

HUDDERSFIELD NEW COLLEGE

HE PROVISION

2017

**Admissions
Information**





HUDDERSFIELD NEW COLLEGE FURTHER EDUCATION CORPORATION

Admissions Policy 2017 Entry for Students Studying a HE Programme

1.0 Policy Statement

- The College is committed to its mission statement of remaining an inclusive sixth form college.
- This policy reflects the college values and the inclusive nature of the college. It summarises the applications process (online and UCAS progress), partner and non-partner school interviews.
- The College offers educational provision at level 4 for students studying the FDSC Degree in Sport and Exercise Science (in partnership with UCLan)
- The College sets fair and transparent general and subject specific entry criteria that every prospective student must satisfy in order to be considered for a place. There are also performance standards that are equitably applied.
- If SEND regulations apply to a prospective student, the college will invoke the 'Admissions SEN and conditional extra guidelines 2017/18'. This is included as an appendix to this policy.
- The College recruits with integrity and if it is considered that a potential student would be better suited following a course of study or training with another provider we would advise them of this and refer them to the College Careers Service and/or to the Calderdale and Kirklees Careers Service to explore all the opportunities available to them.

2.0 Scope of Policy

- This policy is designed to enable every potential student to understand the process and guidelines that are applied to their application to study at Huddersfield New College.

3.0 Aims

- To ensure students access the most appropriate course(s). This is vital to students' success, so we must be confident that we are offering students a place at the college on courses which match their incoming grade profile.
- To enable our students to develop fully academically and personally, and to progress with confidence to higher education and employment and to offer them the best opportunity for positive progression to higher education or employment.
- To ensure a smooth transition into the College for each student and ensure their individual needs are taken into consideration.
- To engage with students in a transparent way so that all understand the processes, outcomes and requirements.
- To support the college in meeting target student numbers.

4.0 Objectives

- To ensure that prospective students are consistently given highest quality, consistent advice and guidance.
- To give every prospective student the opportunity for a personal one-to-one interview with an experienced, specialist HE admissions interviewer.
- To offer the opportunity to prospective students and their parents and/or carers (as appropriate) to visit the College and talk to staff and students.
- To make reasonable adjustments to ensure that wherever possible and appropriate, prospective students with learning difficulties and/or disabilities are able to access Huddersfield New College.
- To ensure that all documentation and practice complies with the college's Equal Opportunities Policy and Safeguarding Policy.

5.0 Criteria and expectations

- For 2017/18 entry this is available on our website <http://www.huddnewcoll.ac.uk/apply-courses/entry-requirements>
- We will request a reference and personal statement from all prospective students. The reference should be provided by the prospective students' current or previous college or employer. It should contain information on; attendance, attitude/behaviour and performance.
- As this course requires placements where a prospective student will be working with pre-16 year old students, a DBS (Disclosure Barring Service) check will be required once a prospective student has accepted their offer of a place. This can be organised on the prospective student's behalf by the college and the college will pay the £44.00 cost of an initial check. This must be completed before the start of the course.
- Huddersfield New College has high expectations of all students and the college expects these to be upheld at all times. These are detailed in the 'Student Code of Conduct for HE Students'.
- Specific expectations regarding performance targets for this course are detailed in the 'HE Course Handbook'

6.0 Specifics and links to other documentation

- The course will commence on 18th September 2017 and end in June 2019. Holidays and reading weeks will be in line with the college term dates as published on our website.
- Other documents that link to this policy are available on our website;
 - Student Code of Conduct (includes; IT, Social Networking, Equality and Diversity and HE Student Contract)
 - Fees Policy
 - Consumer Protection Law
 - Assessment Malpractice Policy

7.0 Fees

- The fees for this course are £5,995 as full time HEFCE funded course. The preferred way of arranging fees is through the Student Finance area of the UCAS application. If this is not the prospective student's favoured form of payment, then payment must be made in full before the commencement of the course.

