

## **1. Introduction:**

These procedures should be read in conjunction with Recruitment, Selection and Admission Policy.

## **2. Recruitment Process:**

The College will provide timely, accurate and relevant pre-access information and support to prospective students. This will assist it in making informed decisions on studying at Nelson College London.

The College has adopted a selection of good practices) as follows:

- 1.1. Maintaining high professional standards and a commitment to the provision of impartial advice and guidance and fair admissions.
- 1.2. Maintaining integrity in interactions with prospective students and avoiding offering personal views or opinions.
- 1.3. Developing promotional materials that provide a balanced and accurate account of the Nelson College London student experience.
- 1.4. Providing support only for events that provide free and impartial advice to prospective students.

Recruitment and Admissions staff undertake training and development to ensure awareness of relevant Recruitment, Selection and Admissions practices

## **3. Details: Entry requirements of BTEC Higher National Qualifications**

- 3.1. For learners who have recently been in education, the entry profile is likely to include one of the following:
  - 3.1.1. An AVCE/GNVQ in an appropriate vocational area (e.g. Business, Hospitality and Catering, Travel and Tourism);
  - 3.1.2. A BTEC National Certificate or Diploma in Business Studies, Hospitality Supervision, or a similar discipline;
  - 3.1.3. A GCE Advanced level profile which demonstrates strong performance in a relevant subject or an adequate performance in more than one GCE subject. This profile is likely to be supported by GCSE grades at A\* to C;
  - 3.1.4. Other related level 3 qualifications;
  - 3.1.5. An Access to Higher Education Certificate awarded by an approved further education institution;
  - 3.1.6. Related work experience;

Mature learners may present a more varied profile of achievement that is likely to include extensive work experience (paid and/or unpaid) and/or achievement of a range of professional qualifications in their work sector

#### 4. Details: Entry requirements of Foundation Degrees:

- 4.1. **Entry Requirements:** Prospective Students will be required to produce a minimum of 4 GCSE's at minimum C Grade.
- 4.2. Foreign Students will be required to compare their qualifications through UK NARIC.  
**Additional Requirements:**  
160 UCAS in A Level  
BTEC National Diploma  
BTEC National Certificate
- 4.3. A recognised Access to Higher Education Certificate in a related field or equivalent  
**Students whose first language is not English will be required to produce:**  
5:5 IELTS  
79 TOEFL (Internet-based)
- 4.4. All applicants will be asked to sit for an on-site entry test  
**In exceptional circumstances, candidates with lower qualifications and suitable industrial or external experience in Business disciplines, may be registered as a student of the Foundation Degree.**
- 4.5. Accredited Prior Learning (APL) and Prior Experiential Learning (APEL) is permitted, in line with the University's regulations

#### 5. Details: Entry requirements of BA (Hons) Final Year Top-Up Degrees:

##### Entry Requirements for BA (Hons) Top up Programmes

- A) Applicants require a minimum of an HND/FdA or equivalent qualification in a relevant subject. **Applicants who do not meet the criteria will be considered individually, including consideration of any appropriate work experience they may have in lieu of formal qualifications.**
- B) Students whose medium of study at HND/FdA or equivalent qualification is not in English are required to produce evidence of English language proficiency at IELTS: 6.0 or equivalents.
- C) All Applicants may be asked to sit entry tests.

\*Accredited Prior Learning (APL) or Prior Experiential Learning (APEL) is permitted, in line with the University's Regulations

#### 6. Details: Entry requirements for FdA Courses:

**Section 4 of the course Level Agreements** signed on 21/08/2019 enables the College to recruit students using either Standard or Non-Standard criteria. The Standard Criteria listed in the Course Specifications are as follows:

- Admission requirements, to be demonstrated through certified or experiential learning.
- Prospective students will be required to produce a minimum of 4 GSCE at minimum C grade.
- Foreign students will be required to compare their qualifications through UK NARIC.

