

Policy Title:	HE Admissions
Policy Description	To make clear the college's position regarding admission to undergraduate courses.
Policy Number:	POL-009
Approved By:	Corporation
SLG Responsibility:	Helen Newton
Date Issued:	10.02.2020

PURPOSE

The selection of appropriate students to Higher Education courses is an important process. While Dudley College of Technology 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 process 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 race, age, sex, sexual orientation, religion or belief, disability, gender, re-assignment or socio-economic.

SCOPE

The policy relates to admission onto HNC/HND courses offered by the college, including those within Higher Apprenticeships. Admission to teacher training courses and Foundation Degree programmes are subject to the regulations stipulated by the partner HE institutions who validate these programmes.

Entrance Criteria

- a) Applicants to full time HNC/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.

As part of the application process all learners will be subject to an interview

- b) Applicants to part time HE 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 may be required to undertake an Initial Assessment of their current Literacy and Numeracy levels. 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 at grade C/4 or above, or equivalent qualifications, as entry requirements.

Associated Documents

[POL-010 Learner Involvement](#)

[Accreditation of Prior and Experiential Learning for Higher Education Students](#)

[Appeal Against the Outcome of a Selection Decision](#)

[Application for External HE Courses via UCAS](#)

[Assessment for Higher Education Programmes](#)

[Assessment Malpractice and Maladministration in relation to Higher Education Programmes](#)

[Closure of an HE Course](#)

[Higher Education Admissions](#)

[Higher Education Course Approval](#)

[Higher Education Website Material](#)

[HE Course Closure Form \(QS/I 86\)](#)

[Higher Education Enhancement Strategy](#)

Policy Review

This policy will be reviewed every two years or earlier should it become necessary by the Assistant Principal with responsibility for higher education

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