



1 Wirral Met Logo

HE Admissions Policy

Document status	
Document owner	Director of Student Services
Document author	Admissions Manager
Document type	Policy
Date of document	November 2023
Version number	12
Review requirements	Annual
Date of next review	November 2024
Approval body	Senior Leadership Team
Publication	Staff Intranet/Website
Code	PO23

1. Policy Statement

- 1.1 Wirral Met College is committed to valuing diversity and to promoting and implementing equality of opportunity in all its activities. This commitment underpins the College admissions policy set out below.
- 1.2 The process of gaining admission to Higher Education courses at Wirral Met will be clearly structured to allow ease of access for students onto courses appropriate to their needs.
- 1.3 Impartial information, advice and guidance will be available at each stage of the process, so that prospective students can make informed and appropriate choices and prospective students will be encouraged to visit the College and meet with specialist tutors and guidance staff.
- 1.4 This policy will be reviewed annually.
- 1.5 To ensure that prospective students make informed choices, the College will provide clear, consistent and accurate information. This will be available on the College website (in line with Competition and Markets Authority guidelines) and will include:
 - 1.5.1 Course entry criteria, content, workload and methods of assessment.
 - 1.5.2 Course target qualifications and awarding bodies.
 - 1.5.3 Student support services.
 - 1.5.4 Registration, tuition and examination fees and any other financial charges associated with a course.
 - 1.5.5 Bursaries, grants, loans, subsidies, fee remissions and other financial assistance which may be available to students for childcare, transport, equipment, work experience, accommodation and fees.
- 1.6 If a Higher Education course is cancelled or its content or cost changed at any point from when a student applies for the course, the College will advise all current applicants of the cancellation or change as soon as possible, and provide impartial information, advice and guidance on alternative provision if required.
- 1.7 The College will be registered with UCAS as Wirral Met College and adhere to standard UCAS regulations and procedures for those courses offered through the UCAS system.

2. Admissions Procedures

- 2.1 When applying for Higher Education courses, applicants may apply through UCAS or through the College online application if they want only to apply to Wirral Met College. Applicants will be contacted by Student Services in order that Advice & Guidance can be given and applications progressed. Dates for internal applications from progressing students should coincide with the dates set by UCAS to ensure that offers are made in a timely fashion.
- 2.2 All applications will be administered on behalf of the College by the Student Services Team.
- 2.3 The minimum entry requirements for each course will be published on the College website, and will form the basis of the standard conditional offer to applicants. The minimum entry requirements will be reviewed annually by the Curriculum Managers for the relevant areas in consultation with the Admissions Manager.
- 2.4 To ensure that applications are considered consistently and impartially, an applicant can expect a structured, responsive admissions procedure that includes:
 - 2.4.1 Screening of each application by a member of Student Services and/or the curriculum team
 - 2.4.2 An acknowledgement within 7 working days of receipt of an application form.
 - 2.4.3 An invitation to interview within 14 days of acknowledgement.
 - 2.4.4 A clear point of enquiry for those wishing to track the progress of their application.
 - 2.4.5 Opportunities to declare any disabilities, and receive information about how to apply for Disabled Students Allowance in order that an assessment of support needs can be carried out. The student may also wish to speak to a member of our Additional Learning Support team.
 - 2.4.6 An interview with a subject tutor, at which the course structure and contents and the applicant's suitability for the course will be discussed.
 - 2.4.7 Correspondence regarding the outcome of an interview in a timely fashion in line with UCAS and/or College service.
 - 2.4.8 Clear, informative joining instructions at least 4 weeks before the beginning of a course for applicants who have applied more than 6 weeks before the start of that course. If applying less than 6 weeks before the start of that course, joining instructions will accompany the offer letter.

- 2.4.9 An opportunity to review and, where necessary, re-negotiate admission to an appropriate course with both a Student Adviser and relevant Course Leaders after the publication of examination results.
- 2.5 Students for professional courses (for example in Health or Education) will be required to meet any professional 'fitness to practise' requirements and assessment of this will be undertaken by an appropriate Occupational Health Service standards. This will include details of any conditions of offer.
- 2.6 Where an applicant is not given an offer of a place he/she will be given a clear explanation of the reasons for this and referred to a Student Adviser in order to explore alternative and appropriate courses.

