



# HIGHER EDUCATION ADMISSIONS POLICY 2023

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Available in large font and other formats on request.  
This policy is available in Welsh.

# HIGHER EDUCATION ADMISSIONS POLICY 2023

## 1. STATEMENT

*This section should be a proactive short paragraph (1/2 sentences). The overall aim of the policy should be clear and what our college stance is.*

**1.1** This policy applies to learners undertaking HE programmes which Coleg Gwent have been validated to deliver by the following HE awarding organisations:

- Edexcel/Pearson
- Worcester University, University of South Wales, Cardiff Metropolitan University and Aberystwyth University

**1.2** We pledge to provide all HE applicants with accurate and impartial information and guidance about the courses available on every campus and to provide a fair and efficient procedure for processing your application.

**1.3** Eligible UK or EU students, whether full-time or part-time, will be able to apply for financial support from the government to help with tuition fees. Eligible UK full-time students will also be able to apply for help with living costs. There are two types of financial support available:

- Loans which have to be repaid
- Grants which do not have to be repaid

**For further information on financial support please visit**

<https://www.gov.uk/studentfinance>

**1.4** Applicants to Coleg Gwent can choose to have their correspondence in Welsh or English. The preferred language can be amended at any point in the process at the applicant's request. A Welsh/bilingual culture and ethos is actively promoted at the college:

- Applicants wishing to discuss their application in Welsh can do so with a Welsh speaking member of the Admissions team
- Applicants who have identified themselves as fluent Welsh speakers or are from a Welsh medium comprehensive school will be given the option to have their interview in Welsh
- Courses/modules that can be taught through the medium of Welsh/bilingually are indicated in the prospectus
- All learners upon application will be informed of their right to submit work in Welsh

All employment policies have been developed in line with Coleg Gwent's vision and mission. Policies and procedures have been set out clearly to support all employees to change lives through learning.

## WELSH STANDARDS

Please be reminded that you can, if you wish, request to use the Welsh language throughout any aspect of this process. If necessary, a translation service will be provided.

## 2. PURPOSE & SCOPE

*This section should be relatively short (3 / 4 sentences) . We should focus on what culture we are trying to create, rather than on what we are trying to stop. Refer to the organisation Code of Conduct if relevant. If there is an overarching law or principle, then refer to it here explicitly.*

**2.1** The College is committed to taking all reasonable steps to implement or adjust this policy taking into account the circumstances of each individual learner. Reasonable steps may include, for example, alternative format documents and special arrangements for meetings, etc.

**2.2** The College is fully committed to ensuring that potential and existing learners are afforded equality of access. The College monitors enrolments in order to evaluate this commitment and if necessary make appropriate changes to this policy.

**2.3** The HE Admissions Policy is compliant with the following legislation

- Equality Act 2010
- Sex Discrimination Acts 1975, 1986 (including the 2005 amendments)
- Race Relations Act 1976 (as amended by the Race Relations Amendment Act 2000)
- The Disability Discrimination Act 2005
- The Rehabilitation of Offenders Act 1974
- The Human Rights Act 1998
- The Age Discrimination Act 2006 and the
- Welsh Language Act 1993

## 3. DEFINITIONS

### 3.2.1 Criminal Convictions

No applicant will be required to disclose any criminal conviction that is spent, except where seeking entry to exempt occupations under the Rehabilitation of Young Offenders Act (1974). An applicant with unspent convictions will be required to complete a Disclosure Form prior to their course interview. Please see separate policy: Admissions: Disclosure of Unspent Convictions. It should be noted that if an applicant is required to disclose a criminal offence and fails to do so it is considered a serious matter and is likely to result in their application

being rejected, or if admitted, to their registration and enrolment at the college being revoked.

The College will only make offers to applicants where it has been determined that their conviction does not pose a risk to staff or students. Failure to declare information about a conviction or pending court case, or supplying untrue or inaccurate information about a conviction or pending court case, may lead to your offer of a place, or enrolment on the course, being withdrawn at any time.

### **3.2.2 Applicants currently serving a prison sentence**

Any application received from an individual that is currently serving a prison sentence must be referred to the Director (Quality & Learner Experience) in order to gain agreement from the National Offender Management Service (FE applications) or relevant external agency. Without this agreement the College will not accept applicants currently serving a prison sentence.

### **3.2.3 Applicants identified as having a learning difficulty and/or disability, or support (Including medical and language) needs.**

The College is committed to ensuring that people with disabilities, including those with learning difficulties, are treated fairly. All reasonable adjustments to provision will be made to ensure that learners and other people with a disability are not disadvantaged. All disclosures of disability will be treated sensitively and used only for the potential benefit of the learner. Applicants are able to disclose their disabilities and learning needs on the application form. Please see separate policy: Admissions: Disabilities and/or Learning Difficulties.

