



RECRUITMENT, SELECTION AND ADMISSION POLICY

Audience	Policy	Version and Date	Next Review Due	External Reference Points:
External (website)	Recruitment, Selection and Admission Policy	V8-Nov 2018	Nov 19	UKQC Chapters B2 and C SPA Good Practice Statement: Admission Policies CMA Higher education: consumer law advice for providers Equality Act 2010

This policy is produced in line with guidance provided by awarding bodies and is set out based on the expectation of the UK Quality Code- Chapter B2-Recruitment, Selection and Admission to Higher Education.

AIMS

The Recruitment, Selection, and Admission Policy and procedures of London Churchill College (LCC) adhere to the principles of fair admission. They are transparent, reliable, valid, inclusive and underpinned by appropriate organisational structures and processes. They support the College in the selection of applicants who are able to successfully complete their programme.

POLICY

- Recruitment, selection, and admission policies are informed by the College's Strategic Plan (2016-2022) which encourages the widest possible participation of students and presents no unnecessary barriers to prospective applicants.
- Recruitment, selection and admission processes are conducted in a competent and professional manner by designated recruitment and admission staff.
- The College monitors, reviews and updates its recruitment, selection and admission policies and procedures periodically with a view to continually enhancing them.
- Prospective students are provided with information about the Programmes offered by the College, the structure of Programmes and fees/costs. This information is made available to them before they are expected to reach a decision about joining the College.
- Selection processes for entry into the Programmes are underpinned by entry requirements that are clear and also made available to applicants.
- The College has in place procedures for handling appeals and complaints about recruitment, selection and admission that are fair and accessible. Appeals and complaints procedures are conducted expeditiously and in accordance with a published timescale.
- All admission decisions are recorded and conveyed to prospective applicants at the earliest opportunity and prospective applicants are advised promptly of other options



available if no offer can be issued for their chosen programme.

- Induction is arranged for successful applicants to introduce them to the College, their Programme, the Awarding Body, the teaching and administration staff, fellow students and the facilities that this College provides.

EQUALITY AND DIVERSITY

The College is committed to:

- Treating all people, whatever their background, with fairness, dignity and respect.
- Eliminating all aspects of unlawful direct and indirect discrimination, intimidation, harassment and victimisation.
- Fostering good relations across the learning community and the community at large.
- Supporting staff in their understanding and application of equality, diversity and disability legalisation.

Applicants with additional needs can arrange a meeting to discuss these prior to enrolment. This allows applicants to discuss the reasonable adjustments that could be put into place for them should they join the College as a student.

Some applicants may be required to undergo an English language exam to gain admission to the College. Applicants with disabilities, such as dyslexia, can request adjustments such as additional time, assuming that they have supporting evidence.

Further information is available in LCC's Policy on Student Support and Reasonable Adjustments.

PROCEDURE

Admission Interview

All shortlisted applicants will be invited for an interview as part of the College's selection process.

English Language Requirement

LCC ensures that all applicants recruited onto all programmes meet the minimum English Language requirement assessed at Common European Framework of Reference for Languages (CEFR) level B2, equivalent to 5.5-6.5 (depending on the level of the course) on the International English Language Testing System (IELTS) framework.

Any applicant who has not completed their final two years of school in an English-speaking institution must demonstrate their capability in English comparable to the required standard covered by level B2.

Applicants who do not already possess comparable qualifications in the English Language, as well as those who cannot provide evidence of their English language schooling, are invited to take an appropriate test as advised by LCC.

Recognition of Prior Learning (RPL)



RPL is available to applicants who feel that their prior learning or experience already meets the learning outcomes of one or more of the programme's modules. If successful, their application for RPL would give them exemption from the module.

All RPL decisions are to be processed in line with the requirements of the awarding bodies and must be approved by the relevant programme leaders or their line managers.

Certain courses allow prospective students to use their prior experiential learning to gain entry to the course, if their certificated qualifications are not sufficient to meet the published entry requirements. The interviewer shall be responsible for determining if the prospective student's prior experimental and/or certificated learning meets the entry requirements and the Senior Admissions Officer shall be responsible for the final sign-off on the application.