- If a prospective student needs support that is identified as being above what the college would normally provide then we may charge the appropriate costed rate. Please note that students with an Educational Health Care Plan will be exempt from this clause.

8.0 Process for application to a HE programme

- Application is via UCAS <https://www.ucas.com/>
- Interview
We will invite prospective students to attend an interview evening at the college in February. All interviews will be with specialist admissions tutors. A letter will be sent to the prospective student advising them of the time and place of their interview.
- Interview outcome
The interviewer will communicate the decision verbally at the time of interview and this will be followed by confirmation in writing. If the application was made via UCAS then the offer status will be updated.
- Accepting a place at the college
If the prospective student applied via UCAS, this offer status must be updated by the prospective student on the UCAS website. If the application was made directly to the college, the prospective student must accept their place in writing on the response form.

9.0 Request to Defer Offer of a Place

- Prospective students wishing to defer their place may indicate this on the offer response form. If subsequent to accepting an offer, students wish to request a deferral they should do this as soon as possible by submitting a request in writing to the Admissions Team explaining the reason for their request. In most cases we will try to accommodate student requests. In the event of a request being refused by the Admissions Team, students have the right to appeal as per the appeals process identified below.

10.0 Appeals

- The decision to offer a place is taken by the Assistant Principal (Admissions and Student Progression) or the Director to SLT – Planning, Systems and Student Services.
- The first point of appeal is referral by the staff named above to the Deputy Principal. All decisions will be appropriately communicated.
- If this response is deemed by the prospective student to be unsatisfactory, a prospective student can appeal in writing to the Principal who will consider the appeal and rule on the matter. The decision reached by the Principal is the final point of appeal. The outcome of the appeal will be communicated in writing to the prospective student and their parent and/or carer if requested.

11.0 Access to the Policy

This policy is available to anybody on our <http://www.huddnewcoll.ac.uk/about-us/our-policies>. There is also a section which details the application process in more detail.

12.0 Policy Review

The Senior Leadership Team will approve the policy before it is published on the College website. This policy is the responsibility of the Senior Leadership Team and will be reviewed annually.

<u>Document History</u>					
Version	Date	Author(s)	Comments	Authorised by	Date
1	November 2016	Nev Phillips and Julie Pryce	New policy	Approval by SLT	9 th November 2016



HUDDERSFIELD NEW COLLEGE FURTHER EDUCATION CORPORATION

Students Studying a HE Programme
UK Higher Education Providers; advice on Consumer Protection Law

Please see full document

at: https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/428549/HE_providers_-_advice_on_consumer_protection_law.pdf

Summary of requirements for HE providers (taken from above document) Information provision: ensuring that students are given up front, clear, timely, accurate and comprehensive information

These consumer protection issues relating to:

- (a) the information available to students to enable them to choose the most appropriate course and HE provider;
- (b) the terms and conditions used by some universities, including their accessibility, fairness and proportionality; and
- (c) the speed and effectiveness of complaints handling by some universities, as well as an apparent lack of student knowledge about the process.

1.0 Student research and application stage

(a) To comply with the Consumer Protection from Unfair Trading Regulations 2008 (CPRs) Huddersfield New College will provide prospective students with material information – including about the courses we offer, the structure of courses, and the fees/costs. This will be given **before** any prospective student makes a decision about which course to apply to with us as their HE provider. This includes information given in writing, visually and verbally. Huddersfield New College will make sure this information is accurate and will not omit important information that could affect students' decisions.

(b) The information will be accurate, clear, unambiguous and timely, and will be given up front.

(c) Huddersfield New College will ensure that information is easily accessible – for example, via our website, course marketing literature, course handbooks and at open events.

(d) Huddersfield New College will draw prospective students' attention to important and surprising rules and regulations, and make them accessible.