**Additional requirements:**

- 160 points UCAS in A Level
- BTEC National Diploma
- BTEC National Certificate
- A recognised Access to Higher Education Certificate in a related field or equivalent

**Students whose first language is not English will be required to produce:**

- 5.5 IELTS
- 79 TOEFL (internet-based)

All applicants may be asked to sit entry test(s).

**In exceptional circumstances, candidates with lower qualifications and suitable industrial or external experience in Business disciplines may be registered as a student of Foundation Degree.**

Accredited Prior Learning (APL) and Prior Experiential Learning (APEL) is permitted, in line with the University's regulations.

The Course Level Agreements also allow for Academic Liaison Tutor (ALT), to make admissions decisions for Non-Standard students. Based on various discussions between the ALT and Nelson College (upon recruitment into FdA Business for Sept 2019 Intake), the following alternative admission criteria has been agreed:

**Option1:**

Recruiting to the original criteria (from Course Specification).

**Option 2:**

Recruiting to original criteria, though with evidence of one "A –Level"- Level 3 –(Grades A-D) / or other Level 3 qualification listed on the Course Specification.

**Option3:**

Recruiting students on lower qualifications (defined as Level 2 or below in a related field) supported by:

- At least 2 years work experience in a related field.
- CV (to an agreed template)
- Work Based Reference- This should be checked and signed by the admissions team prior to providing file to London Met.
- If P60's are available, they can be added to the file ( as a back –up to the reference)- but cannot replace the reference.

**Option 4:**

Recruiting students with No Academic Qualifications.

- At least 2 years work experience in a related field.
- CV (to an agreed template)
- Work Based Reference- This should be checked and signed by the admissions team prior to providing file to London Met.
- If P60's are available, they can be added to the file ( as a back –up to the reference)- but cannot replace the reference
- If additional work-based qualifications are available- these can be provided to illustrate ability / experience in their specific work sector (though are not essential)

**Plus:**

*Students whose first language is not English:*

- 5.5 IELTS (with 5.5 or higher in Speaking and Writing) or,
- 79 TOEFL (internet based) or,
- NCL English Test- Benchmarked against IELTS Descriptors.

*\*Additionally, all FdA Students do the “Higher Education Diagnostic Admission Test” (HEDA) comprising basic Maths, English and ICT.*

**7. Details: English Language Requirement for BTEC HND Programmes:**

Source: “FAQs on English expectations”, site:

<https://qualifications.pearson.com/content/dam/pdf/downloads/hn-englishlanguage-final.pdf>

- 1.5. Students are expected to be able to demonstrate English language comprehension at a level equivalent to IELTS (International English Language Testing System) 5.5 overall to be able to study BTEC Higher Nationals.
- 1.6. The Pearson expectation of IELTS 5.5 applies to all students recruited to BTEC level 4 and level 5 qualifications after 1st January 2015 (a higher expectation applies for level 6 and level 7). From September 2016 all students must score 5.5 in Reading and Writing and their overall score must be at 5.5 or above. The College is required to satisfy itself that the students have been recruited with integrity and that they will be able to cope with the rigour of the programme.
- 1.7. The College is permitted to adopt its own internal English test. It is for the College to satisfy itself that the student's score is commensurate with IELTS 5.5, but the expectation is not limited to the use of IELTS.
- 1.8. All students seeking admission for the Nelson College London courses (including EU and Overseas) are asked for one of the following:
  - 1.8.1. To provide recent evidence that their command of reading and writing English is at 5.5 & 5.5 overall in IELTS. The expectation can be met using other English language tests such as Pearson PTE, City & Guilds, Cambridge and ESOL etc.
  - 1.8.2. Evidence of English language proficiency is not needed for students who have studied in English for the final two years of school (e.g. GCSE).

1.8.3. A school leaving qualification containing English, which Nelson College London considers to meet the CEFR B2 level in all four skills prior to the proposed date of enrolment.

1.9. The College reserves the right, in individual circumstances, to specify an additional language requirement for an applicant.

## **8. Details: Higher Education Diagnostic Assessment:**

8.1. All students seeking admission into HND/FdA programmes are required to go through a Functional Skills Test and interview. The objective of FST (Higher Education Diagnostic Assessment- HEDA), is designed to assess whether students possess basic skills in English, Maths and IT. This is followed by an interview, the objective of which is to assess the applicant's intention to study on the programme.

