



Heart of Yorkshire Education Group

Higher Education Admissions Code of Practice

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1. Policy Purpose and Scope

- 1.1 This Code of Practice is intended to inform applicants to higher education programmes of study at the Heart of Yorkshire Education Group (the Group) of the procedures and regulations relating to that application. Applying for a place on a higher education programme at implies acceptance of this Admissions Code of Practice. These guidelines meet the requirements of external awarding bodies and are consistent with the QAA UK Quality Code for Admissions (March November 2018) in relation to expectations for quality and that all students from admission through to completion, are provided with the support that they need to succeed in and benefit from higher education.
- 1.2 The admissions process will:
 - ensure that recruitment, selection and admission procedures are fair, transparent, reliable, valid and inclusive);
 - ensure that applicants receive clear, accurate, comprehensive, accessible and timely information, advice and guidance ;
 - ensure that admissions are dealt with efficiently in order to maximise enrolments, retention and successful student outcomes ;
 - provide timely, accurate management information.
- 1.3 Higher Education admissions are overseen and reviewed regularly by the Group Head of Higher Education and Access along with the HE admissions team and central campus administration.
- 1.4 A new set of quality standards for Universities and Colleges Admissions Service (UCAS) applications has been implemented in order to ensure that there is consistency across provision. This document offers a clear process, with timeframes, for staff to align to. The central administration team have a dedicated individual who works on HE admissions in conjunction with the Higher Education Student Engagement Co-ordinator to ensure that applications are dealt with in a timely and consistent way.
- 1.5 This policy applies to all admissions for Higher Education programmes at the Heart of Yorkshire Group. It should be viewed alongside entry requirements documentation and publications.

2. Good practice guidance

- 2.1 This Admissions Code of Practice and its procedures are consistent with the revised UK Quality Code for Higher Education, Advice and Guidance: Admissions, Recruitment and Widening Access, and comply with Competition & Marketing Authority (CMA) legislation affecting the admissions of applicants.
- 2.2 Student recruitment is the responsibility of the Group in all our agreements with validating partners. The Group will ensure that the staff within the higher education department dealing with admissions are appropriately trained, supervised, and informed, in order to implement relevant sections of the Code. Identification of training needs, planning, and arranging corresponding training around HE admissions is the responsibility of the Head of Higher Education.

3. Information for Applicants

- 3.1 The Heart of Yorkshire Group is committed to ensuring that published information and promotional material relating to potential recruits and admissions is accurate at the time of publication.
- 3.2 Course related information is developed and updated by the College's Marketing Department in collaboration with the Head of Higher Education. The Marketing Department ensure the currency and accuracy of information through close working with curriculum areas. Information provided by the Group around its higher education provision meets the expectations of the UK Quality Code for Higher Education, Advice and Guidance: Admissions, Recruitment and Widening Access, and complies with Competition & Marketing Authority (CMA) legislation affecting the admissions of applicants. Through the prospectus, website, the UCAS and other third-party websites and other documents, we provide information about:
- Course title
 - Entry requirements/criteria (both academic and non-academic)
 - Core modules for the course
 - Information about the composition and delivery of the course
 - Assessment method(s)
 - The award to be received on successful completion of the course
 - Location or possible locations of study
 - Length of the course
 - Whether the course and provider are regulated and by whom
 - Accreditation
 - Total course costs, including tuition fees and any extra costs students are likely to incur

4. Fair Admissions

The Heart of Yorkshire Group is committed to fair admissions as outlined in the Schwartz Report (2004) and actively promotes fair admissions and access to higher education in the UK by developing and leading on good practice in the recruitment and selection of students.

5. Entry Requirements

Entry criteria for standard entrants are set as part of the validation process. Applicants should refer to the programme details on the website to identify the minimum entry criteria for the programme being applied for.

The UCAS Tariff will be used for all full-time higher education courses.

<https://www.ucas.com/undergraduate/what-and-where-study/entry-requirements/ucas-tariff-points>