Disabled Students' Allowances (DSAs) provide extra financial help for disabled students. Students may receive DSAs if they have a disability, ongoing health condition, mental health condition or specific learning difficulty such as dyslexia. Students can get help with the costs of:

- specialist equipment
- non-medical helpers
- extra travel because of a disability
- other disability-related costs of studying

Students should refer to <https://www.gov.uk/disabled-students-allowances-dsas> for further details.

The College will make every effort to ensure required support arrangements are in place. However this is dependent on the student applying in sufficient time, identifying their disability clearly at the point of application and providing a detailed assessment in line with the Disabled Students' Allowance.

Students and prospective students from outside the UK should be aware that international students are not eligible for the UK Disabled Students' Allowance. Students are advised to contact their home Government for information on any funding that may be available as a disabled student. Students on exchange programmes should seek funding from their 'home' institution.

### **3.2.4 International applicant**

Coleg Gwent welcomes overseas applications. Applications from international learners will be received centrally and then dealt with by the International Officer. Applications will be scrutinized in accordance with the criteria set by the United Kingdom Border Agency (UKBA). All students must demonstrate that they have achieved a required level of written and spoken English before starting their programme. Applicants may be asked to provide evidence of their ESOL qualifications or to undertake an English Language assessment to establish whether their level of English is appropriate for the course.

### **3.2.5 Fraudulent Applications**

All applicants have a responsibility to ensure the information submitted on their application is accurate and up-to-date. The decision to offer a place is based on the information contained in the application and where it is discovered that an applicant has submitted incorrect or inaccurate information as part of their application; the College will investigate further and reserves the right to withdraw the offer of admission. The College also reserves the right to refer cases for further investigation (where applicable), for example for UCAS applications to the UCAS Verification Unit.

Information relating to qualifications held by the applicant and listed in the application form is subject to verification.

### **3.2.6 Applications from excluded learners**

The College reserves the right to refuse admission to an applicant who has previously been excluded from this or any other educational institution. Applicants previously excluded will be invited to attend and Admissions Panel, prior to their re-entry into the College. (Before any decision is made, reasonable effort will be made to obtain references from previous education institution/s. Where provided, references may be taken into account regarding the decision to offer a place.

### **3.2.7 Applicants who have previously been subject to the College's Disciplinary Procedure**

Coleg Gwent reserves the right to refuse admission to an applicant who has previously been subject to the College's Disciplinary Procedure and has not abided by the recommendations following the outcome of any such disciplinary. Applicants may be required to attend an Admissions Panel

### **3.2.8 Learners needing a DBS for placement**

The College will insist that the Disclosure and Barring Service (DBS) registration and checks are made on applicants prior to entry on courses that lead to careers where this is a requirement or where work experience providers have this as a requirement. Certain convictions may lead to a refusal to enrolment. Please see separate policy: Admissions: Learner DBS Disclosure Policy. The College reserves the right to request references for any potential learner.

### **3.2.9 Applications from learners with outstanding debt to Coleg Gwent**

The College reserves the right not to admit an applicant who has outstanding debts with the College. The College shall secure payment of fees, where these apply.

## **4. PRINCIPLES**

### **4.1 UCAS/DIRECT APPLICATION TO COLEG GWENT**

Applicants are encouraged to apply online at [www.coleggwent.ac.uk](http://www.coleggwent.ac.uk) . Coleg Gwent also observes the procedure and deadline for the handling of applications as set out by the Universities and Colleges Admissions Service (UCAS) and those of their associated partner HEIs. Overseas and Europe students should also apply through UCAS in the same way as students residing within the United Kingdom and should be made online through <https://www.ucas.com/students>

### **4.2 DEADLINES**

All applications for courses starting in September which stipulate that they need to go through UCAS system should be received by UCAS by the deadline date in January of the same year. Applicants for courses that are not required to be submitted via UCAS can be applied up until the start date. Coleg Gwent may consider late applications where places are available. Coleg Gwent works closely with associate partner HEIs regarding target numbers and reviews these numbers on a regular basis.

An applicant can only submit one application at any one time. If an applicant submits more than one application, the Admissions Team will contact the applicant to establish which course they would like to be processed.

### **4.3 PROCESSING OF APPLICATIONS**

### **4.3.1 Communication with Applicants**

For applicants who have applied through UCAS, acknowledgement of applications and communication of the outcome rests with UCAS. For both UCAS applicants and applicants who apply directly to the college, Coleg Gwent also acknowledges receipt of individual applications and communicates directly with the applicant during the application process.

