

# Higher Education Admissions Code of Practice

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## **Admissions Statement and Principles**

1. This Code of Practice is intended to inform applicants to higher education programmes of study at Wakefield College of the procedures and regulations relating to that application. Applying for a place on a higher education programme at Wakefield College implies acceptance of this Admissions Code of Practice.
2. The College's mission statement is 'Transforming lives through learning ... by enabling young people, adults and employers to fulfil their potential'.

## **Strategic framework**

3. The College's Strategic Plan offers context and a directional framework which is reviewed on a regular basis.
4. The Strategic Plan relates to the entirety of the College's provision, however, there are additional strategies relating to specific elements of our provision. The key strategic aims identified in the current Higher Education Strategy are:
  - Further develop employability skills for all students
  - Grow Student Numbers
  - Improvement of the Learning Environment
  - Widen participation from disadvantaged areas and Polar 4 cold spots
  - Creation of an Academic Community which clearly differentiates HE from FE
  - Maintain and Develop Strategic Partnerships with Regional Universities
5. Higher Education admissions are overseen and reviewed regularly by the Director of Higher Education along with the HE admissions team and central campus administration.
6. 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.
7. 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. Both staff are responsible for different elements of the admissions process.

## **Good practice guidance**

8. 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.

## **Relationships with partner institutions**

9. Student recruitment is the responsibility of Wakefield College in all our agreements with validating partners. The College 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 Higher Education Student Engagement Co-ordinator.

## **Information for Applicants**

10. Wakefield College is committed to ensuring that published information and promotional material relating to potential recruits and admissions is accurate at the time of publication.
11. Course related information is developed and updated by the College's Marketing Department in collaboration with our Higher Education Student Engagement Co-ordinator. The Marketing Department ensure the currency and accuracy of information through close working with curriculum areas. Information provided by Wakefield College 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

## **Fair Admissions**

12. Wakefield College is committed to fair admissions as outlined in the Schwartz Report (2004) and actively engages with the Supporting Professionalism in Admissions Programme (SPA) who

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promote fair admissions and access to higher education in the UK by developing and leading on good practice in the recruitment and selection of students. <http://www.spa.ac.uk/>

### **Entry Requirements**

13. 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.
14. 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>

### **Admissions Process**

15. Selection policies and procedures will be clear to enquirers/applicants and followed fairly, consistently and in a timely manner.
16. Applications for full-time undergraduate programmes should be via UCAS. UCAS charge a fee for this service. Wakefield College'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 and international applicants 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 College's Privacy Policy, as sanctioned by a progression agreement with the College.
17. The UCAS applications cycle begins the first week of September each year. Applications received by the deadlines of the UCAS application cycle are guaranteed equal consideration. For more information on the UCAS undergraduate applications cycle:

[www.ucas.com/ucas/events/find/scheme/undergraduate/type/key-date](http://www.ucas.com/ucas/events/find/scheme/undergraduate/type/key-date)

18. Direct Applications can be submitted from the first week in September for entry onto the following academic year. Applications received after the 30<sup>th</sup> of June can be given an unconditional offer on a UCAS Record of Prior Acceptance form.
19. All applications will be acknowledged by an email which sets out next steps in the process.
20. Applications should be received by the beginning of September prior to enrolment. The Admissions Team and or Course 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 and, where appropriate, interview shortlisted applicants. Decisions will be made as

quickly as possible and a written offer sent to the applicant, including how to formally accept the offer.

### **Selection Process**

21. 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, taking into account 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 Director of Higher Education.

### **Interviews, Auditions and Portfolios**

22. 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.
23. 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.
24. Following the interview, the Programme Leader will confirm attendance on the "Application Details" form in the student interview section of ProSolution and input the relevant offer details. The HE Admissions Team are responsible for communicating any offer details in writing to the candidate.
25. 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.
26. 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.

27. 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 course leader's contact details will also be included so that the applicant can contact them for further guidance or clarification.

### **Decision Process**

28. 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.

29. UCAS applicants will receive their decisions through the UCAS system, with follow up emails sent from the College. 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.

30. Further communications will be sent to support the applicant and improve their student experience at key points throughout the year.
31. If an applicant is unsuccessful, Wakefield College will provide a reason why their application has been declined. A HE Admissions Appeals & Complaints Code of Practice is available for those who wish to complain about, or appeal against, an admissions decision or process (see 'Appeals and Complaints').

### **Confirmation**

32. 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>

33. 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.

### **Level 2 Entry Requirements – Literacy and Numeracy**

34. Most HE programme entry criteria typically require level 2 literacy, and in some cases, level 2 numeracy. Please check individual course details for the requirements.
35. International and EU applicants for whom English is not a first language, and who are seeking to join undergraduate programmes, are expected to hold an IELTS certificate with a score of 6.0, or an equivalent qualification (Higher Education).

### **Non-traditional Applicants**

36. The College operates an Assessment of Prior Learning (APL) Code of Practice in order to ensure that the needs of non-traditional students can be considered, and that consistent practice will be assured (see paragraph 37).

### **Accreditation of Prior Learning (Certificated and Experiential)**

37. 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 Wakefield College is deemed to have responsibility for such processes by any such partner.

<http://www.wakefield.ac.uk/higher-education/he-policies>

### **Bridging course and the progression to degree top-up courses**

38. 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. There is the possibility that similar opportunities will be put in place for levels 3 to 4 and 4 to 5

### **Direct entry into the second or later year of a course**

39. Undergraduate home students wishing to transfer to a higher education programme at Wakefield College from another university or college should apply directly to Wakefield College. 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.

