the desired intention to pursue and participate in the programme.

### **Students with prior work experience**

UKCBC's commitment to students from disadvantaged groups is in line with the Government's emphasis on enabling learners from widening participation segments and adult mature learners. Further, the OfS strategy on access initiatives, Pearson / various awarding organisations emphasis in the context, the College developed focused internal systems to assess and support the admission of students from these segments.

Applications made through the work experience categories will be considered on the basis of the College's Recognition of Prior Experiential Learning Policy. Such applicants are required to provide evidence of their working experience to establish their experiential skills and their interests to pursue the subject area.

The College conducts an interview, various assessment tests including an academic test and English language competency test to establish their meeting the entry requirements for the course applied. The applications under this route are further reviewed and assessed by the Admissions Committee prior to making an offer and follow the same processes as in case of conventional students.

Annex 2 explains the HND admission process.

## **Admission of students through partnership provision with NCC**

Applicants intending to study the Pearson BTEC HNDs are clearly distinguished at their enquiry/ initial application stage itself. Students are advised of the option of their admission through NCC partnership right from their making an application to the College.

The College plans its cohorts and timetable for various campuses based on resources and student preferences. In the process, a few cohorts are timetabled exclusively for NCC partnership provision. Students would preferably choose the campuses and weekdays, timetable etc suiting their personal convenience and preferences. The College accordingly allocate a cohort (based on their choice) either under NCC or UKCBC registration.

### **3. Admission to BSU Top-up Degrees**

The collaborative partnership agreement sets the entry requirements of BSU awards and the principles of admissions process. The agreement provides for an entry to degree programme at Foundation, level 4 and level 6 of the programme.

The College processes student applications and provides the relevant inputs to Bath Spa University for a final approval to offer a place on the course. The university maintains oversight and approval of all admissions decisions.

#### **Important**

UKCBC offers this programme as part of a franchise partnership with Bath Spa University (BSU). Students are expected to fulfil all the admission requirements prescribed by BSU, and admissions are subject to final approval by BSU. Students are expected to adhere to the relevant rules and regulations of BSU, in addition to the regulations of UKCBC.

#### **Entry requirements – Level 6 top up degree programme**

Applicants seeking to study the L6 top-up programme at UKCBC must have a minimum of 240 HE credits (120 at Level 4; and 120 at Level 5), obtained from one of the following confirmed awards in a relevant subject:

- a) Diploma in Higher Education (DipHE);
- b) Foundation degree;
- c) HND.

Pearson BTEC HNDs delivered at UKCBC have been mapped against BSU's programmes and therefore the successful applicants will be provisionally offered to study



the BSU level 6 course at UKCBC once their application is internally processed and approved by the Admissions Committee.

UKCBC will retain copies of the award certificates and application details, which shall be made available to BSU staff for audit.

Applications received from non-UKCBC applicants will only be considered if they meet the minimum 240 HE credits at levels 4 and 5, and the modules are mapped against the course specification. The mapping of HND modules achieved is required to be approved by BSU prior to any offer.

Where an applicant's level 5 qualification has content identical to a previously approved mapping by BSU or to the UKCBC delivered HND, the College may make a provisional offer to the applicant, without recourse to BSU.

As the applicants who are applying to study the Top-up Degree programmes are progressing from the successful achievement of a regulated qualification at level 5 from within the UK, they are exempt from having to prove their English proficiency.

Applications meeting the entry criteria and qualifying the assessment test and interview will be forwarded to the Admissions Committee for a review and approval. On approval from the committee, the College will make a provisional offer.

Details of these applicants are shared with BSU admissions colleagues for approval. On receipt of this approval, applicants will be offered an unconditional offer of a place of study.

Annex 3 explains the admission process for the BSU Top-up Degree programmes.

#### **4. Admission to BSU Full Degrees**

The university maintains oversight and approval of all admissions decisions whilst enabling UKCBC to deliver the admissions function within a timely function.

Applicants may apply with non-standard entry credentials based on historic and current employment or voluntary experience.

The application process, scrutiny, review by UKCBC's Admissions Committee for a provisional offer and a final approval by Bath Spa University for a final and unconditional offer are the same, as in the case of top up degree applications stated at earlier paragraphs of this document.

