



# **Student Admissions & Recruitment Policy**

**September 2023**

**Version 2.1  
Approved by the Board of Governors**

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## 1) Introduction

1.1 UK Business College (“UKBC”, “the College”) uses fair and reliable processes to ensure that students admitted to its higher education programmes have the ability to benefit from them.

1.2 This Policy has been written with reference to the *UK Quality Code for Higher Education* and the *Schwartz Principles of Fair Admission to Higher Education*<sup>1</sup>; the College’s recruitment and admissions practices are consistent with UK Consumer Protection Laws and the College is guided by the Consumer Market Authority’s Guidance for Higher Education Providers<sup>2</sup>

1.3 Responsible recruitment and the reliable assessment of applicants’ ability is critical to securing and maintaining academic standards in accordance with the expectations of UK regulatory bodies and award-validating partners.

### 1.4 Widening Access

1.4.1 UKBC’s Student Admissions & Recruitment Policy is consistent with the College’s mission to support people of all backgrounds, abilities, and aspirations to reach their potential through learning, achievement, and development.

1.4.2 UKBC is committed to fairness, equality, diversity, equal access, and widening participation. The College proudly offers a second chance to individuals from applicants who do not come from a standard academic background. *For more information please refer to the College’s Access and Participation Statement.*

### 1.5 Equality and Diversity

1.5.1 The College is committed to supporting diversity and ensuring equality of opportunity for all applicants, in keeping with the *Equality Act, 2010*.

1.5.2 UKBC will always strive to ensure equal opportunity for all applicants and students as part of our commitment to fostering stimulating and supportive learning and work environments based on mutual respect and trust.

## 2) Purpose

2.1 The purpose of this Policy is to inform staff members and all stakeholders about the process of how the students are admitted to the College, following accreditation and awarding bodies’ regulations in accordance with the duties placed on UK Business College as a Higher Education provider.

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<sup>1</sup> <https://dera.ioe.ac.uk/5284/1/finalreport.pdf>

<sup>2</sup> [https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/428549/HE\\_providers\\_-\\_advice\\_on\\_consumer\\_protection\\_law.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/428549/HE_providers_-_advice_on_consumer_protection_law.pdf)

## **2.2 UKBC aims to:**

2.2.1 create a well-rounded and diverse student body in terms of cultural backgrounds and experiences,

2.2.2 recruit students with serious intentions to fully learn and complete their programme of study,

2.2.3 recruit students who have the ability to successfully complete their chosen course, whatever their background,

2.2.4 recognise the need for inclusivity, diversity, and equal opportunity,

2.2.5 ensure that disability does not prevent someone from making an application to or being accepted by UKBC and/or completing the course successfully

## **2.3 The College will endeavour to achieve these aims by:**

2.3.1 Agreeing with partner institutions on an appropriate minimum admission criteria to ensure the applicant's academic readiness for the selected programme,

2.3.2 Encouraging applications from all motivated and academically capable individuals in order to succeed at UKBC,

2.3.3 Ensuring all applications to be progressed are supported by genuine, verifiable evidence,

2.3.4 Evaluating each application on its own merits and interviewing each candidate individually, with a senior member of academic staff present,

2.3.5 Accepting only candidates who, in the view of the interviewing academic, are capable of successfully completing the programme,

2.3.6 Ensuring transparency in recruitment and admissions processes,

## **3) Fairness and Transparency**

3.1 All UKBC applicants should expect and receive fair and equitable treatment from all UKBC employees in the application and registration process. Decision-making will be transparent and applicants have the right to receive detailed decision feedback on their application upon request.

3.2 UKBC is committed to ensuring that policies and practices are consistent with CMA guidelines and that in particular the *Consumer Protection from Unfair Trading Regulations 2008 (CPRs)* and the *Consumer Contracts (Information, Cancellation and Additional Charges) Regulations 2013 (CCRs)*.

## 4) Assisting Prospective Students in Making Formed Decisions

4.1 UKBC ensures that applicants have access to comprehensive information at the first point of contact with the Admissions process. Prospective students are informed about learning opportunities from Course Advisors and are made available via hard-copy leaflets and the College's main website.

4.2 Upon enquiry, all prospective students receive a one-to-one consultation with a course advisor, to assess whether the chosen programme is suited to the prospective student's academic and professional goals.