## **9. Applicants with Disabilities and Additional Support Needs:**

9.1. The College does not discriminate against applicants with disabilities or learning difficulty and is committed to achieving equal opportunities for all its students. The College ensures that students with disabilities meet their full academic potential and are not discriminated against either during the admissions process or in their subsequent time as students at the College by reason of being disabled or having an additional need.

9.2. The College encourages applicants to disclose their disability or specific learning difficulty on the College Application form prior to taking the required Higher Education Diagnostic Assessment. The Disability Support Officer will also identify any reasonable adjustments that may be necessary. Prospective students have multiple opportunities to declare a disability if they failed to do so on their application e.g. during interview

## **10. Care-Leavers:**

### **10.1. Acceptable Evidence:**

10.1.1. The College will usually require evidence of care leavers or evidence from an appropriately trained relevant expert in order to fully consider whether the student falls under the care leavers' category. This may include a letter from their local council or care authority. This letter should confirm they were under the care of their local authority, have now left the care of the local authority, and are a care leaver as defined in the Children (Leaving Care) Act 2000.

10.1.2. Should the student fail to provide the College with the relevant information when requested the College may not be able to assess what adjustments are required or put those adjustments in place, and entry may be deferred.

## **11. Selection Process for LMU Programmes**

10.1 The admission team will vet all student applications to ensure appropriate documentation

10.2 The admission team will advise the Academic Manager of London Met, of any student application they think may not be suitable - and the reasons for this. The Academic Manager (London Met Programmes), will then review this detail prior

to a *non-admission decision* being communicated to the applicant. This will help avoid any unnecessary appeals.

- 10.3 As per our recruitment, selection and admission policy, accepting or rejecting a prospective candidate does not fall under the due restriction of the admission team. The final call is made by the academic team after the interview.
- 10.4 The admission team will not be able to process the application of any prospective students if they fail to provide the relevant documents.
- 10.5 Lastly all onsite tests will be conducted by the admission team before the students will be invited for the interview.
- 10.6 All external students must go through an English Test (Higher Education Diagnostic Assessment (HEDA) and Personal Interview)
- 10.7 The onsite diagnostic tests are limited to three attempts. If any candidates fail all three attempts either the HEDA test or the IELTS, the candidate cannot proceed to the next stage of the application, in which case the application will be deemed unsuccessful and will not make it to the interview stage.
- 10.8 Students who have studied the **last 2 years of School** in English (e.g. UK students who completed GCSE, West African Examination Council) or if they have IELTS/SELT or equivalent appropriate qualification(s), may be exempt from the test
- 10.9 Ideally, 2 Academics (from London Met department) plus 1 Admission Team Member will sit on the interview panel of potential students for the FdA's and/or Top up degrees. Where this is not possible, a minimum of 2 individuals (1 academic and 1 member of the admissions team), will conduct the interviews Upon due consideration of the application and interview (by the panel members), the final decision on admission will be made by the Academic Manager for London Met programmes

## **12. Commitment to Fairness, Transparency and Consistency**

**12.1.** Information provision: ensuring that students are given up front, clear, timely, accurate and comprehensive information.

**12.2. Student research and application stage:**

**12.2.1.** To comply with the Consumer Protection from Unfair Trading Regulations 2008 (CPRs), the College will provide prospective students with material information – in relation to the courses offered by the College and the associated tuition fees. This will be provided **prior to** students making a decision regarding which course they wish to apply for. This includes information given in writing, visually and verbally.

**12.2.2.** The College will endeavour at all times to ensure that the information provided is accurate, clear, unambiguous and timely.