UKCBC may at its discretion conduct appropriate assessment tests, consider recognition of experiential learning procedures and conduct interviews as considered appropriate. English language tests may also be conducted in respect of students who are required to evidence their English language competency as prescribed by the BSU regulations.

**i) Entry requirements – BSU Integrated Foundation degree programme (Level F, 4-6)**

Foundation level F Entry Requirements.

BSU accepts a wide range of qualifications for entry to our programme. The main ones are listed below:

A Level - C or DD in, Business and Management or other related subject preferred. Applicants without a directly relevant A Level can apply but will need to demonstrate a strong interest in Business and Management in their personal statement.

BTEC - Extended Diploma grades Merit, Pass, Pass (MPP) accepted in Business and Management or related subjects.

BTEC Sub-Diplomas - Merit Pass Pass (or Merit Merit if studying only two) in relevant subjects evidence of a strong interest in Business and Management in your personal statement. Access to HE courses - typical offers for applicants with Access to HE will be the Access to HE Diploma or Access to HE Certificate (60 credits, 45 of which must be Level 3, including 30 at merit or higher).

The detailed process is presented at Annex 4.

**(ii) Entry requirements – BSU Three Year Degree Programme with an entry at Level 4**

Level 4 entry requirements meet the published University guidelines on entry requirements BSU accepts a wide range of qualifications for entry to our undergraduate programmes. The main ones are listed below:

A Level - grades BCC-CCC with Grade C in Business or related subject preferred. Applicants without business studies A Level can apply but will need to demonstrate a strong interest in Business in their personal statement.

BTEC - Extended Diploma grades Merit, Merit, Merit (MMM) accepted in a business or related subject.

International Baccalaureate - a minimum of 26 points are required in addition to evidence of a strong interest in Business in your personal statement.

Access to HE courses - typical offers for applicants with Access to HE will be the Access to HE Diploma or Access to HE Certificate (60 credits, 45 of which must be Level 3, including 30 at merit or higher).

The detailed process is presented at Annex 4.

### **Management and Oversight of the Admissions Procedures**

UKCBC considers the detailed oversight and enhancement of the admissions process as critical for the credible selection and recruitment of students to study at the college. This is undertaken through a number of operational activities including:

- Evaluation of student prior educational experience
- Evaluation of admissions tests and interview responses
- Monitoring of student attendance, timely achievement and disciplinary records against recruitment promotion channels.
- Monitoring the complete admissions process through Admissions Committee and involvement of the Academic Teams in the assessments and decisions related to offering admissions on a programme.

Such monitoring and evaluation are considered at departmental and at Senior Management levels

Integral to the management of the admission process the following elements are considered:

### **Access and Widening Participation**

UKCBC understands the importance of widening-participation and encourages the underrepresented groups towards higher education.

We assess applications with due consideration to the demographic and personal background of applicants, particularly those adult mature learners coming back to study after considerable gap in studies or returning after employment.

The applications from these segments of prospective student groups will be considered against the standard entry criteria of the programme that they are interested in, demonstrating their suitability for the chosen subject. Evidence of their relevant working experience may also be used as alternative evidence of meeting the entry requirements for the programme.

### **Fraudulent and misleading information**

UKCBC expects that applicants will have provided full, honest, and accurate information on their application form and in all subsequent communications with the college. Where

the college has reason to suspect that this may not be the case, it reserves the right to investigate the matter fully.

If, during such an investigation, the college finds that an applicant has made fraudulent or misleading claims in their application, the college reserves the right to withdraw any offer it has made.

In cases where the fraudulent and/or misleading information is discovered at any time after the applicant has enrolled as a student, the college reserves the right to carry out its own investigations and if it is found that there has been a deliberate attempt to use fraudulent and/or misleading information, or relevant information was withheld, to obtain a place of study, action will be taken to permanently exclude the student with immediate effect.

If a student is permanently excluded for the reasons set out above, the college may also, where appropriate, inform any other relevant professional bodies and/or third parties about the exclusion from the college.

## **Data Protection**

The Data collected from the student application form will be used for administering and managing the educational programmes and other services provided by the college to enhance the learner journey.

UKCBC collects, stores and processes data in a secure manner.