6. Admissions Process

- 6.1 Selection policies and procedures will be clear to enquirers/applicants and followed fairly, consistently and in a timely manner. Applications for full-time undergraduate programmes should be via UCAS. UCAS charge a fee for this service.
- 6.2 The Group's Level 3 students who are only applying for University Centre courses can do so by completing the in-house 'Direct Application' form; part-time applicants will also use this form. This form can be found on the HE section of the College website or requested from the HE admissions team. Other parties may be able to utilise this form in accordance with the Group's Privacy Policy, as sanctioned by a progression agreement with the Group.
- 6.3 Direct Applications can be submitted from the first week in September for entry onto the following academic year. Applications received after the 30th of June can be given an unconditional offer on a UCAS Record of Prior Acceptance form.
www.ucas.com/ucas/events/find/scheme/undergraduate/type/key-date
- 6.4 All applications will be acknowledged by an email which sets out next steps in the process.
- 6.5 Applications should be received by the beginning of September prior to enrolment. The Admissions Team and or Programme Leaders will review the application and check that it is complete, that the applicant meets the entry criteria, and that the application includes the relevant references and qualification certificates if applicable. Programme Leaders will review all completed part-time applications.
- 6.6 Decisions relating to the suitability of applicants for a programme are the responsibility of the Programme Leader. Please refer to the HE Admissions Policy and Procedure for a full description of the process

7. Selection Process

- 7.1 Applications are considered on the information provided at the time of submission and are assessed in accordance with published entry criteria. When assessing an application, the Admissions Team or Programme Leader will first assess whether the applicant has met the minimum entry criteria for the programme. If this has been met, they will then assess academic potential, considering a wide variety of factors which include, but are not limited to, actual academic performance to date and predicted results for qualifications currently being studied, and any further supporting contextual or extenuating circumstances

information included in the personal statement and reference on the application. Any borderline application decisions will be decided by the Head Higher Education.

8. Interviews, Auditions and Portfolios

- 8.1 Where programmes require interviews, auditions or portfolios the purpose of these is to provide the applicant with an opportunity to demonstrate evidence of appropriate skills and attributes. These will be undertaken in accordance with the College's Equality & Diversity Policy Statement. Decisions will not be provided to the applicant at the interview. After a decision has been made and applicants informed, applicants may request feedback on the interview by contacting the HE Admissions Team.
- 8.2 The HE Admissions Team will liaise with the relevant programme leader to determine the availability for interviews/auditions during an academic period. Interviews/auditions will be booked by the HE Admissions Team and assigned to the relevant programme leader, having checked availability for the time/venue.
- 8.3 Internal applications that are students who are progressing from level 3 programmes at the Group will not need to go through the interview process unless it is deemed that the student is an exceptional case, and an interview is requested. If applicants have been previous students at the Group but there has been a minimum of one academic year break in their studies, they will go through the interview process as an external application.

Internal students must attend an Information Advice and Guidance session, this can be held individually or as a group and is to be facilitated by the Programme Leader.

The responsibilities are outlined below:

- Initial IAG, welfare and financial support (Information and Admissions Officer, HE Student Experience Co-Ordinator)
 - Programme choice, progression, careers, and learner support (HE Student Experience Co-Ordinator)
 - Programme content, structure, and assessment requirements (Programme Leader/tutors)
- 8.4 All external applications should be interviewed by the Programme Leader/Tutor, and if possible, the HE Student Support Officer or the Information and Admissions Officer where possible.
- 8.3 Following the interview, the Programme Leader will confirm attendance on the appropriate format and input the relevant offer details. The HE Admissions Team are responsible for communicating any offer details in writing to the candidate.
- 8.4 A portfolio is a collection of your original work, which shows how your skills and ideas have developed over a period of time. You should check the relevant course page to find the requirements for your chosen course. Guidance on how to prepare a portfolio can be provided on request.
- 8.5 Auditions are an opportunity for applicants to demonstrate self-motivation and commitment to their chosen study pathway. Applicants who meet the initial entry criteria will be invited to an audition, where they will be asked to demonstrate their performance skills.

8.6 The requirements of the interviews, auditions or portfolios will be communicated to the applicant well in advance of the appointed date to allow for sufficient preparation. The Programme leader's contact details will also be included so that the applicant can contact them for further guidance or clarification.

9. Decision Process

9.1 Once an application has been considered, a decision will be made, and applicants will be notified whether their application has been successful or unsuccessful, or to inform them that their application has been assessed, but that we will not be able to make a final decision until later in the application cycle. The normal turnaround time for decisions on applications, either with a decision, date for interview, or request for further information, is 7 days from receipt of the application form.

9.2 UCAS applicants will receive their decisions through the UCAS system, with follow up emails sent from the Group. Offers to non-UCAS applicants will be made directly to the applicant. The three notifications are as follows:

UNCONDITIONAL - Applicant accepted because they have already met the entry requirements.

CONDITIONAL - Applicant accepted on the basis that they are likely to meet the course entry requirements once they have successfully completed their current studies.

REJECTED – Applicant does not meet or will not achieve the course entry requirements for the specific academic year.

9.3 Further communications will be sent to support the applicant and improve their student experience at key points throughout the year.

