Document Category	☑Policy ❑ Procedure ❑ Position Statement ❑ Charter ❑ Code of Practice ❑ Report ❑ Plan
Title	HE Admissions
Description	To make clear the College's position regarding admission to undergraduate courses. This policy extends to Dudley College of Technology's offer delivered across the Dudley Learning Quarter, Brierley Hill Learning Quarter and the University Park Dudley including through the Black Country & Marches Institute of Technology (BCIoT).
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Our mission: outstanding technical and professional learning, which raises aspirations, develops skills and changes lives.

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 is 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.

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.

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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 4 or above, or equivalent qualifications, as entry requirements.

d)   All applicants who declare a criminal conviction will be referred to the Chief Executive and Principal, or his representative. The Chief Executive and Principal or his representative will ask the applicant to disclose the nature of the conviction so that the College is able to carry out a safeguarding risk assessment. Refusal to disclose the nature of the conviction may result in the applicant not being admitted to College. This involves a risk assessment process which is designed to safeguard the welfare of all students and staff at the College whilst leaving scope for those with criminal convictions to seek admission to a College course.

The College reserves the right to refuse admission to applicants who, after the risk assessment process, are viewed as unsuitable.

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/186)
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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