The data will only be shared with third parties acting on our behalf including awarding bodies, governing and other regulatory organisations, potential employers, or other relevant organisations if necessary to fulfil obligations and will be in line the terms set out by the General Data Protection Regulation (2018).

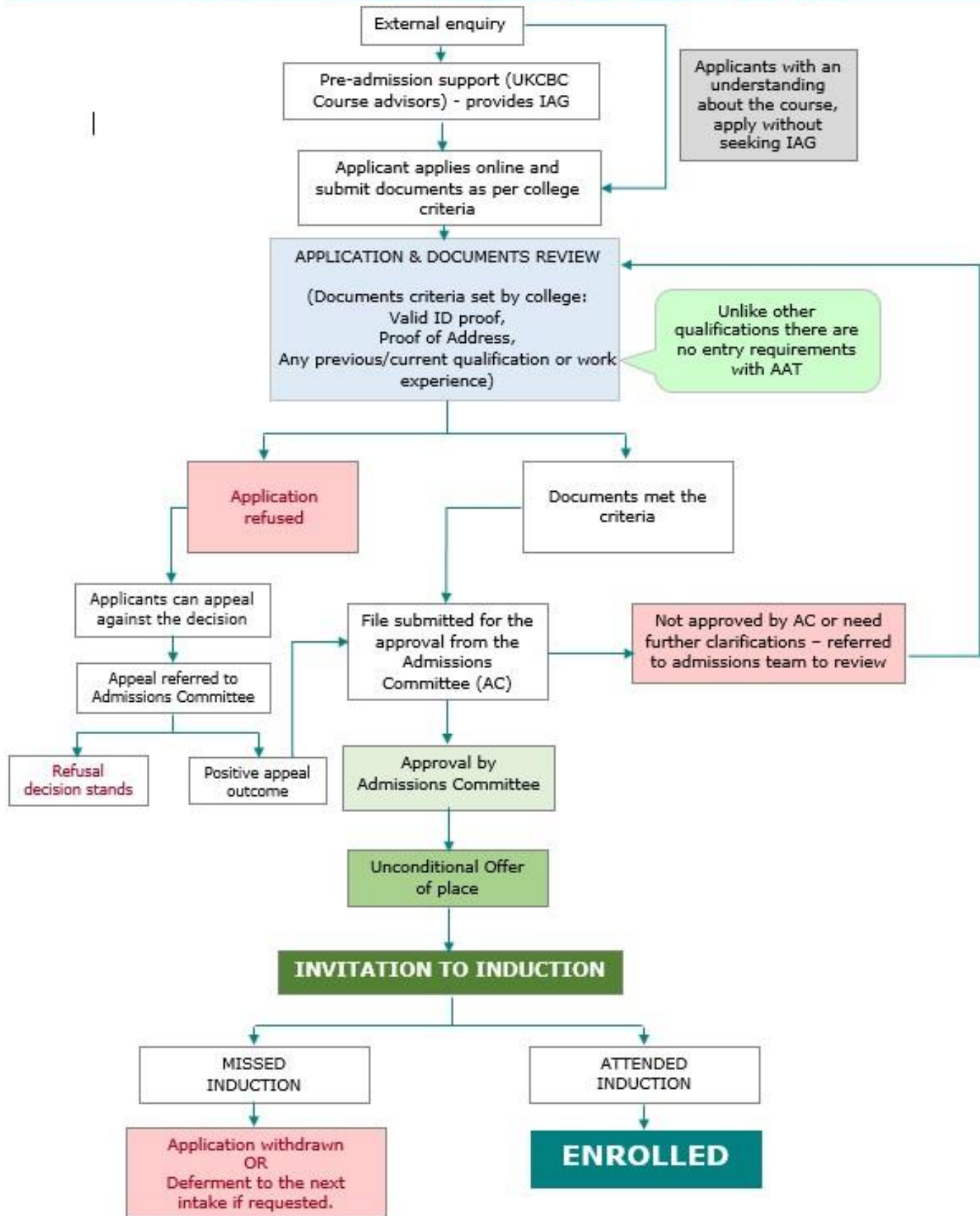
We will continue to hold data including students' academic achievements, and once the student completes the programme and leave, the documents will still be retained, but shall not be kept longer than is necessary.