10 Confirmation

10.1 Once an offer has been made to an applicant, they will need to confirm whether they wish to accept it. For those who have applied through UCAS, there are set deadlines for replying to offers: <https://www.ucas.com/undergraduate/after-you-apply/track-your-ucas-application>

10.2 Direct applicants will need to confirm their decision within 30 days of receipt of the offer communicated to them. If an applicant changes their decision after that date, they will need to contact the HE admissions team.

11 Level 2 Entry Requirements – Literacy and Numeracy

11.1 Applicants will normally hold a relevant Level 2 qualification in English and Maths. For some programmes a Level 2 qualification in Science may be required. In some instances, applicants may be accepted onto a programme with a recommendation that a relevant Level 2 qualification is completed.

- 11.2 Applicants for whom English is not a first language will be required to provide acceptable evidence of their English language proficiency. This would normally be a Common European Framework of Reference for Language (CEFR) Level B1/B2 as defined by the UK Border Agency; GCSE/GCE "O" level English grade C or IELTS 4-6 or equivalent. For university programmes, applicants must meet the English language proficiency standards required by the university. For HNC/D programmes, applicants must meet the English language proficiency standards required by Pearson. For international applicants, resident in the UK or EU, qualifications from any country are considered, but they should be equivalent to standard UK entry requirements.

12 Non-traditional Applicants

- 12.1 The College operates an Assessment of Prior Learning (APL) Code of Practice in order to ensure that the needs of non-traditional students could be considered, but that consistent practice would be assured. See below.

Accreditation of Prior Learning (Certificated and Experiential)

- 12.2 Higher Education Accreditation of Prior Learning: Guidance and Code of Practice.

This Code of Practice relates to processes that must be adhered to when a student wishes to make an application for Accreditation of Prior Learning in relation to Higher Education Programmes of Study. The Code does not supersede any regulations in place at partner Universities or Examining Bodies and will only be utilised in circumstances where there is no procedure in place at any such partner, or where the Group is deemed to have responsibility for such processes by any such partner.

13 Bridging course and the progression to degree top-up courses

- 13.1 Students applying for degree top-up courses who have not previously completed a Level 5 research module may be required to undertake a short bridging module at the start of the programme which is designed to ensure that students are able to undertake the academic demands of Level 6 study.

14 Direct entry into the second or later year of a course

- 14.1 Undergraduate home students wishing to transfer to a higher education programme at The Heart of Yorkshire Education Group from another university or college should apply directly to the Group. Consideration for entry into second or subsequent years will be dependent upon the content of the achievement in previous studies which will be assessed via the Higher Education Accreditation of Prior Learning process, and in most cases, applicants will be invited to interview to evidence their skills.

15 Adjustment and Clearing

- 15.1 Prospective students are provided with information relating to clearing on the public website. In addition, the services of the Group's careers department are also highlighted on the website. During the clearing cycle, there is a dedicated telephone hotline staffed by the HE Student Co-ordinator and other experienced members of admissions staff. Any prospective students who call in have their details passed to a Programme Leader or other

relevant member of HE staff in order that the programme can be discussed with them, either by telephone or face to face to assess its suitability for their needs, but also their suitability for the programme

16 Discontinued courses

- 16.1 The Heart of Yorkshire Education Group has the right to discontinue or suspend a programme of study for which offers have already been issued but undertakes to do this only in exceptional circumstances. Where a programme of study is discontinued, applicants holding offers are informed as soon as possible, and where appropriate, are offered a place on an alternative programme.

17 Equality and Diversity

- 17.1 The Heart of Yorkshire Education Group welcomes applications from all backgrounds. Admissions practice and procedures will be in accordance with the Equality Act 2010 and

Equality & Diversity Policy Statement: *'The Heart of Yorkshire Education Group is committed to helping achieve equality for all learners, staff and other College users, and aims to ensure that all learners, whatever their background, have the opportunity to benefit from excellent and inspirational educational opportunities.'*

18 Disability

- 18.1 Our Policy for Equality and Diversity ensure all learners have the same rights. The HE Study Coach is responsible for supporting disabled learners and those with language support needs.
- 18.2 If you have indicated that you have a disability, your application form or disclosure will be passed to the HE Study Coach team, who will contact you to discuss what support or adjustments you may require.