Reasons for not offering an applicant a place on a course may be:-

- 2.6.1 That the applicant is clearly unable to meet the stated minimum entry requirements for the course.
- 2.6.2 That the applicant has provided false or misleading information.
- 2.6.3 That the applicant has applied for a course that is officially closed or deemed full
- 2.6.4 Where, after appropriate and thorough investigation and assessment, the College is unable to make the special adaptations required to enable a learner to participate on a course.
- 2.6.5 Where the learner has been previously excluded from a College course on disciplinary grounds and the Vice Principal - Quality decides after due consideration not to permit re-admission.
- 2.6.6 Where an applicant has a criminal conviction and this disqualifies the applicant from completing the course requirements or in the Vice Principal's judgement, presents a safeguarding risk to staff, students or children and adults at risk on work placements.
- 2.6.7 Where an applicant is on probation or other non-custodial order and entry to college is contrary to the probation or non-custodial order licence conditions
- 2.6.8 Where an applicant has applied for a course requiring a sponsor or suitable work placement and no suitable sponsor or placement has been identified.
- 2.7 Where an applicant is not offered a place on a course, his/her application may be reviewed if the applicant is able to present new information relevant to their application that was unavailable at the time that the decision was taken not to offer them a place. Such information should be submitted in writing to Student Services.
- 2.8 Due regard will be given to any specific barriers a candidate may face due to a learning difficulty or disability, and reasonable adjustment will be applied to

the entry guidelines, before refusing an offer of a place. However, no adjustment will be made that would risk the academic standards of the course.

- 2.9 Application forms and the College website will include clear statements about the Consent to Process requirement under the Data Protection Act.

3. Student Transfers

- 3.1 A student transfer is defined as a student who transfers from a higher education course, which is provided by a UK higher education provider, to a different course which is provided either by the same UK higher education provider, or a different UK higher education provider.
- 3.2 A student who wishes to transfer from a different UK higher education provider to the College should contact Student Services. Any enquiries regarding incoming transfers will be considered by the relevant academic department. Incoming transfer decisions will take account of the study previously undertaken, level of achievement and attainment of the student. Students who may have had an interval period between their previous course and undertaking to transfer to the College will also be considered on this criteria.
- 3.3 Where a student transfers from a course to another course within the College, the fees paid for the original course will be transferred to the new course, this is subject to funding rules set out by Student Finance England, Office for Students or relevant funding body. If the tuition fees are higher for the new programme, then the difference in balance of fees must be paid in full.
- 3.4 Where a student transfers from a different UK higher education course to one provided by the college, the balance of the tuitions fees will be transferred to the College. Where the tuition fee the College is charging is higher than the original course, the balance of fees must be paid in full.
- 3.5 Where a student wishes to transfer from a College course to another UK higher education provider then the balance of fee paid to the original course will be transferred to the new provider. This is subject to funding rules set out by Student Finance England, Office for Students or relevant funding body. Where a student is sponsored or self-funded, the balance of fees due to the College will be transferred to the new provider.

4. Students with a learning difficulty and/or disability

4.1 Wirral Met College positively encourages applications from students with a learning difficulty and/or disability. As part of our commitment to providing a fully inclusive learning environment Wirral Met College actively encourages applicants to disclose the relevant information and contact the Additional Learning Support team early on within the application process. All requests for support will be considered in line with the criteria for 'reasonable adjustments' as outlined in the Equality Act 2010. However, if the provision of support following an assessment of need is considered by Wirral Met College to be unreasonable or unavailable, for reasons that are beyond the Institution's or the student's control, the application will be subject to further review in conjunction with the applicant. In certain circumstances the outcome of such a review may be to defer or withdraw the offer of admission or enrolment. Assessment of need will not normally take place before an offer is made.

4.2 The admission of students with a learning difficulty and/or disability to academic programmes is not a confirmation that all personal care and study support needs will be met by Wirral Met College. Students who require additional support to meet their needs can contact the Additional Learning Support department and arrange for an individual assessment to establish what reasonable adjustments the college can put in place for them. Students can also apply for Disabled Students Allowance from Student Finance England who, if the student meets their eligibility criteria, will arrange for an assessment of support needs and may recommend, and therefore fund, specialist equipment, study mentor or study skills support where this is deemed to be necessary. On receipt of the support plans from Student Finance England, the Additional Learning Support team will then meet with students to facilitate the implementation of the plan if required.

4.3 Applicants are expected to apply for Disabled Students Allowance, where relevant, well in advance of the commencement of their course, in order that Student Finance England can put the necessary funding and recommendations in place for the start of the student's programme. The College is not able to provide for support that would be the responsibility of Student Finance England to fund. The college will provide for specific support that is recommended by, but not funded by, Student Finance England.

4.4 For courses where selection tests are a requirement, applicants who require extra time or adapted test arrangements must provide suitable evidence that

this adaptation is required in order to enable them to overcome their particular special educational need or disability. This may be medical evidence, a Local Education Authority Statement of Special Educational Need or Education, Health and Care Plan, a diagnostic report from a suitably qualified practitioner, or a letter from their current school or college to confirm that the adaptations are normally provided.

5. International Students

- 5.1 The College does not currently accept international students on Higher Education Courses
- 5.2 Home students who do not speak English as a first language AND do not have any UK qualifications should be referred to ESOL or the validating partner for an English language assessment.

6. Complaints and Appeals

- 6.1 Any complaint relating to admissions procedures or appeal about a decision made as a result of considering an application will be dealt with through the College Complaints procedure.

7. Office for Students Regulatory Framework

- 7.1 This policy complies with the Office for Students Regulatory Framework . Condition B2: Resources, support and student engagement.