

HE Taught Award Regulations: Part B

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APPROVAL

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CONTENTS

B10 Admissions	4
B10.1 Operational Roles and Responsibilities	4
B10.1.1 General.....	4
B10.1.2 Admissions Team Responsibility	4
B10.2 Admissions Principles	5
B10.3 Admissions to Undergraduate Programmes	6
B10.3.1 Process	6
B10.3.2 Applications To Top-Up Degrees	7

B10.3.3 Clearing.....	7
B10.3.4 Record of Prior Acceptance (RPA).....	8
B10.3.5 Reporting.....	8
B10.3.6 Joining Instructions.....	8
B10.4 Appeals.....	9
Appendix A – Progress Codes/Choice State (Internal & UCAS)	10

B10 ADMISSIONS

This procedure in addition to Part A6 identifies the College's approach to guarantee a fair and consistent application process. To ensure it meets these aims it operates procedures that are fair to all applicants regardless of age, background, disability, gender, religion, sexual orientation, ethnicity, and pregnancy or maternity.

Methods of assessing applications vary between programmes but may include: prior and predicted academic achievement, prior work experience, references, personal or supporting statements, audition or assessment. The College also considers any exceptional individual circumstances or personal barriers to learning e.g. extended illness or being in local authority care, where an application provides such information.

B10.1 OPERATIONAL ROLES AND RESPONSIBILITIES

B10.1.1 GENERAL

The Student Recruitment Support and Guidance Manager is responsible for ensuring the Admissions procedures are effectively implemented and monitored.

Designated Admissions staff members are responsible for updating the applicant's record, for maintaining communications with each applicant prior to enrolment and for coordinating the internal decision making process.

Contacts with applicants who disclose a disability will be made by the Student Support and Wellbeing Team to ensure support needs are discussed during the admissions process.

B10.1.2 ADMISSIONS TEAM RESPONSIBILITY

The Colleges' Admissions Team are responsible for receiving full-time applications through UCAS and other applications through a College application form.

It is the responsibility of the Admissions Team to enter accurate data onto the College's Management and Information System including the identification of any potential learning support needs and/or disabilities disclosed by the applicant. Admissions Officers assess all applications against entry criteria as part of the decision making process and refer the application to designated academic staff if a decision cannot be made on the basis of formal qualifications (referred to as non-standard applications).

The main responsibilities of the Admissions Team include:

- To assess applications using equitable admissions criteria, as set out in the programme specification and make decisions on all standard applications
- To refer non-standard applications to designated academic staff

- To liaise closely with Student Support and Wellbeing to ensure applicants who disclose a disability and/or learning difficulty are treated equitably throughout the admissions process and fully considered in terms of reasonable adjustments which may be required
- To respond as quickly as practicable to all applicants
- To correspond directly with applicants on admissions matters, where appropriate, in consultation with designated academic staff
- To be responsible for, in liaison with UCAS and other agencies for checking applications for evidence of fraud/plagiarism and for investigating and resolving such cases
- To provide timely and relevant information at various stages of the process, to ensure applicants remain involved, updated and motivated prior to the start of the academic year
- To be involved in the organising of any auditions, interviews, and open days as appropriate
- To be aware of continuing developments in education which may have a bearing on HE selection and recruitment, and to participate in training and development appropriate to their role
- To monitor application data and update the UCAS system and other relevant sites to ensure that published course information is both accurate and consistent

B10.2 ADMISSIONS PRINCIPLES

General entry requirements for programmes leading to different levels of award are set by the College and are approved initially in the validation document relating to specific validating partners.

The process for admitting students to the College is conducted in accordance with this procedure and is overseen and co-ordinated by the College's central Admissions Team in co-operation with academic programme teams.

Clear entry criteria for each programme (including explicit qualification criteria) are given in all recruitment and admissions information and materials to ensure that selection decisions are fair, transparent and consistent. Entry criteria are reviewed periodically by the College and/or the programme team and updated as appropriate.

Applications seeking credit for prior learning will be considered in accordance with relevant College processes.

All applicants who are offered a place shall be given clear information about any conditions of acceptance.

All applicants who accept the offer of admission shall be given detailed information about registration and induction at the College in a timely manner before their arrival.

Any student entering part-way through an award shall be given similar information to that given to new students registering at the start of a programme.

No student shall normally be allowed to register concurrently for more than the equivalent of one full-time higher education scheme of study. Exceptions may be made in cases where a second scheme of study is complementary to the first, such as English or Mathematics GSCE, where the student's workload has been considered.

Feedback will be provided to unsuccessful applicants at their request, when received in writing. Feedback will normally only be provided to the applicant themselves, not to any third party (such as a parent).

B10.3 ADMISSIONS TO UNDERGRADUATE PROGRAMMES

B10.3.1 PROCESS

Applications for full-time UK undergraduate programmes are made through the Universities and Colleges Admissions Service (UCAS): <http://www.ucas.com/> and are managed by the College's Admissions Team.

Applications for part-time undergraduate study are made via the College's standard application form and considered in the same manner as full-time applicants.

UCAS applications are received overnight and automatically entered into EBS. All other applications are manually entered by the Admissions Team.

Where applications are deemed to be standard, in that the applicant meets the standard entry requirements, the Admissions Team will make a decision against the application.