1.1 Offer stage

(a) 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, Huddersfield New College the HE provider and prospective student enter into a contract. To comply with both pieces of legislation Huddersfield New College will ensure that:

(i) we continue to provide important information to prospective students to inform their decisions about which offer(s) to accept (this obligation continues throughout our dealings with students);

(ii) we draw prospective students' attention to our full terms and conditions, that these are easily accessible, and that we highlight particularly surprising or important terms;

(iii) we provide prospective students with the necessary pre-contract information under the CCRs at the latest before they accept an offer of a place on a course;

(iv) where any pre-contract information (as defined in the CCRs) we have already provided changes, that we will have obtained the student's express agreement to the change before or at the time of making the offer;

(v) where we anticipate that some things might change after the offer is accepted, we make clear in the pre-contract information what could change, when, and how, so that the student can agree to this; and

(vi) any terms in the contract that purport to allow changes to the pre-contract information are fair under unfair terms legislation.

(b) At the stage of offer and acceptance of a place on a course, a contract is concluded between Huddersfield New College HE provider and student. For distance contracts (for example, offers and acceptances made via the Universities and Colleges Admissions Service (UCAS)), we will

(i) provide confirmation of the contract on a durable medium, for example as attachments to an email. The confirmation must include all pre-contract information, unless it has already been provided on a durable medium; and

(ii) make clear to prospective students notice of their 14-day right to cancel, where the application and offer are carried out at a distance.

1.2 Student enrolment stage

(a) In principle, the pre-contract information we give to students at the offer stage should still be accurate on enrolment. In any event, if it has been necessary to make any changes that affect material information (as defined in the CPRs), we will ensure that we tell students about these at the earliest opportunity – failure to do this may be a misleading omission under the CPRs.

(b) Huddersfield New College will draw students' attention to our terms and conditions, and any other rules and regulations, and make them accessible. We will highlight important and surprising terms and provisions to students.

2.0 Ensuring that terms and conditions between HE providers and students are fair

Huddersfield New College will ensure that:

- (a) College terms can be easily located and accessed and are available to students, via the website and our VLE as appropriate.
- (b) students are made aware of our terms and are given the opportunity to review them before they accept an offer;
- (c) we will highlight any important or surprising terms and draw them to students' attention before they accept an offer, so that their significance is not missed;
- (d) our terms are written in plain and intelligible language so that students understand them and understand how they affect their rights and obligations and how the terms could impact them; and
- (e) our terms are not drafted in such a way that their effect could be unfair.

3.0 Ensuring that HE providers' complaint handling processes and practices are accessible, clear and fair to students

Huddersfield New College will ensure that:

- (a) our complaints procedure is easily located and accessible to students, via the website and our VLE as appropriate.
- (b) we provide prospective students with information about our complaints process before they accept an offer of a course. This includes procedures relating to applicants and current students if they are separate;
- (c) we provide students with clear and accurate information about our complaint handling procedures in writing and (where applicable) verbally, for example:
 - (i) where we offer courses in partnership with another HE provider it will be clear where responsibility for complaint handling lies;
 - (ii) we will provide accurate details of any external complaint or redress scheme that students can access; and
 - (iii) where students raise concerns at an informal level, we will inform them that they can make a complaint under your formal complaints process if the matter is not satisfactorily resolved;
- (d) our complaints handling processes are fair, which is more likely to be achieved where we:
 - (i) set out clear and reasonable timescales in which students can expect to hear back about their complaint at each stage of the process, as applicable;
 - (ii) set out clear and reasonable timescales relating to how long students will be given to respond to any requests for further information that you may make;

- (iii) do not create unreasonable barriers for students pursuing a complaint; and
 - (iv) provide the ability for students to escalate the matter if they are unhappy and, where the regulatory framework allows it, ultimately to appeal if the matter is not satisfactorily resolved;
- (e) we follow any guidelines published by any third party redress or complaint schemes of which we are a member; and
- (f) our staff are trained in and follow our complaint handling procedures in practice.

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