4.3 In line with UKBC's Public Information Policy, prospective students can expect up-to-date, accurate information in all published information when making a decision to apply for a place at the College.

## 5) Entry Requirements

5.1 UKBC entry requirement requires the Admissions team to make a sound judgment on whether an applicant is suitable for the course applied and has sufficient knowledge, background, and potential to complete the programme successfully and comply with the programme demands.

5.2 All of the College's entry requirements are provided on the College's website, prospectus, website, Programme Specification, and relevant Course Handbooks. The College follows the guidelines set by the awarding bodies as well as the College.

### **Typical Entry Requirements for UKBC's HND's programmes;**

#### **5.4 Applications based on previous qualifications;**

5.4.1 GCE A level standard of education or equivalent,

5.4.2 Other UK level 3 qualifications (e.g., Foundation Diploma, Access to HE Certificate, a BTEC National, Advanced GNVQ, or AVCE),

5.4.3 Overseas Qualifications equivalent to Level 3 (e.g., Diploma de Baccalaureate)

#### **5.5 Mature Students (UKBC's HND Programmes);**

5.5.1 UKBC values and encourages applications from mature applicants over the age of 21.

5.5.2 Mature entry applicants (21+) without prior qualifications, but significant work experience relating to the chosen course may be considered for entry to UKBC.

5.5.3 The applicant would be required to undergo functional skills testing and will be required to complete a SAPE assessment (Screening for Accreditation of Prior Experience) and an academic

interview. Applicants must have the ability to cope with the rigours of the programme.

## **5.5 Supporting Documents (UKBC's HND Programmes);**

5.5.1 All applicants are required to provide the following documents:

- i. Valid identification
- ii. Proof of address (dated within the last three months)
- iii. Evidence of previous academic qualifications; where required, these will be cross-checked against relevant databases, or NARIC;
- iv. A Personal Statement
- v. Supporting funding documents
- vi. A signed copy of the College's terms and conditions, acknowledging that the student has read and understood them

## **5.6 Typical Entry Requirements for UKBC's Diploma in Education and Training:**

- i. Hold a Level 3 qualification relevant to the subject area that the trainee wishes to teach.
- ii. Be 19 years old as a minimum.
- iii. A keen interest in teaching and learning.

## **5.7 Supporting Documents (UKBC's Diploma in Education and Training);**

5.7.1 All applicants are required to provide the following documents:

- i. Completed UKBC Application Form detailing relevant work experience.
- ii. Valid ID including Proof of residence status in the UK (only for non-British nationals)
- iii. Proof of address (dated within three (3) months)
- iv. Original Certificates and Transcripts
- v. Personal Statement - *presenting a clear desire for teaching and learning and specifying an interest in a selected subject area*
- vi. Provide a placement agreement letter from a recognised post (16) or compulsory education institution to cover a minimum of 100 (One Hundred) hours of teaching or training placement.
- vii. Complete a disclosure and barring services (DBS) check at their own expense. If the applicant can provide an Enhanced Disclosure and Barring Service (DBS) certificate which is registered on the update service, this will be accepted by the School. This will show all unfiltered convictions, whether spent or unspent including some cautions, reprimands, warnings and bind overs. Applicants should not have a criminal background which might prevent them from working as a teacher with young people or vulnerable adults.

5.7.2 Any applicant found to be fraudulently submitting false documents or false information may be rejected by the College.

5.7.3 All documents must be provided by the applicant before proceeding with the application.

## **6) Finance Consultation**

6.1 All applicants are required to attend a Student Finance Interview as part of the College's Admissions process. The interview is conducted by a member of the Admissions team or Student Finance Officer.

6.2 The purpose of this interview is to support applicants with their applications to Student Finance England and to ensure are eligible for funding before being admitted to the course.

6.3 If the applicant is deemed ineligible for Student Finance, the interviewer will explain the self-funding options and/or advise the applicant to speak to Student Finance directly. Student Finance approval letters may be requested.

6.4 Applicants are supported with their Student Finance application by a member of the Admissions team.

## **7) English and Numeracy Testing**

7.1 Applicants are required to demonstrate their English Language ability and a standard of numeracy sufficiency in accordance with the published entrance requirements.