All applicants will receive confirmation of their application via email, if the entry criteria are met, the applicant will receive a conditional offer. If the entry criteria are not met, the applicant will be asked to attend an informal interview with a member of the course team to discuss their application. Applicants will leave the Interview with a clear idea of what the outcome is, e.g. offer for chosen course or referral for further IAG.

## **4.4 OFFERS**

The terms and conditions in the contract together with the content of your offer letter, form the basis of our contract with you. Your contract will become binding at the point at which you accept your offer for the course. If you have applied directly to the College, the point of acceptance will be the date when your acceptance is received in the Admissions office. An offer, whether conditional or unconditional, will be made in good faith taking into account information as supplied by the applicant and/or referee at the time of the application. Should it subsequently come to light that you have withheld or misrepresented any material information, that you have made any false statements during the application and selection process, or that you are unable to provide full documentary evidence of your qualifications when you start the course, the College reserves the right to revoke your offer.

### **4.4.1 Conditional Offer**

A conditional offer means that Coleg Gwent will offer an applicant a place providing certain conditions are met. In some circumstances, an offer may be conditional upon non-academic requirements e.g. a criminal records check via the DBS which is deemed satisfactory. Applicants must typically meet the conditions set by the College by 31<sup>st</sup> August of the application year, unless otherwise stated in the prescribed course or professional body requirements.

### **4.4.2 Unconditional Offer**

An Unconditional Offer means that the applicant has been accepted onto their chosen programme of study and has already met the academic and non-academic entry requirements.

### **4.4.3 Unsuccessful Application**

Applicants can be unsuccessful for a number of reasons and should be aware that some programmes at the college may receive more applications than the number of places available. Unsuccessful applicants will be notified of the reason for this decision. Unsuccessful applicants may wish to request feedback on the reason for the outcome of their application. All requests for feedback must be made in writing to the Director (Quality & Learner Experience) and signed by the applicant.

#### 4.4.4 Withdrawn Application

An application may be withdrawn either by the applicant or by the college. All courses may be subject to change. The college reserves the right to withdraw an offer up to the point at which it has been accepted by an applicant. Coleg Gwent reserves the right to withdraw courses should they no longer be deemed viable to run. If a course has to be withdrawn, where possible a suitable alternative will be offered which may be an alternative course and/or Campus.

*This should be a longer section breaking each point down into a sub-section for easy reference with a letter.*

*This section should have clear language that directs our expectations;*

- *MUST – anything which is an ACAS code, or law*
- *SHOULD – anything which is a college policy*
- *MAY – anything which is good practice, a higher standard that we want to include, these shouldn't be too extensive otherwise we move into 'guidance' remit.*

*Please don't use acronyms unless something is extremely repetitive, imagine someone can read it on day one of employment at the college.*

*This section is the one most specific to the College, so if there are very common examples you can refer to them here. Or if there are items/exceptions from usual organisation practice that are not relevant/possible at the college then refer to them here, this may even be by department or role.*

## 5. PROCESS/PROCEDURES for Enrolment

**5.1** To be officially enrolled, an applicant must either complete the online enrolment process or complete and sign the College's 'enrolment form', have the same signed by a member of staff and commit to pay the appropriate fee, in line with the fees policy. All applicants must enrol with both the college and the partner University.

**5.2** Should information come to light following your enrolment, which the College determines (under any of the College policies and procedures) would make you unsuitable or unable to continue on the course, the College reserves the right to revoke your enrolment as a student.



## 6. FEES

**6.1** Coleg Gwent reviews and publishes its fees annually.

**6.2** All students, are responsible for ensuring that payment is available for tuition and registration fees, and any additional costs related to studying and living costs throughout your programme of study. The College may agree to a request to invoice a third party for any fee or debt (for example the Student Loans Company, a Local Authority, Funding Council, Employer or other Sponsor). This does not affect the ultimate responsibility of the student for paying the fee or debt. The Learner Services Team are available to provide information, advice and guidance to those seeking help with assessing their eligibility for financial assistance and making student finance applications. The Learner Services Team can be contacted at the reception on each campus.

**6.3** The Coleg complies with Home Office guidance on the classification of students as “Home” or “Overseas” for tuition fee purposes.

**6.4** In order to comply with UK Visas and Immigration regulations on the admission of International Students, the University requires International Students to pay a non-refundable deposit towards their tuition fees before they can be issued with the necessary documents to enable them to apply for a student visa to allow them to study in the UK.