More details about GDPR (2018) is available on our website:

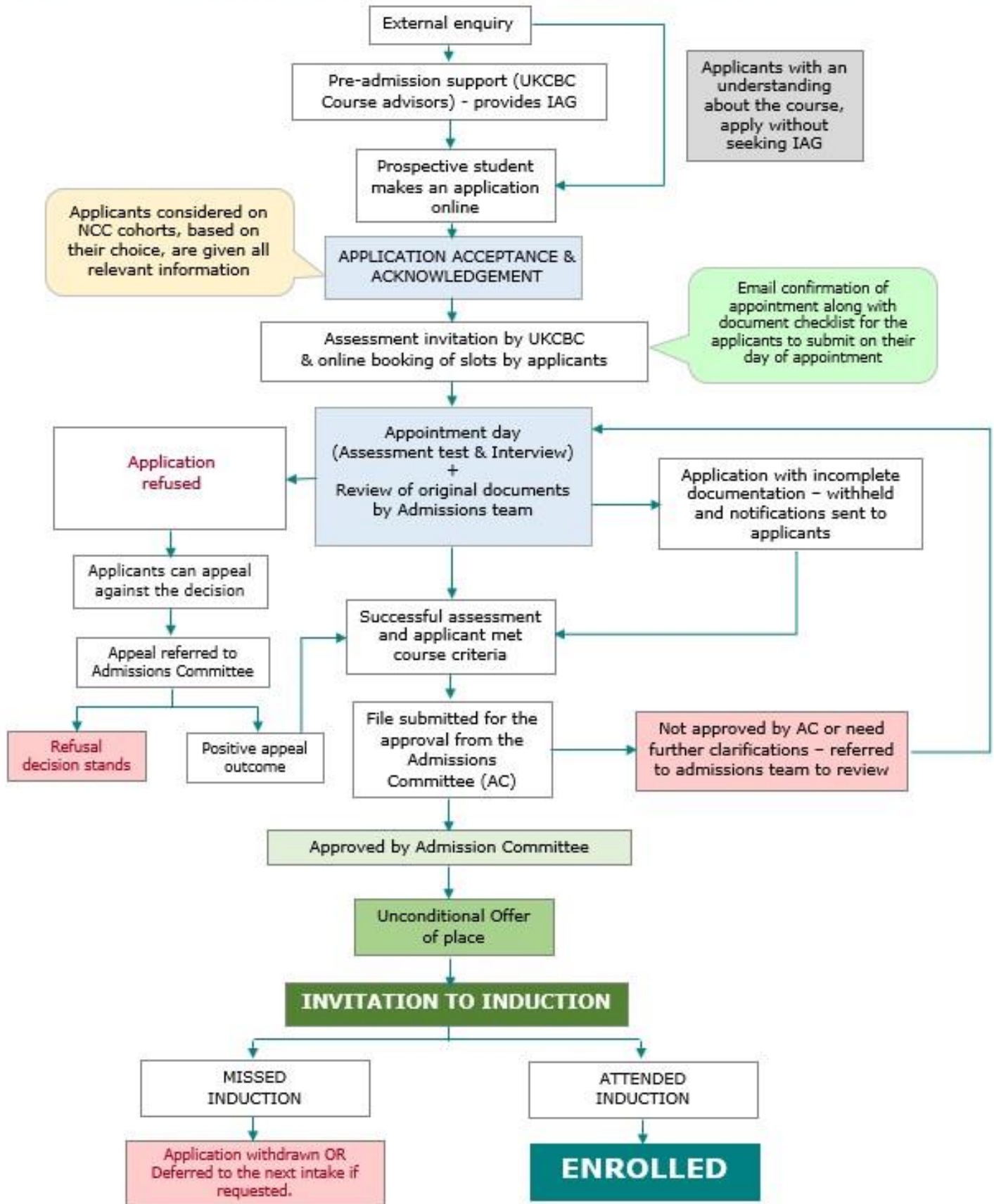
<http://www.ukcbc.ac.uk/wp-content/uploads/2018/05/UKCBC-GDPR-Policy.pdf>