7.2 UKBC's programmes are delivered in English. The grading of the English entry test will align with the International English Language Testing System (IELTS); applicants must achieve a minimum IELTS score of 5.5 for HND and DET programmes.

7.3 Applicants who have provided previous qualifications and applying for an HND programme will still be required to complete the English and Numeracy tests.

7.4 Applicants who have provided GCSE or equivalent in English and Maths and applying for DET need not complete the English and Numeracy tests.

## **8) Screening For Accreditation of Prior Experience (SAPE)**

8.1 Applicants who are unable to provide prior qualifications relevant to the course will be assessed based on the applicants' experiences. The relevant experience can be acquired through life experiences that have not been formally recorded or assessed. Learning can take place at work, at home, or in leisure activities.

8.2 UKBC uses the SAPE (Screening for Accreditation of Prior Experience) assessment to grant admission to applicants over the age of 21 at the time of application for an undergraduate degree who do not meet the minimum entry requirements.

8.3 The content of SAPE will vary in accordance with the nature of the experiences and of the learning that has resulted from that experience.

8.4 Applicants would be required to complete UKBC's online application form clearly outlining their personal and professional experiences. As well as submit a personal statement.

8.5 The SAPE process does not apply to the assessment of an individual's prior experience to gain exemption from part of a course or to gain credits towards an award.

8.6 Applicants applying for the DET programme need not complete the SAPE assessment.





## **9) Academic Interview**

9.1 Interviews are conducted by an academic team member on behalf of the Dean.

9.2 During the interview, the information contained in the application is considered. Applicants must demonstrate that they have the necessary skills to successfully complete the course.

9.3 Where prospective students have not recently been in education the interview will focus on prior professional experience with reference to an applicant's employment history, Personal statement, and SAPE.

9.4 For prospective students who have applied for DET, the interview will focus on the supporting documents provided. Prospective students would be required to specify the specialist subject area they are interested in. Prospective students would be required to provide further information on their work placement.

9.5 Following the interview, the outcome, which will be a result of an evidence-based decision, will be communicated as quickly as possible. The outcome will take the form of one of the following: an offer, or a rejection.

9.6 Feedback regarding an interview can be requested as part of a feedback request.

9.7 The Academic Interviewer may request additional interviews for the applicant with a senior academic staff member, senior admissions officer, or the student support officer, as detailed below.

## **10) Applicants with Learning Difficulties, Disabilities, and Long- Term Health Conditions**

10.1 The College welcomes all applicants with a learning difficulty, disability or a long-term health condition. Applicants are encouraged to disclose any learning difficulty, disability or long-term health condition on the application form or during the interview process.

10.2 After disclosure, applicants will be invited to attend an additional interview with a Wellbeing Officer to discuss their individual requirements and to allow adequate time for any reasonable adjustments to be made, and for the required support to be in place at the point of their studies. The College's Wellbeing team, Student Support Services and the Admissions Team provide assistance to applicants who would like to apply for Disabled Students Allowance (DSA).

10.3 Applicants would be required to provide the College with the relevant medical evidence to confirm their diagnosis. If the applicant is unable to provide this evidence, the College will work with the applicant and the relevant accredited medical body to retrieve the required information. Once all processes have been completed, the Head of Admissions or Senior Admissions Officer will submit the application to the Admissions Panel for approval.

10.4 If an applicant is at a disadvantage because the College cannot meet certain application requirements or is forced to apply at the expense of the learning experience, the College will promptly notify the applicant as soon as the situation becomes apparent.

10.5 Information about disabilities, specific learning disabilities, or mental health issues disclosed by applicants at the point of application does not influence the academic selection decision, which is made independently.

## 11) Applicants with Criminal Records

11.1 UK Business College wants to make sure that everyone who will benefit from higher education may access it. In this situation, having a criminal record does not automatically rule out admission to the desired course.

11.2 The *Rehabilitation of Offenders Act (1974)* governs how all criminal convictions—including warnings, reprimands, and cautions—are taken into account, and the School will only take into account convictions that are relevant.

11.3 The School must take into account all convictions, including warnings, reprimands, and cautions, for applicants who are applying for a programme that requires an Enhanced Disclosure and Barring Service (DBS). Applicants can check if their desired course requires a DBS check by contacting the Admissions Team on [admissions@ukbusinesscollege.org](mailto:admissions@ukbusinesscollege.org) or by starting their online application at <https://online.ukbc.ac>

11.4 For those applying for other courses that do not require a DBS check, the School will solely request disclosure of *relevant unspent convictions* that could endanger the health and safety of other students or the School's employees.