**12.3. Offer stage:**

**12.3.1.** The CPRs and the Consumer Contracts (Information, Cancellation and Additional Charges) Regulations 2013 (CCRs) both apply at the offer stage. When an offer

is accepted, the College and prospective student enter into a contract. To comply with both pieces of legislation the College will endeavour to:

- 12.3.1.1. Continue to provide important information to prospective students to inform their decisions about which offer(s) to accept (this obligation continues throughout your dealings with students);
- 12.3.1.2. Ensure prospective students are aware of all relevant terms and conditions and these are easily accessible.
- 12.3.1.3. Ensure that the College provides prospective students with the necessary pre-contract information under the CCRs prior to their acceptance of a place on a course;

#### **12.4. Student enrolment stage:**

- 12.4.1. In any event, if it has been necessary to make any changes that affect material information (as defined in the CPRs), the College should ensure that it informs students about these at the earliest opportunity.
- 12.4.2. Where enrolment takes place on campus, the College will ensure that it complies with the CCRs requirements for on-premises contracts. If enrolment takes place at a distance, the College will ensure compliance with the CCRs requirements for distance contracts.

#### **12.5. Feedback to applicants**

- 12.5.1. Entry to the College is competitive and for many programmes the College receives more applications than there are places, therefore, not every applicant will receive an offer of a place. Where applicants are unsuccessful, feedback will be available upon request and the prospective student will also have the right to appeal.

#### **12.6. Late Applications**

- 12.6.1. Late applications will be considered on an individual basis if there are still places available on the relevant programme.

#### **12.7. The application in context:**

- 12.7.1. Evidence of contextual factors will not necessarily mean that preference will be given to candidates, as each case will be considered on its individual merits. However, in cases where there is clear evidence that contextual factors have affected performance and achievement, and where the applicant is able to demonstrate motivation and potential to achieve, the College will consider this as part of its holistic assessment of the application, and take it into account in deciding whether to make an offer, and the level of offer to be made.  
The College recognises that non-academic excellence adds value and that students who excel in non-academic areas (such as sport or music) can make a specific additional contribution to the College. We may therefore take into account non-academic excellence in our offer-making process.

#### **12.8. Applicants declaring a disability**

- 12.8.1. The College is committed to making reasonable adjustments for any student declaring a disability, in order that they are not disadvantaged in pursuit of their successful completion of their chosen course.

**12.8.2.** Where an applicant believes that the adjustments to be made would not be sufficient, this should be made clear as part of the application (with supporting evidence where available). The College will then consider this information when making a decision on the application.

**12.9. Responsibility of applicants in the application process**

**12.9.1.** It is the responsibility of applicants to provide full and accurate information in an application and to notify the College of any changes or corrections to the original information provided, should this occur.

**12.9.2.** By accepting an offer of admission, the applicant agrees to abide by the Rules and Regulations of the College.

**12.9.3.** If any applicant decides to change their mind, they may cancel the contract by using the cancellation form without a penalty within 14 days of accepting the offer. Candidates wishing to withdraw after the 14 days period will be liable to pay tuition fees are required to contact the College Admissions Team for any refunds

**12.9.4.** In the light of additional information which was not available at the time of selection, an offer may be amended or, in exceptional circumstances, withdrawn. The College also reserves the right to correct errors where they have been made in the communication of decisions and offers. However, an offer made in error (where all conditions have been satisfied), will only be withdrawn with the applicant's consent.

**12.9.5.** The College reserves the right to exclude a candidate who is considered on justifiable grounds to be unsuitable for a place on a particular programme.

**12.10. The Offer-making process:**

**12.10.1.** Where an applicant has applied for one programme and is not successful, an alternative programme may be offered.

**12.10.2.** 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. In some circumstances, an offer may be conditional upon non-academic requirements e.g. Police checks which are deemed satisfactory.

**12.10.3.** The College will ensure that full terms and conditions are communicated to the candidate along with any pre-contract information. If the College is aware that changes will occur, this will be communicated to the candidate in the offer letter.

**12.11. Enrolment Stage:**

**12.11.1.** If the College make any changes during the enrolment period, prospective students will be notified at the earliest opportunity.

**12.12. Record Keeping duties:**

**12.12.1.** The College will keep admissions documentation for all students who enrol/register at the College for the duration of their studies and for six years thereafter.