

Policy/Procedure Name: HE Admissions Policy and Procedure

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Role Responsible: Assistant Principal Curriculum

Approved by: Executive Team

Policy Version Control & Worksheet

Please ensure you complete the below table once you have checked this policy, to log acknowledgement of the sign off process.

Name	Date	Comments Made (Y/N)
Sarah Clancey	11/11/24	Yes
Christine Ricketts	11/11/24	Yes
Lorne Richardson	11/11/24	No
Allan Tyrer	11/11//24	No

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1.0 General Statement

The Brooklands Technical College Admissions Policy sets out the means by which we will encourage and welcome applicants with different educational and social backgrounds and ensure that no student with the potential to meet our standard entry requirements is deterred from applying. All applications are considered and evaluated on the basis of individual potential.

This policy is aligned with the Brooklands Technical College Strategic Plan and is consistent with good admissions practice in higher education. Brooklands Technical College aims to provide a supportive service to all applicants and prospective applicants and will aim to achieve this by offering clear, impartial pre-course advice and information to enable applicants to make an informed decision about their course. Information will be provided via the Brooklands Technical College website, online prospectus, through conditions of offer, in person at open days and during interviews.

This policy covers admission for all undergraduate courses, and full and part time modes of delivery.

This document has been agreed by the College Policy and Standards Group and represents the policy on the admission of 'Taught' students. The policy is the responsibility of the Assistant Principal Curriculum and will be subject to a major review every three years, with minor updates being made in the interim, as required.

2. Admissions Criteria and Selection

2.1 Qualifications for Entry

Brooklands Technical College welcomes applications from appropriately qualified applicants offering a wide range of qualifications. The overriding principle is that Brooklands Technical College is satisfied that the applicant has the necessary background and skills to benefit from their studies. Brooklands Technical College does not discriminate against applicants who have re-taken part or all of a qualification and will treat an achieved or predicted grade in the same way irrespective of whether or not retakes are involved.

Entry requirements are available on the UCAS site and Course Pages on the Brooklands Technical College website and Prospectus. Additional requirements, for example the requirement to attend an audition or interview, are clearly detailed.

2.2 Competence in English Language

Teaching and assessment will normally take place in English therefore applicants must be competent in the English language and most courses require GCSE English grade 4, or an equivalent qualification.

Applicants who have not completed their education in an English-speaking country must satisfy the Brooklands Technical College and awarding body language requirements before

admission to a course. This requirement means that they must have a satisfactory command of the English language in terms of reading, writing, listening and speaking. The minimum qualification currently acceptable is IELTS: 6.0 with no score lower than 5.5.

3. Commitment to fairness transparency and consistency

To ensure a fair and consistent admissions process, Brooklands Technical College will ensure that the following principles are adhered to:

- All courses will clearly state their entry criteria, including academic qualifications, along with appropriate experience and skills required for entry
- Entry criteria will be easily accessible through our UCAS entries, website and prospectus
- Applicants will be informed in general terms how they can demonstrate their achievements (both academic and experiential) and motivation to study
- We will provide clear information on required entry points or points ranges. Any amendments made after points or points ranges have been printed in the Brooklands Technical College prospectus will be publicised on the website and through the UCAS website
- Offers will normally be made within the publicised points range
- An offer below the normal points range may be made in exceptional circumstances where there is evidence that the applicant's grades may have been affected by individual extenuating circumstances. Where courses include interviews, portfolio submission or auditions as part of their selection criteria we will make this explicit to applicants, and provide details on how the interviews will be conducted and the criteria used to select successful candidates.

4. Feedback to applicants

Successful applicants will be informed via UCAS or direct communication from Brooklands Technical College as appropriate. Information will be issued providing full details of the enrolment process.

Feedback to unsuccessful applicants will be provided on request and will usually only be provided to the applicant themselves and not to any third party e.g. parent, teacher unless specific permission has been granted. Where a student has been unsuccessful, consideration for other courses will be actively undertaken by Brooklands Technical College.

5. Late applications

Applicants to undergraduate courses who apply by the required UCAS deadline will receive equal consideration. Applications received after the UCAS deadline will be considered on an individual basis, and only where there are still places available on the course to which they have applied.

6. Admissions procedures

Brooklands Technical College is committed to providing a professional admissions operation in order to provide the best service to applicants and to the institution. Admissions tutors are responsible for agreeing the entry criteria and selection processes and for setting offer-ranges for each of their courses.

The consideration of individual applications for courses is undertaken by experienced admissions tutors who review the application on the basis of achieved and predicted qualifications, alongside the personal statement and reference. Where the applicant has non-standard qualifications or on occasions where the applicant narrowly misses the qualifications for the standard offer for a course, the application is always referred to the Course Lead for consideration. Applicants that do not meet conventional entry requirements will have alternative qualifications or other experience considered to support the application.

The Brooklands Technical College HE Coordinator is responsible for all communications with UCAS, including the transmission of admissions decisions. The team is also responsible for providing statistical information to enable the Brooklands Technical College to monitor numbers of applications, offers and acceptances within each application cycle.