# ADMISSION PROCESS FLOW CHART – for AATs

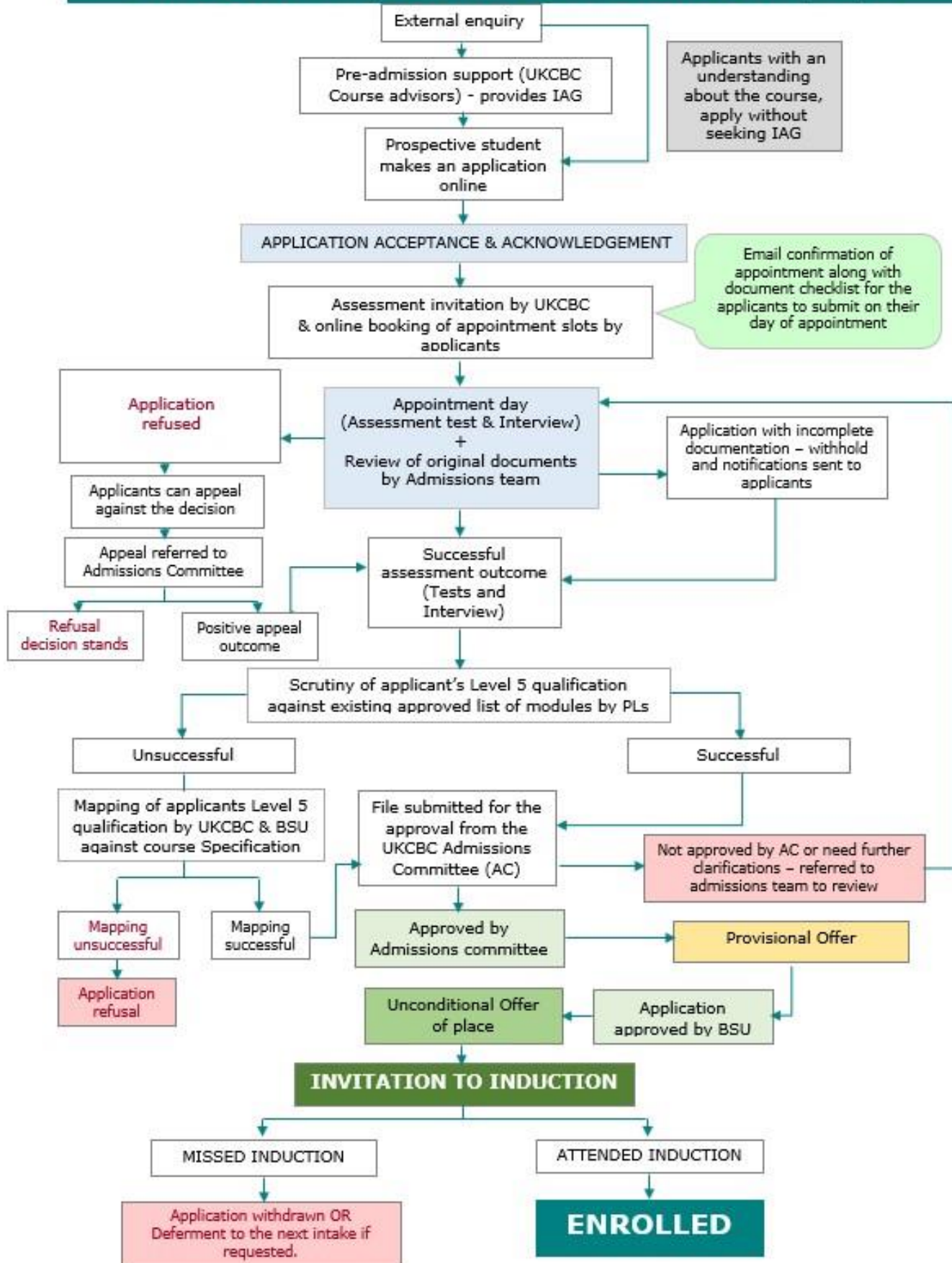


## ADMISSION PROCESS FLOW CHART – for HNDs





## ADMISSION PROCESS FLOW CHART – for BSU Top-Ups





## ADMISSION PROCESS FLOW CHART – for BSU Three Year Degree Programme with an entry at Level 4 & Integrated Foundation degree programme (Level F, 4-6)