11.5 Relevant unspent convictions in this case, whether they were obtained in the UK or elsewhere, are associated with:

- Any kind of violence including (but not limited to) threatening behaviour, offences concerning the intention to harm or offences which resulted in actual bodily harm.
- Sexual offences, including those listed in the Sexual Offences Act 2003.
- The unlawful supply of controlled drugs or substances where the conviction concerns commercial drug dealing or trafficking (drug offences only involving possession are not relevant offences).
- Offences involving firearms.
- Offences involving arson.
- Offences involving terrorism.

11.6 Applicants who have declared any previous convictions will be invited to attend an interview with a Senior Admissions Officer. Following this interview, the application will be referred by the Senior Admissions Officer to the Admissions Panel for consideration.

11.7 The Admissions Panel exercises the School's duty of care towards its employees and students.

11.8 Their safety and security are its prime concern and it is responsible for assessing the risk of admitting an applicant.

11.9 The School retains the right to refuse entry to any applicant with a previous criminal conviction which may jeopardise the security, safety or reputation of the School or its community, or where there are relevant professional criteria which apply.

11.10 Applicants will be notified of the outcome of these assessments. The Admissions Panel may request additional information or documentation from the applicant to enable the Panel to make a formed decision. In cases where applicants are unsuccessful, an explanation will be provided by the designated Senior Admissions Officer of the Admissions Panel.

11.11 If it is later discovered that the applicant failed to declare such convictions and they should have done, the applicant may be withdrawn from the School without notice.

11.12 The College is only able to advise prospective students in regards to the tuition fee. The College cannot provide any advice or guidance in relation to maintenance loans or grants. The College does sign post applicants to contact Student Finance directly.

11.13 Applicants are expected to provide the College with evidence that they have successfully submitted their application.

## 12) Re-Admission Following Withdrawal

12.1 Former Students who wish to return to the UKBC should submit a Re-admission form through the Admissions section on the College's website at least one month prior to the beginning of the semester in which the student intends to resume studies.

12.2 Students must account for their activity since leaving the College and provide documentary evidence if available.

12.3 The Re-admission will review the completed Re-admission Form and take into the account the following:

- i. Any mitigating circumstances which have affected student studies throughout their previous studies. This should be supported by appropriate evidence.
- ii. Should be able to demonstrate that these issues will no longer have a negative impact on his/her further studies in the forthcoming year.
- iii. The former student should be able to provide a detailed explanation of the changes that will be made in order to prioritise the student's studies in the years ahead.
- iv. Explain what support the student has accessed or plan to use in the forthcoming years, including services both inside and outside the College.

12.4 Only completed Applications for Re-admission will be considered.

12.5 All former students approved by the Re-admission Panel would need to apply as a new student with the College's Admissions team.

12.6 Applications that have been denied by the Re-admission Panel are final. Former students do not have the right to appeal this decision.

## 13) Consideration and Approval of Applications

### 13.1 The responsibility of the Dean (or a Senior Programme Academic nominated by them)

- i. Participating in the Academic interview process and interviewing prospective students in accordance with the College's candidate interview protocol and giving their impressions of the candidate's suitability to the Dean and the Head of Admissions.

- ii. Making decisions on standard applications.
- iii. Referring applications to the Admissions Panel if the application requires any further clarity.
- iv. Interviewers have been trained in interviewing and equal opportunity awareness.
- v. The final decision on standard applications shall rest with the Dean or Senior Programme Academic nominated by the Dean.
- vi. Applicants can appeal the decision which will be reviewed by the Admissions Panel.

### **13.2 The responsibility of the Admissions Panel**

- i. The Admissions panel considers applications in respect of applicants with special educational needs, safeguarding concerns, or other cases that may fall outside of the standard admissions procedure.
- ii. The Admissions panel ensures decisions of admissions falling outside of the standard process are made with the benefit of appropriate expertise and sound judgment.
- iii. The Admissions panel promotes fairness, consistency, and transparency of UKBC's recruitment and admissions practices.
- iv. The Admissions Panel additionally applications for Appeals and APL applications.
- v. The Admissions Panel decision is final and cannot be appealed.