All HE applicants are dual enrolled at both Brooklands Technical College and the relevant awarding partner. Checks are carried out with awarding partner institutions to ensure applicants are fully enrolled.

7. Responsibility of applicants in the application process

It is the responsibility of applicants to provide full and accurate information in an application and to notify Brooklands Technical College of any changes or corrections to the original application.

By accepting an offer of admission, the applicant agrees to abide by the rules, regulations and Terms and Conditions of Brooklands Technical College and its awarding partners.

In the light of additional information, which was not available at the time of offer, an offer may be amended or, in exceptional circumstances, withdrawn. Brooklands Technical College also reserves the right to correct errors where they have been made in the communication of decisions and offers, but will only withdraw an offer made in error where all conditions have been satisfied with the applicant's consent. If someone is found to have provided fraudulent documentation in support of a University or UK visa application any offer will be invalid.

At all times, Brooklands Technical College expects staff involved in the admissions process and applicants to act in a courteous and professional manner.

8. The offer making process

On receiving an application, the applicant will be contacted to acknowledge receipt of the application. Where an applicant has applied through UCAS, Brooklands Technical College will communicate its decision through the official channels provided. Where an applicant has applied directly to Brooklands Technical College, a formal decision will be made and communicated directly to the applicant by the HE Coordinator.

In some cases where an applicant has applied for one course and is not successful, an alternative course may be offered. The alternative offer will be officially communicated via

UCAS, where appropriate, and applicants will also be contacted by Brooklands Technical College to confirm and discuss a changed offer decision.

An offer, whether conditional or unconditional, will be made in good faith considering information as supplied by the applicant. In some circumstances, an offer may be conditional upon non-academic requirements e.g. a Disclosure and Barring Service check or health assessment which is deemed satisfactory.

There is no right of appeal against a decision not to admit an applicant onto a particular course. However, applicants are entitled to know the reason(s) for their non-selection and to discuss these with the Admissions Tutor or nominated representative for the course.

9. Confirmation of results

The confirmation process is the procedure involved in analysing examination results in relation to the offer made by Brooklands Technical College. If an applicant has met their academic and non-academic conditions, Brooklands Technical College will be in a position to 'Confirm' their place. Applications from candidates who have not met the required grades exactly are reviewed and their places may be confirmed at Brooklands Technical College's discretion if places are available, although no guarantee is made this this will be possible.

The confirmation procedure uses information systems to confirm places via UCAS (where appropriate). Brooklands Technical College will consider each and every application on individual merit. Any details of extenuating circumstances provided by an applicant will be considered when identifying applications that have not met their required qualification grades.

10. Fraudulent statements/omissions and Plagiarism

Applicants suspected of providing, or found to have provided, false information will be referred to UCAS, if their application was made via UCAS. The same is true of applicants who are suspected of omitting, or found to have omitted, information that they are required to disclose.

Applications identified by UCAS' Similarity Detection software to contain plagiarised material will be considered on an individual basis by Admissions tutors, considering the nature, relevance and importance of the plagiarism. In such cases, Admissions tutors may contact applicants to discuss their application in more detail.

Brooklands Technical College reserves the right to cancel an application or withdraw any offer if it is found that an application contains false, plagiarised or misleading information. Brooklands Technical College also reserves the right to withdraw a student from a course following enrolment if fraudulent activity is subsequently found to have taken place.

11. Equal Opportunities

Brooklands Technical College is committed to a policy of equality of opportunity and aims to provide a working, learning and social environment that is free from unfair discrimination. Brooklands Technical College's admissions process must therefore ensure that it is transparent, fair and consistent regardless of age, disability, marriage and civil partnership,

pregnancy and maternity, race, religion, belief, sex, sexual orientation, or gender reassignment.

12. Students under 18

Brooklands Technical College welcomes applications from people of all ages and applications will be considered on their individual merits. If an offer of a place is made to an applicant who will be under the age of 18 at the time of admission, certain legislative procedures may be necessary in order to fulfil our duty of care for students. Further information can be request via the HE Coordinator.

13. Disability and Mental Health

Brooklands Technical College welcomes applications from students with a disability or with mental health issues and aims to ensure that their participation in both the academic and social life of the campus is as successful as that of other students. Applicants who declare a disability or mental health issues are considered according to the same principles as for other candidates. If made the offer of a place, applicants who have declared a disability or mental health issue are contacted by the HE Coordinator and asked to complete a questionnaire which enables them to discuss their likely requirements with the Safeguarding and Wellbeing Team, to reduce any barriers that might confront them when seeking to study at Brooklands Technical College and provide appropriate support for their studies. A decision may need to consider any overriding health and safety concerns, barriers relating to professional body requirements or Brooklands Technical College's ability or inability to make any reasonable adjustments. In such instances, cases will be considered on an individual basis.