## 7. DATA COLLECTION & CONFIDENTIALITY

**7.1** All data is held and processed in accordance with the requirements of the EU General Data Protection Regulation (called “GDPR”) and the Data Protection Act 2018. Applications are normally confidential between the applicant, appropriate staff at the College and in the case of International applicants, the Home Office UK Visas and Immigration. However, in some cases application data may also be shared externally where programmes have been developed in collaboration with third party organisations and where staff who are external to the college have a role in the admissions selection process. Please note that the College is required to share information with the following:

- Funding and statistical agencies, such as the OfS, HESA and the Student Loans Company
- Awarding bodies, i.e. USW, UW, AU, Cardiff Met, Pearson and UCAS
- Gwent Police (where a criminal conviction is declared)
- The awarding University linked to your course of study

**7.2** Coleg Gwent will:

- Seek the minimum data required
- Ensure all personal data is kept secure and confidential and only used for the purpose collected
- Maintain and retain data in accordance with statutory requirements

**7.3** All enrollers will be issued with a Data Protection Statement upon enrolling, this statement will provide information about the use of personal data and how it is shared. Full information on how the College collects and uses personal data of prospective students, and the retention schedule can be found online at:

<https://www.coleggwent.ac.uk/privacy-policy>

## 8. EQUALITY & INCLUSION

**8.1** The College is fully committed to ensuring that potential and existing learners are afforded equality of access to our services. The College will monitor its enrolments in order to evaluate this commitment and if necessary, will make appropriate changes to this policy. The Admissions Policy will also be reviewed in the light of any new legislation that deals with Equal opportunities.

## 9. MANAGER RESPONSIBILITY Admissions Panel

**9.1** The purpose of an Admissions Panel is to consider any application that might provide a cause for concern. These can include, but are not limited to:

- Where an applicant to a course that requires work placement or other external activity presents a cause for concern based on their medical and/or behavioural circumstances and which could impact on the successful outcome of that external activity.
- Where the admission of an applicant could place learners and/or staff at risk, e.g. where the applicant has a history of violence or any other form of abuse towards others.
- Where a learner discloses an unspent criminal conviction that has a direct bearing on the course that they wish to enrol on, e.g. a conviction of a sexual nature might have a bearing on an applicant wishing to enrol on a care course, where they would have access to children or vulnerable adults. In dealing with an applicant's unspent criminal conviction, reference should be made to the ***Disclosure of Unspent Convictions Policy***, which outlines a separate procedure for establishing an Admissions Policy to that outlined below.

**9.2** Membership of the Admissions Panel will normally include the following members of staff, but this can vary depending on the nature of the concern:

- Campus Head of Learner Services (Chair)
- The respective Head of School
- The respective Course Tutor

**9.3** When meeting, the Panel should consider any witness testimony and/or documentation that they feel can add value to their considerations. In addition, the following issues might need to be taken into account, either through the documentation provided or through an interview with the learner:

- The seriousness of the cause for concern/offence and its relevance to the College and/or course
- The length of time since the cause for concern/offence occurred
- Relevant information about the circumstances which led to the cause for concern/offence being committed, e.g. the influence of domestic or financial difficulties
- Whether the offence was a one-off, or part of a listing of offending
- Whether the applicant's circumstances have changed since the cause for concern/offence was committed, making re offending less likely
- The country in which the offence was committed
- Whether the offence has been discriminated by Parliament
- The degree of remorse or otherwise expressed by the learner and their motivation to change

Any Information arising from the Panel meeting, e.g. risk assessment should be kept confidential and only disclosed if there is a specific reason to do so.

**9.4** Once the Panel has reached its decision it should notify the applicant within three working days. If the decision is to refuse enrolment onto the course, the reasons for the refusal should be communicated to the applicant and wherever possible the applicant advised of other providers that offer the same or similar courses.

This section shouldn't overlap with all steps of the process, but it may have some degree of overlap.

Where HR coach the manager this shouldn't be included- these aspects will require the most discussion from us a team to make sure its reasonable and possible.

Where a form is required the hyperlink to it should be inserted. If its to be emailed then the hr inbox must be referenced.

Where a NESSA process is required the 'how to' guide to should be linked.

## 10. COMPLAINTS AND APPEALS

**10.1** We aim to consider all applications fairly and effectively in line with our procedures. However, if an applicant is dissatisfied with the outcome or treatment of an application, then he/she should raise the concerns with the Admissions Manager. If, after this, the candidate is still concerned he/she may use the Complaints and Appeals Policy which can be found on-line at:

<https://www.coleggwent.ac.uk/learning/higher-education/he-terms-conditions-policies>