## **14) Appeals and Complaints**

14.1 UKBC aims to consider all applications fairly, consistently, and in line with our admissions policy. However, we recognise that there may be occasions when applicants wish to make a formal complaint about the admissions process, or appeal against a selection decision.

14.2 The appeals and complaint procedure has been designed in line with the UK Quality code for Higher Education

### **14.3 Admissions Complaints**

14.3.1 Each application is processed in a fair and transparent way. If an applicant believes that, in the processing of its application, the actions of the College have fallen below the standard expectation of the applicant then an applicant may make a complaint.

14.3.2 The complainant must first raise their complaint informally with the Admissions Officer.

14.3.3 If the complainant is dissatisfied with response from the Admissions Officer, the complainant can follow the formal procedure by visiting the College's website and completing the Admissions complaint form.

14.3.4 The Senior Admissions Officer will investigate the complaint and aims to respond to the complainant within 10 working days of the date of the completed complaint form.

14.3.5 If there is a delay in the Senior Admissions Officer's response, the complainant will be noticed in writing.

14.3.6 If the complainant is dissatisfied with the Senior Admissions Officer's response, the complainant may contact the Head of Admissions. The principal of the College may be informed of the complaint.

14.3.7 The Head of Admissions response is considered final.

14.3.8 Under the data protection legislation, UKBC cannot respond to complaints or appeals from a third party on behalf of the complainant except when it is accompanied by a written statement from the applicant giving consent to the discussion of their application with the named third party.

14.3.9 The complaints procedure cannot be used to appeal against the outcome of an application.

*NB: The admission complaints procedure is distinct from the Student Complaints Procedure.*

#### **14.4 Admissions Appeals**

14.1.1 Appeals will be handled by the Admissions Panel who will conduct a review and formally respond within ten working days of receiving the Appeal. (See 15.2 Admissions Panel).

14.1.2 Applicants can appeal against the College's decision by completing the Admissions Appeal Form available on the College's website.

14.1.3 Applicants are notified of the Appeals procedure when notified of the outcome of their application.

14.1.4 Applicants must appeal within 20 business days of their unsuccessful application notification. Applicants cannot appeal a rejection based on the results of their diagnostics tests.

*NB: The admission appeals procedure is distinct from the Student Appeals Procedure.*

## **15) Feedback on an Unsuccessful Application**

15.1 Standard feedback will be provided by email from the Head of Admissions. The reasons for the rejection must relate to the admissions criteria specified. If a standard statement cannot be used for an individual applicant, the Head of Admissions will provide a brief statement giving the reason for rejection. Applicants can request feedback by emailing the Admissions team.

## **16) Assessment of Advanced Standing and Direct Entry**

16.1 Applicants who have previously completed a qualification at level 4 or 5 or who can demonstrate relevant experience may be eligible to start a programme at a different entry point.

16.2 Applicants wishing to apply for advanced standing must provide original transcripts and proof of previous education with their application. Applicants who are eligible for advanced standing with specific credits will be notified after deliberation by the Admissions Panel and in consultation with the awarding body.

16.3 Applicants applying for advanced standing need not to complete the diagnostic tests. Applicants will be required to submit all required documents (set out 7.5) and complete the academic interview.

## **17) New Student Induction**

17.1 The College recognises that student induction is one of the key elements supporting our corporate objective of welcoming, introducing, and settling down new students, so that they are able as quickly as possible to benefit from studying at UKBC.

17.2 The College recognises that induction plays a critical role in shaping student perceptions of what we offer and our commitment to delivering high-quality provision. We also recognise that induction often forms our students' first experience of our university.

17.3 The College's induction will introduce students to their new academic community of practice and identify the level of commitment and standards expected of them.

17.4 The College generally informs students of the induction details at least 14 days prior to the date of induction, unless they are notified as soon as possible due to late enrolment in the program.

17.5 More information about student inductions is given in the College's Student Induction Policy.

## **18) Data Protection**

18.1 The College complies with the provisions of the United Kingdom's Data Protection Act, 2018. As such, the University will not disclose to a third party any details regarding an individual's application without the applicant's permission to do so. This policy of nondisclosure includes family members of the applicant.



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