14. Care Experienced Students

Brooklands Technical College welcomes applications from care experienced students. If made the offer of a place, applicants who have made a declaration are contacted by the HE Coordinator. The Course Administrator can signpost to appropriate support as applicable, prior to entry and during the transition to study at Brooklands Technical College.

15. Mature students

Brooklands Technical College encourages applications from non-school and college leavers. We recognise that some applicants will offer a range of experience and perhaps non-traditional qualifications, which will be considered when the application is considered. Each application will be considered on its individual merits. Non-school leavers may be required to show that they have undertaken some recognised systematic course of study within recent years.

16. Procedures for Disclosure and Barring Service Checks

For certain courses, as specified by government, Brooklands Technical College is required to undertake a criminal record check of the applicant in conjunction with the Disclosure and Barring Service (DBS).

The DBS is a non-departmental public body of the Home Office. Its Disclosure Service offers

organisations such as Brooklands Technical College, a means to check the background of applicants to ensure that they do not have a history which would make them unsuitable for the training/employment they will be undertaking.

Disclosure checks are required for all students joining courses which lead to employment in areas involving contact with children and/or vulnerable adults, for example courses which are governed by professional regulatory bodies.

Brooklands Technical College reserves the right to exclude a student from the course should they have omitted to declare relevant information on a self-declaration disclosure form or DBS application.

Disclosure information will be:

- Passed only to those who are authorised to receive it in the course of their duties, which may in certain circumstances include external agencies;
- Used only for the specific purpose for which it was requested and for which the applicant's full consent has been given;
- Stored separately and securely with access strictly controlled and limited to those who are entitled to see it as part of their duties;
- Destroyed by suitable secure means and not retained for longer than is necessary;
- Brooklands Technical College will not unfairly discriminate against the subject of disclosure information on the basis of conviction or other details received.

17. Applicants who disclose a criminal conviction

Brooklands Technical College actively promotes equality of opportunity for all and considers applicants who disclose a criminal conviction on an individual basis, and in the light of the course applied for, having a criminal will not necessarily bar you from studying at the College. This will depend on the nature of the course applied for and the circumstances and background of your offence(s). An interview/risk assessment may take place with the Programme Manager, Director of Faculty and/or Assistant Principal – Curriculum (HE) to ensure the safe and fair admission of an applicant with a criminal record.

18. Deferred Applications

Brooklands Technical College is normally happy to consider applicants who intend to take a gap year between school/college and university. Applicants should indicate what they intend to do during this year on their application form so that this can be considered as part of the selection process. It should be noted that for some courses, where demand exceeds the number of places available, it may not always be possible to offer deferred places. In such cases applicants will be advised to re-apply the following year.

19. Complaints & Compliments

If you would like to make a complaint against the College we would like to hear from you in order that the problem is addressed. Please email us at: complaints@brooklands.ac.uk

We would also like to hear about your positive experiences of Brooklands Technical College, if you would like to share these with us please email us at: feedback@brooklands.ac.uk

Complaints will not be considered:

- About matters of academic judgement regarding an applicant's suitability to study a programme;
- About an applicant's failure to satisfy non-academic requirements specified by external agencies for a particular programme (except in respect of criminal records checks – these complaints will be considered);
- If they are submitted anonymously.

If the complaint is upheld the College may decide to either:

I. uphold the complaint, in which case the matter will be referred back to the Head of Faculty to reconsider the application; or

II. reject the complaint.

Where an applicant has already enrolled at the College, a Completion of Procedures letter will be issued informing him/her about the scheme of the Office of the Independent Adjudicator for Higher Education

20. Discussing your application with others

In line with Data Protection legislation, Brooklands Technical College will not discuss an application with any person(s) other than the applicant themselves, although information being given to Brooklands Technical College will be accepted without confirmation that the applicant is applying to Brooklands Technical College.

Where applicants have given the names of third parties to act as a point of reference (referee), then it is assumed by Brooklands Technical College that the provision of this information gives Brooklands Technical College permission to contact the third party for further information in support of the application.

21. Nominated Representative

In exceptional circumstances, such as via the UCAS application process, applicants may nominate one individual to discuss their application. This person will not be able to make any decisions regarding the application or change any of the applicant's personal details such as current address.

22. Interview Policy

Some courses use interviews/selection days as part of the admissions process. Applicants will be informed of the format of the interview/selection day at the time of invitation and advised of any examples of work they are required to bring with them.

23. Credit transfer arrangements (Record of Prior Learning/Accreditation)

Brooklands Technical College, in accordance with its awarding partners, operates a system of accrediting prior learning and experience. Applicants are encouraged to discuss their application for accreditation with Admissions tutors who will be able to offer guidance and support for the processes involved. Applications for direct entry to second or subsequent years of a course should clearly indicate the point of entry and the reasons for this. Claims for the accreditation of prior learning and experience should normally be processed and confirmed prior to enrolment on a course. Where this is not possible or where the subsequent confirmation awards less equivalent credit than originally claimed, Brooklands Technical College and its awarding partners reserves the right to require the student to take the additional credit in order to achieve the overall qualification.