

HE Admissions Policy

Purpose

The selection of appropriate students to Higher Education courses is an important process. While Dudley College fully supports the national 'Widening Participation' strategy, we have a responsibility to ensure that academic standards are not compromised, enrolment with integrity underpinning our recruitment. This Admissions Policy is intended to outline the procedure involved in the selection of prospective students.

The college welcomes applications from all people. It endeavours to ensure that there will be no discrimination for reasons of ethnicity, age, sexual orientation, religious beliefs, disability or gender.

Scope

This policy relates to admission onto HNC/HND courses and Foundation Degrees offered by the college. Admission to teacher training courses is subject to the regulations stipulated by our partner HE institution, the University of Wolverhampton.

Entrance Criteria

- a) Applicants to HND courses and Foundation degrees will apply via UCAS and should hold a Level 3 related subject qualification from a UK awarding body, an equivalent professional qualification or a qualification from an EU member state or overseas institution whose equivalence has been verified; applicants with non-standard qualifications, will also be considered where they have significant professional experience within their chosen subject area.
- b) Applicants to HNC courses will apply directly to the college and be interviewed by the Admissions tutor for the relevant course. They will normally hold a Level 3 related subject qualification from a UK awarding body, an equivalent professional qualification or a qualification from an EU member state or overseas institution whose equivalence has been verified; other applicants will be considered if, for example, they have significant experience of working within their chosen profession or subject area.
- c) All applicants will be required to undertake an Initial Assessment of their current Literacy and Numeracy levels apart from those on Foundation degrees. Successful applicants will normally obtain a minimum of Level 2 Literacy. Level 2 Numeracy may be required in certain subjects. Applicants for Foundation degrees need to hold GCSE English and Maths as entry requirements.

Procedure

The application process is as follows: (see figs 1 & 2 for a flow diagram)

- 1 All enquiries for HE courses are channelled through the Admissions Office. HND and Foundation degree applicants apply firstly to UCAS. HNC applicants will be referred to the Admissions tutor for the relevant course.
- 2 The college holds regular enrolment evenings staffed by HE tutors available to offer advice and guidance. We will hold at least one session specifically for those interested in HE courses.
- 3 Applications for HND courses and Foundation degrees are checked by admissions tutors for completeness, academic and other appropriate qualifications, spelling and grammar and relevant experience. An invitation to attend a personal interview is sent by the Admissions Office.
- 4 For HNC and HND courses, applicants need to complete an initial assessment of Literacy and Numeracy prior to interview, in line with college policy. Foundation degree applicants need to provide their GCSE English and Maths certificates for copying.
- 5 For HNC courses, once the admissions tutor has checked the initial assessment results and discussed the suitability of the applicant for the course, an invitation to attend a formal interview will be sent via the Admissions Office.
- 6 The applicant's references are considered in relation to supporting information about academic aptitude and personal qualities, as well as relevant experience.
- 7 Interviews will be conducted by the Admissions tutor of the relevant course. The interview programme will normally involve:
 - A brief outline of the relevant course – detailing structure and content, assessment methods, possible timetable, location of teaching room, date of first lesson .
 - An opportunity for applicants to ask questions and seek clarification
 - A review of qualifications and experience
 - Evidence of numeracy and literacy initial assessment results and subject qualifications in the form of actual certificates; photocopies will be required to add to their file.
 - Checking of references
 - Checking of proof of identity and name change where applicable through birth certificate/passport/formal documentation of change of name. Applicants may also be asked to establish if they are a 'home' or 'overseas student' and whether they have UK residency status.

- 8 Suitable applicants are invited to enrol.
- 9 Unsuccessful applicants are counselled by the admissions Tutor and advised about alternative options.
- 10 The Admissions office will be informed of the outcomes of each interview by the Admissions tutor, stating reasons for declining applications from unsuccessful applicants
- 11 Applicants who are successful at the interview stage but who have not yet met all the necessary entrance requirements may be offered a conditional place. Such conditions may relate to:
 - successful completion of academic qualifications;
 - successful attainment of Literacy and/or numeracy skills;
 - proof of the relevant certification and documentation;
 - provision of appropriate references
 - once applicants have met the conditions, the offer of a place will be made unconditional;
 - successful applicants, with some variation according to individual need, will be given details of reading to be completed before commencing the course, in order to prepare for the award;
 - successful applicants who declare a medical condition or disability, such as dyslexia, will be referred to the college's Equality & Diversity officer, who will ensure that appropriate action will be taken.
- 12 Successful applicants will be sent a letter offering a place on the course, normally within two working weeks and outlining any conditions that must be met before the applicant can take up the offer.

