

HE ADMISSIONS POLICY

Audience:	Higher Education Students
Requirement:	Essential
Policy Owner:	Executive Director of Business and Civic Partnerships
Review Delegation:	Curriculum & Quality Committee
Review Cycle:	Annual
Last Review:	December 2023
Due for Review:	December 2024

SOUTH HAMPSHIRE COLLEGE GROUP

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1.0 STATEMENT OF PRINCIPLES

South Hampshire College Group is committed to delivering a responsive curriculum that provides opportunities for all and supports the development of the local workforce and the local economy. Our Higher Education courses range from Level 4 to Level 6 and we aim to offer students a programme which best meets their learning needs and aspirations.

This policy follows the core aims of the Office for Students regulatory framework in that all students;

- are supported to access, succeed in, and progress from, higher education.
- receive a high-quality academic experience, and their interests are protected while they study or in the event of provider, campus or course closure.
- Are able to progress into employment or further study, and their qualifications hold their value over time.
- Receive value for money.

2.0 SCOPE

2.1 This policy applies to all staff involved in the recruitment and admission of students onto higher education awards and students undertaking a higher education award at South Hampshire College Group. Its purpose is to ensure that the institution follows the QAA's UK Quality Code "Advice and Guidance on Admissions, Recruitment and Widening Access" and that these Guidelines are applied consistently across the organisation.

2.2 The QAA expectation for quality is that: From admission through to completion, all students are provided with the support that they need to succeed in and benefit from higher education. The guidance sets out principles of core practice:

- The provider has a reliable, fair and inclusive admissions system.
- The provider actively engages students, individually and collectively, in the quality of their educational experience.
- The provider has fair and transparent procedures for handling complaints and appeals which are accessible to all students
- Policies and procedures for selection and admission to higher education should be readily accessible by prospective students and their supporters, and clearly articulate how the application and selection

process operates.

- Higher education providers use fair, reliable and appropriate assessment methods that enable them to select students with the potential to complete the course successfully.
- Higher education providers reduce or remove unnecessary barriers for prospective students.
- Information provided to prospective students for recruitment and widening access purposes supports students in making informed decisions.
- All staff, representatives and partners engaged in the delivery of admissions, recruitment and widening access are appropriately trained and resourced.
- Providers continually develop widening access strategies and policies in line with local and national guidance as a result this policy is fully informed by the QAA guidance located at: Admissions, Recruitment and Widening Access (Advice and Guidance (qaa.ac.uk)).

3.0 ENTRY REQUIREMENTS

3.1 All of the Higher Education programmes have minimum entry requirements which are published in the HE prospectus and on the college's websites, which is constantly reviewed in accordance with Competition and Marketing Authority (CMA) guidelines.

3.2 Entry requirements must be met and will be discussed with the applicant at interview. Students may require screening during admission to assess their levels of Maths and English and other competencies as appropriate.

3.3 SHCG welcomes applications from mature students, as well as students returning to education after employment, or other such experiences. Careers Centre staff will ensure that these applicants are not disadvantaged by participating in the admissions process.

3.4 All applications will be considered against the advertised course specific selection criteria. We are aware that not all applicants may be able to evidence the full suitability for the chosen course. Where appropriate, the Careers Centre staff will seek and consider alternative evidence to ensure that applicants are given equal consideration. Where this additional evidence is deemed to meet entry criteria fully, an applicant may not be required to meet the standard academic entry criteria.

3.5 All courses are advertised at least 9 months in advance of the course commencing.

4.0 COMPETITION AND MARKETS AUTHORITY COMPLIANCE

4.1 Following the Competition and Markets Authority (CMA) review of consumer law compliance in the Higher Education undergraduate sector, SHCG has fully co-operated and engaged with the CMA and agreed the following undertaking:

- appropriate consultation with students affected by potential changes to course
- immediate notification of any decisions to change course and advice regarding their rights to withdraw with appropriate refunds, where applicable
- offer of a suitable replacement course/programme

4.2 The college reserves the right to change course content and delivery model as required but will ensure that the potential and existing students are consulted and offered further information, advice and guidance as required. This is further covered in our Student Protection Plan available via the SHCG website.

5.0 CONFIRMATION OF A PLACE

5.1 Once an application has been received by the College, a Careers Centre Advisor will make contact with the applicant to arrange an interview. At interview the student will be guided through the entry requirements and the content of the course.

5.2 If the entry requirements are met, a formal offer will be made, and the student will be informed of the enrolment process. Students who are awaiting results will be made a conditional offer pending final confirmation via Group's processes. If a student declares that they have criminal convictions, the application will be reviewed and approved or declined, in line with the Group's DBS policy.

5.3 Students who have declared a learning disability will be referred to Learning Support to ensure that an appropriate support package is arranged, and students are encouraged to apply for Disabled Student Allowance (DSA), where applicable. Further information can be found at [Help if you're a student with a learning difficulty, health problem or disability: Disabled Students' Allowance - GOV.UK \(www.gov.uk\)](https://www.gov.uk/help-if-youre-a-student-with-a-learning-difficulty-health-problem-or-disability-disabled-students-allowance)

5.4 All applicants must:

- Satisfy requirements for admission to the proposed programme;
- Provide evidence of previous achievements including original certificates or exam board notifications; Undertake further assessment or provide information as necessary to allow the College to support selection.

6.0 EMPLOYER INVOLVEMENT

Where an employer is involved in recommending and/or financially supporting students for a course, the Group will still need to ensure entry requirements are met and that initial advice and guidance

demonstrates that the course is suitable; the Group's decision will be final. While in the majority of cases the Group will provide a suitable learning programme, initial advice and guidance may suggest alternative courses or the need for further preparation before undertaking the course applied for.

7.0 FEES

Financial information is published on the college's websites. Information including tuition, examination fees and additional course costs are included and will be discussed at interview. Students may be referred to the Student Finance Coordinator for support with Student Loans and other financial concerns. Further information on fees, can be found in the SHCG Fee Policy on the website.

8.0 LINKS TO RELEVANT POLICIES

SHCG (South Hampshire College Group) fees and student protection policies can be found here;

[Policies – SHCG | South Hampshire College Group](#)

University of Portsmouth (for Students studying UOP courses at our Eastleigh Campus) policies can be found via these links;

Student Protection Plan [PDF Rendition \(port.ac.uk\)](#)

Fee's Policy ([Tuition Fee Policy 2023 2024 \(port.ac.uk\)](#))