19 Data Protection

- 19.1.1 The Data Protection Act 2018 controls how your personal information is used by organisations, businesses, or the government. The Group is committed to ensuring that the data held about individuals is processed fairly and lawfully, and that it is held for specified purposes only. Confidentiality will be respected, and all appropriate security measures will be taken to prevent unauthorised disclosure. Information Commissioner's Office <https://ico.org.uk/>

- 19.1.2 The General Data Protection Regulations apply from 25 May 2018. For more information: <https://ico.org.uk/your-data-matters/>

19.2 The information that you give us. How we use your Data

- 19.2.1 As part of your admission to the Group we may process your personal details including: name, address, address history, household situation, phone number, date of birth, sex, email address, nationality, residency status, ethnicity, previous qualifications, exam/test results, employment status, any benefits you receive, health information, special needs details. We may also ask for details of any unspent criminal convictions, but only if they are relevant to

your course or area of study. For example, we wouldn't need to know about motoring offences if you were studying an English course.

- 19..3 We will use your information to manage and administer your education. This will include putting together class lists, for sending event invitations, for communicating with you, for dealing with admissions, for putting together reports and registers, to allocate you to the correct classes for assessments, to make arrangements for exams or visits, to consider whether to offer places to students, to consider whether special provision or assistance is required for exams and visits and to be able to tell other colleges your attendance dates if you leave. We also analyse your information to help us build statistics to monitor our provision, and how we can improve the service we provide to you.
- 19..4 The legal basis on which we collect and use your personal information is generally, processed as part of our public interest task of providing education to you. Where that information is special category personal information (e.g. medical information) we will process it because there is a substantial public interest for us to do so.
- 19..5 Much of your personal information will be stored for at least 10 years until it is no longer required. Records of relevant criminal convictions will only be kept while you are a student with us.
- 19..6 We may share the personal information that you give us with organisations to meet our statutory responsibilities, create and maintain a unique learner number (ULN) and a personal learning record (PLR).
- 19..7 To execute internal audit of procedures and data to ensure compliance with funding regulations with our validating University Partners; University of Hull, Leeds Beckett University, University of Huddersfield.
- 19..8 We may also share your personal information with third parties who provide services to the Group

20 Fraudulent Applications

- 20.1 UCAS operates a dedicated Verification Team tasked with the prevention and detection of fraud in applications and personal statements who report their findings directly to Wakefield College.
<https://www.ucas.com/sites/default/files/fraud-and-similarity-applicant-guide.pdf>
- 20.2 The Heart of Yorkshire Education Group looks unfavourably upon applicants who have provided information believed to be either fraudulent or plagiarised and reserves the right to reject or cancel an application under these circumstances. In instances where it is established that a student has a criminal conviction(s) following enrolment, the student may be withdrawn from their programme of study.

21 Criminal Convictions

- 21.1 We will only ask students who apply for certain courses – for example, those that involve work with children and vulnerable adults – to declare whether they have any criminal convictions, including spent convictions. This question will only appear if a student is applying for one of these courses. If a criminal conviction is declared, the HE Admissions Team reserves the right to request further information about the nature of the conviction prior to the Group making an offer of admission, as part of its duty of care.

22 DBS Clearance

- 22.1 As part of the conditional requirement, certain courses require applicants to undergo a check through the will be required to gain an enhanced disclosure certificate from the Disclosure and Barring Service (DBS). Information relating to programmes that require DBS checks or more is available within the Group's course information media, including the prospectus and website; applicants will also be advised during the admissions process. Further information on DBS can be found here:

<https://www.gov.uk/government/organisations/disclosure-and-barring-service>

23 Complaints and Appeals

- 23.1 In the case where applicants have been unsuccessful in their application it is appreciated that they may wish for feedback for the reasons why, or believe they have cause for complaint. If you request feedback regarding the application process, you will initially contact the Higher Education Administration team at. If the applicant believes they have a cause for complaint, please refer to 24.5.
- 23.2 The Group acknowledges the providing of constructive feedback is an element of good customer care and will provide such feedback to applicants who have been unsuccessful in gaining an offer of a place of study on request from that applicant. Feedback on specific applications will not be offered to other associates (e.g. parents or teachers) without the express consent of the applicant.
- 23.3 Requests for feedback must be made by the applicant in writing within three months of the date that the application was unsuccessful. The Higher Education Office will attempt to provide feedback in writing within 15 working days of receipt of a request for feedback or inform applicants when feedback will be provided.
- 23.4 If the applicant feels a cause to appeal an admissions decision this would normally be made in writing to the Higher Education office at the relevant College of study outlining the detail and nature of the appeal. The Higher Education office will check that all information on the application had been considered, that there was no misinterpretation of the information and that procedures were followed correctly. The Higher Education office will review the application and confirm within 10 working days whether the appeal has been rejected or upheld. Applicants should note that if the appeal has been rejected on academic grounds, they cannot appeal the decision.
- 24.5 Learners wishing to complain about any aspect of the admissions or enrolment process should follow the appropriate process following the HE Complaints Procedure which can be found on the relevant College website

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How to Contact Us

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