Where the application does, in some way, not meet the standard requirements the decision against the application is made by the appropriate member of academic staff in the relevant department.

All applications are considered and recorded through the College's UCAS Decisions Tool.

In all cases the progress code of the application is updated to one of the codes identified in Appendix A.

B10.3.1.2 DECISIONS

All admissions decisions made in relation to application for higher education study are initially made by either an admissions officer or the programme team as

appropriate. All decisions are also reviewed by an independent admissions officer prior to the applicant being informed.

Full-time applicants are informed of their decision through UCAS and an e-mail communication is sent to notify them that a decision has been made. Part-time applicants are notified via postal communication.

B10.3.1.3 REJECTIONS

All rejected applications are reviewed by the Admissions Manager.

B10.3.2 APPLICATIONS TO TOP-UP DEGREES

Applicants progressing to top-up degrees would normally apply using the College application form but only where the following are true:

- The applicant originally applied via UCAS when they started their programme at the College.
- The applicant does not want to be considered by any other HEI for their 'top up' programme.
- The applicant has completed their preceding programme in the previous year

Where any of the above criteria are not met an application must be made through UCAS.

B10.3.3 CLEARING

Clearing is the last opportunity for applicants not holding a place to be considered by the College.

To be considered through clearing applicants must:

- not be holding any other offers (including Extra*)
- apply after 30 June
- not hold a place after confirmation decisions have been made
- be eligible due to declining or failing to respond to an AS12C letter
- have paid the full application fee

* Extra is available from late February to 2 July for all UCAS applicants who have used their five choices but are not holding any offers. It allows students to make a further application.

All eligible applicants are provided, by UCAS, with a clearing number. Applications will be accepted by UCAS up to their published date after which applicants will be advised to apply directly to the College using Record of Prior Acceptance (RPA).

B10.3.3.1 CLEARING PROCESS

- The applicant uses TRACK to access their unique Clearing Number
- The applicant contacts institutions to discuss vacancies
- Institutions offer place
- The applicant decides which course to accept and attaches to the College
- Outstanding Clearing decisions are listed on UCAS
 - a. The applicant is rejected and released back into Clearing
 - b. The applicant is accepted and the application choice state moves to Clearing Accept (CLA)

B10.3.4 RECORD OF PRIOR ACCEPTANCE (RPA)

RPAs are used to accept applicants providing they meet the following criteria:

- They have received an Unconditional Offer
- The programme is definitely running
- The programme is due to run from September/October
- The applicant only wants to apply to Blackpool & The Fylde College
- The applicant has not already applied via UCAS and therefore has no UCAS Personal ID number

B10.3.5 REPORTING

The Admissions Team periodically distribute HE Status Reports to programme teams. These include the status of each application against the progress codes identified in Appendix A.

Application data is considered and evaluated at both HE Academic Board and Academic Standards Development Committee.

B10.3.6 JOINING INSTRUCTIONS

Once an offer has been made each applicant is provided with joining instructions. The joining instructions information is provided by the programme team, collated by the Student Administration Manager and forwarded to the Admissions Team for dissemination.

The Admissions Team, in August, will write to all applicants providing them with instructions on how to access the College website to view the joining instructions.

B10.4 APPEALS

Applicants who feel they have valid grounds on which to appeal against an admissions decision should raise the appeal within 10 working days following notification of the original decision and do so through the College's Academic Appeals Procedure.

APPENDIX A – PROGRESS CODES/CHOICE STATE (INTERNAL & UCAS)

1CO	Active	Conditional Offer Made
1UO		Unconditional Offer
2CF		Conditional Offer given and applicant has firmly accepted
2CI		Conditional Offer made given and applicant has accepted as Insurance (2nd) choice
2UF		Unconditional Offer given and applicant has Firmly accepted
3UF		Unconditional Offer given and applicant has Firmly accepted - PLACED
AWAIT		Awaiting further information from applicant
ITW		Invited to Interview
LOAD		Application loaded to EBS by Admissions
STT		Application sent to Tutor
1RBD		Inactive
1REF	Referred	
1REJ	Not Offering a Place	
1WDR	Withdrawn	
2CD	Conditional Offer given and applicant had Declined it	
2DBD	Declined By Default - Offer made but applicant has not made a decision within UCAS deadline	
2UD	Unconditional Offer given and applicant has Declined	
CLOSED	Course Closed	
DEFD	Deferred to alternative year	
2REC	Rejected at Confirmation stage / Clearing	
3UD	Unconditional Offer given and applicant has Declined	
DNA	Applicant Did Not Attend Interview/Audition	
OUTSTANDING DECISION	Applicant waiting for a decision. The Interview/Audition date has passed waiting a decision from tutor	

RE-INTERVIEW	Tutor is unable to make a decision from the 1st interview, requires applicant to re-attend an interview
INVITED TO ITW	Applicant Invited to Interview / Audition - Date is in the future
ATTENDING	Applicant invited to Interview / Audition - Applicant has indicated they will be attending
EXCUSED	Applicant is/was unable to attend interview/audition - Will be re-invited on the next available date
RECALL	Applicant has been asked to re-attend a further audition
NC	Applicant is Not Committed - Not placed anywhere
PE	Placed Elsewhere - Applicant is showing as Insurance with us, but has been placed at their First choice HEI. We do not need to hold a place for them
NM	Not Met - Not Met the Conditions of Offer.