Figure 1 Admissions procedure for HE courses

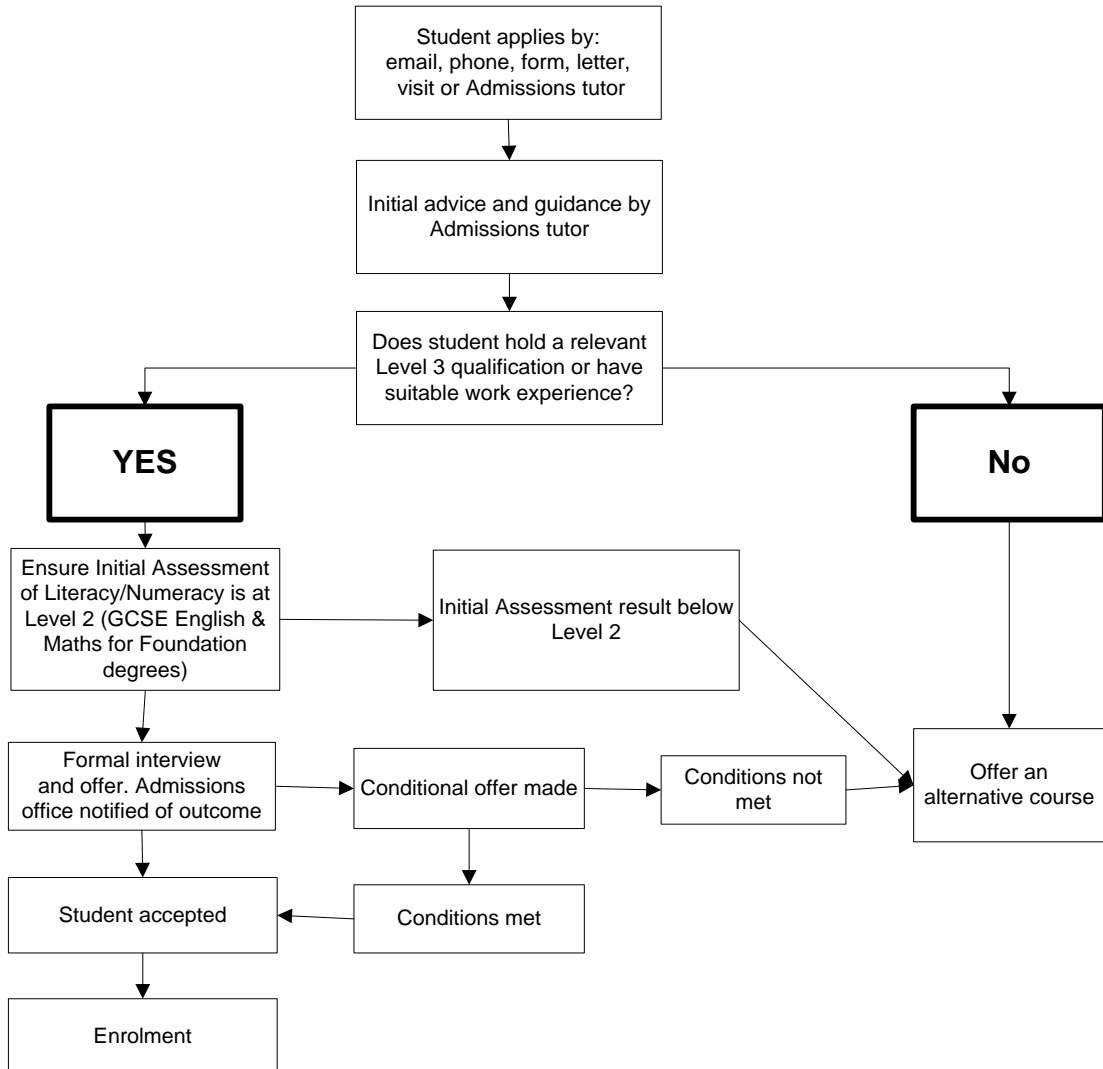


Figure 2 HNC/HND Foundation degree route to application