### **International Applicants**

40. Wakefield College welcomes international applicants.
41. The Admissions Team, in conjunction with the College's International Team, will make an assessment of evidence of status where possible using the information provided in the application and ensure this is consistent with UKCISA guidance. <https://www.ukcisa.org.uk/>
42. If an applicant's fee status is not made clear in their application, we will write to them to ask for more information. Where required we will utilise NARIC guidance on qualification comparisons to ensure that programme entry requirements are satisfied.
43. International and EU applicants for whom English is not a first language, and who are seeking to join undergraduate programmes, are expected to hold an IELTS certificate, with a score of 6.0, or an equivalent qualification (Higher Education)
44. UCAS provides useful information on applying to higher education in the UK; <https://www.ucas.com/undergraduate>
45. Transferring from another Institution - International students wishing to transfer to the higher education provision at Wakefield College from another HE provider should apply through UCAS.
46. Deferred entry. Once confirmation of results has been received, applicants can choose to defer the entry of their application until the following year. This must be agreed with the Programme Leader, confirmed by the applicant in writing to the Admissions Officer, (verbal confirmation is not accepted) who will then confirm this with the Programme Leader and defer the application through UCAS.

### **Adjustment and Clearing**

47. Prospective students are provided with information relating to clearing on the public website. In addition, the services of the College'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.

### **Discontinued courses**

48. Wakefield College 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.

### **Equality and Diversity Policy**

49. Wakefield College welcomes applications from all backgrounds. Admissions practice and procedures will be in accordance with the Equality Act 2010 and Wakefield College's Equality & Diversity Policy Statement: *'Wakefield College 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.'*

<http://www.wakefield.ac.uk/about-us/student-policies-and-procedures>

### **In care/ looked after young people**

50. Wakefield College is committed to supporting those from a care background who wish to enter higher education. If you have indicated on your UCAS application that you have been in care, the HE office will contact you to inform you of the support available to you, such as the Care Leavers' Bursary. You will be asked to provide evidence that you meet the definition of a care leaver. This will be in the form of a letter from your social worker or teacher.

### **Disability**

51. Our Equality and Diversity Policy Statement makes sure that all learners have the same rights. The HE Study Coach is responsible for supporting disabled learners and those with language support needs.
52. 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 make contact with you to discuss what support or adjustments you may require. More information can be found here: <http://www.wakefield.ac.uk/about-us/learner-support>

### **Data Protection**

53. The Data Protection Act 2018 controls how your personal information is used by organisations, businesses or the government. Wakefield College 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/>

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

### **The information that you give us. How we use your data**

55. As part of your admission to the College, 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.
56. 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.
57. 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.
58. The majority 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.
59. 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).
60. To execute internal audit of procedures and data to ensure compliance with funding regulations with our validating University Partners; University of Hull, Teesside University, Leeds Beckett University, University of Huddersfield.
61. We may also share your personal information with third parties who provide services to the College.

### **Fraudulent Applications**

62. 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>
63. Wakefield College 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.

### **Criminal Convictions**

64. We'll 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 College making an offer of admission, as part of its duty of care.

### **DBS Clearance**

65. As part of the conditional requirement, certain courses require applicants 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 higher education programme 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>

### **Complaints or Appeals**

66. Whilst the majority of candidates accept the academic decisions that are made in relation to their applications, the College is committed to the principles of fair admission. We therefore offer all applicants the opportunity to make an appeal against the decision made or to complain about any experience relating to the admissions process.
67. A HE Admissions Appeals and Complaints Code of Practice is available for those who wish to complain about, or appeal against, an admissions decision or process. Full account has been taken of the UK Quality Code for Higher Education (2018), when preparing this Code of Practice. This Code of Practice should be read alongside the Higher Education Complaints Procedure.  
<http://www.wakefield.ac.uk/higher-education/he-policies>

### **How to Contact Us**

HE Office, Room WU006, ASIC Building, City Campus, Margaret Street Wakefield, WF12DH

Direct Line 01924789317

Other Useful Contact Details

Course Information

Direct Line: 01924 7983111

## **Appendix/Useful Links/Documents**

### **Legislation and regulatory sources**

**Equality Act 2010** (Section 91) <http://www.legislation.gov.uk/ukpga/2010/15/section/91>

**Office for Students:** <https://www.officeforstudents.org.uk/for-students/>

**QAA -UK Quality Code for Higher Education** - The revised UK Quality Code for Higher Education: <https://www.qaa.ac.uk/quality-code>

**UK Quality Code, Advice and Guidance: Admissions, Recruitment and Widening Access :**  
<https://www.qaa.ac.uk/quality-code/advice-and-guidance/admissions-recruitment-and-widening-access>

**Supporting Professionalism in Admissions-** Good practice for admissions policies from UCAS: <http://www.spa.ac.uk/support/goodpractice/admissionspolicies>

**Higher education: consumer law advice for providers and students:**  
<https://www.gov.uk/government/collections/higher-education-consumer-law-advice-for-providers-and-students>

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

**General Data Protection Regulations:** <https://ico.org.uk/your-data-matters/>

### **Wakefield College: Policies and documents for higher education**

**Privacy statement:** This privacy notice sets out how Wakefield College uses and protects the personal information of its students. <https://www.wakefield.ac.uk/privacy-notice/college-students/>

The following documents relating to higher education can be located here:

<http://www.wakefield.ac.uk/higher-education/he-policies>

### **Accreditation of Prior Learning**

College-wide policies relating to higher education listed below can be located here:

<https://www.wakefield.ac.uk/higher-education/he-policies>

### **Equality & Diversity Policy**

<https://www.wakefield.ac.uk/about-us/equality-and-diversity>

### **Higher Education Enrolment Terms & Conditions**

The College's **Strategic Plan 2017-2020** is available here: <https://www.wakefield.ac.uk/about-us/corporate-information>