[Further information and guidance on how to make an application for RPL available in LCC's Recognition of Prior Learning Policy and Procedure.](#)

Feedback

The College will provide feedback on request to applicants who have not been offered a place. Any applicant who wishes to obtain feedback regarding the decision made in respect of their application for admission, should contact the Admissions Department in the first instance by emailing: admission@londonchurchillcollege.co.uk

Complaints and Appeals

LCC will always aim to seek an informal resolution to any complaint or appeal in the first instance.

Appeals against Admission decisions and Complaints about the administration of the Admissions Department should be submitted to the Registrar in writing. Appeals and Complaints submitted more than one month after the admission decision or event leading to the complaint are not normally considered.

The College will aim to process and close Appeals/Complaints within 30 days of receipt.

Appeals may only be made on the following grounds:

- Failure to apply the relevant policy or procedures
- Bias or Prejudice

The Registrar shall determine if the Applicant has disclosed sufficient grounds for the Appeal/Complaint to go forward. If the Appeal/Complaint is valid, then the Registrar shall investigate, consulting all relevant parties, and then decide if the Appeal/Complaint can be resolved at this stage or if it requires consideration at a higher level.

If the matter is referred to a higher level, then the Director of Studies shall investigate. If deemed appropriate, the Applicant may be invited to attend a hearing, to which they may be accompanied by a friend/representative. The conduct and outcome of the hearing shall be determined by the Director of Studies.

A record of the proceedings shall be maintained by the Registrar.



Regardless of the stage at which the Appeal/Complaint is either dismissed or found to be justified, the Registrar shall notify the Applicant in writing of the outcome and consequential action, if any, to be taken. This will include a summary of reasons for the decision.

INFORMATION FOR PROSPECTIVE STUDENTS

LCC provides prospective students with information to help them select their programme with an understanding of the academic environment in which they will be studying and the provision that will be made to enable their development and achievement.

The process for application and admission is made clear to students by the admission staff, who support and guide students through the steps of making an application.

The admission interview provides insight into the College and the facilities and services it provides. The interviewer ensures the applicant understands the commitment that would be required from them and gives them the opportunity to pose questions. At the time of receiving an offer from the College, all prospective students will have already visited the College site.

The College provides training for Brand Advocates and Students wishing to refer prospective students to LCC to ensure that they only communicate information that is accurate and current.

ROLES AND RESPONSIBILITIES

Senior Admissions Officer

- Provides final sign-off on all applications, ensuring that programme entry criteria are met and that all relevant documentation has been provided.
- Responsible for providing feedback to unsuccessful applicants.
- Provides the RAC with a report of the outcomes of the Induction survey.

Admission Officer

- The key contact for all applicants, guiding them through the application process.
- Provides applicants with information about the College and its Programmes to help them make informed decisions.
- Liaises with the External English Assessor to co-ordinate internal English tests and with Personal Tutors to arrange admission interviews.

Personal Tutor

- Responsible for guiding applicants and students through the process of making an application for RPL.
- Conducts admission interviews.

Programme Leader

- Supports the Induction Programme, helping to ensure applicants can make a smooth transition to becoming students.

Registrar

- Processes Appeals and Complaints relating to Admission.
- Ensures support and advice is made available to students with additional needs.
- Provides the RAC with a report summarising and complaints or appeals received during the admission period.



MONITORING AND ENHANCEMENT

LCC's Recruitment, Selection and Admission Procedures are monitored by the Recruitment and Admission Committee (RAC).

The RAC conducts an analysis of recruitment, selection and admission data, considered alongside data such as progression and retention rates of students, withdrawal and transfer, and reasons for non-completion and evaluates the extent to which the procedures support LCC's mission and the achievement of its strategic objectives.

The Registrar provides the RAC with a report summarising any Complaints and Appeals received during the admission period. The Senior Admissions Officer provides the RAC with a report on the outcomes of an Induction survey. This highlights areas of good practice and areas for improvements and this helps to inform quality enhancement.

[Further information on the RAC can be found in the Terms of Reference.](#)