



## **HE Admissions Policy**

### **1. Scope and Purpose**

The QAA Quality code (Section B2) expects 'Recruitment, selection, and admission policies and procedures adhere to the principles of fair admission. They are transparent, reliable, valid, inclusive and underpinned by appropriate organisational structures and processes. They support higher education providers in the selection of students who are able to complete their programme.'

- 1.1. These policy and procedures outline the Bournemouth & Poole College's commitment to the admission of students to taught programmes who will benefit from a challenging and rewarding Higher Education experience
- 1.2. These policy and procedures are available to all college staff, and those involved in the admissions process are required to comply with them
- 1.3. The Bournemouth & Poole College is committed to ensuring that its selection policies and procedures are transparent, followed fairly, courteously, consistently and expeditiously; that information concerning applicants remains confidential between designated parties, and that decisions are made by those equipped to make the required judgements

### **2. Key Responsibilities**

- 2.1 The Director of Higher Education, Digital & Business will review the HE Student Engagement Policy annually. The HE Planning and Strategy Group will review and agree any proposed alterations
- 2.2 Academic staff in curriculum areas, the Admissions Administrator and International Admissions Team assess the abilities, aptitudes, skills, qualifications (including English language proficiency) and experiences of applicants that indicate their potential to succeed on each programme and use this as a guideline - along with the validating institution criteria and subject specific benchmarks for entry - to determine if a student can be admitted onto a Higher Education course at The College.

### **3. Links to other Documents**

- QAA Quality Code 2014
- BPC Equality, Diversity and Inclusion Policy
- Fraudulent Applications Procedure

- Students Complaints Policy and Procedures

#### **4. General Principles**

The College's policies, procedures and guidelines for the recruitment, selection and admission of students are based on the following principles:

- 4.1 The College's commitment to academic standards
- 4.2 the identification of students who are likely to succeed in The College's HE programmes
- 4.3 the encouragement of broad access to The College's academic programmes by students from diverse backgrounds
- 4.4 equity of opportunity for all applicants. There shall be no discrimination against any applicant in relation to age, colour, creed, disability, ethnic origin, gender, marital status, nationality, race, sexual orientation or social class
- 4.5 fair, consistent and transparent application by staff who are well trained and have access to, and comply with, The College's policies and procedures, including those of partner / validating institutions

#### **5. Academic Standards**

- 5.1 Entry criteria, which may vary from programme to programme, are set by curriculum areas using subject specific and validating institution benchmarks
- 5.2 Applicants whose first language is not English will be required to demonstrate competency in the four components of English: Listening, Speaking, Reading and Writing, normally by means of a recognised qualification such as IELTS

#### **6. Success in The College's HE Programmes**

- 6.1 There should be a reasonable expectation that anyone admitted to a programme of study will be able to fulfil the learning outcomes of the programme and achieve the standard required for an award available within the programme
- 6.2 The ability to successfully complete and benefit from a programme should be the basic criterion for admission, and this is not necessarily best evidenced by the highest possible entry grade at A-level or equivalent
- 6.3 In considering each individual applicant for admission to a programme of study, evidence should be sought of personal, professional and educational experiences that provide indications of ability to meet the demands of the programme

## **7. Fair Access**

7.1 All applications (including those from staff, their relatives or others associated with The College) will be considered on equal merit and using transparent entry requirements, both academic and non-academic to underpin the judgements that are made during the selection process for entry

7.2 Admission decisions will be based on the information supplied by the applicant. It is the applicant's responsibility to ensure that all pertinent information is supplied on his/her application. The omission of such information, or the supply of inaccurate information, may invalidate the application and, where relevant, any subsequent offer of a place.

**Date of Policy Review: 20<sup>th</sup> April 2017**