



## Recruitment, Selection and Admissions Policy

Reference	
Status:	Final
Document Title:	Recruitment, Selection and Admissions Policy
Version:	9.3
Date:	April 2022
Previous Version/Date:	9.2/ April 2021
Next Review:	April 2023
Classification:	Internal and External
Approve By:	Academic Board
Prepared By:	Quality Assurance
Received By:	BoD/COB
External Referents:	<p><i>UKSCQA/ UKQC</i>  <i>Core Practice- Q1, Q6.</i>  <i>Advice and Guidance-</i>  <i>Admissions, Recruitment and Widening Access (11/18)</i></p> <p><i>SPA Good Practice Statement: Admission Policies</i></p> <p><i>CMA Higher education: consumer law advice for providers</i></p> <p><i>Equality Act 2010</i></p>

### Contents

<b>1. Aims</b>	<b>2</b>
<b>2. Policy</b>	<b>2</b>
<b>3. Equality and Diversity</b>	<b>3</b>
<b>4. Procedure</b>	<b>3</b>
4.1. Admission Interview	3
4.2. English Language Requirement	3
4.3. Recognition of Prior Learning (RPL)	4
4.4. Admissions Appeals process	4
4.4.1. Informal Resolution	4
4.4.2. Stage One: Formal Stage	4
4.4.3. Stage Two: Review Stage	5
4.5. Feedback and Complaints	6
<b>5. Roles and Responsibilities</b>	<b>6</b>
<b>6. Monitoring and Enhancement</b>	<b>7</b>



## **1. Aims**

- 1.1. This policy is produced in line with guidance provided by awarding bodies and is set out based on the expectations of the UK Quality Code.
- 1.2. The Recruitment, Selection, and Admissions 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.

## **2. Policy**

- 2.1. 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.
- 2.2. Recruitment, selection and admission processes are conducted in a competent and professional manner by designated recruitment and admission staff.
- 2.3. The College monitors, reviews and updates its recruitment, selection and admission policies and procedures periodically with a view to continually enhancing them.
- 2.4. 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.
- 2.5. Selection processes for entry into the Programmes are underpinned by entry requirements that are clear and also made available to applicants.
- 2.6. 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.
- 2.7. 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.
- 2.8. Applicants who are unsuccessful are not permitted to reapply within the same intake.
- 2.9. 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.

## **3. Equality and Diversity**

- 3.1. The College is committed to:

- 3.2.1. Treating all people, whatever their background, with fairness, dignity and respect.



- 3.2.2. Eliminating all aspects of unlawful direct and indirect discrimination, intimidation, harassment and victimisation.
- 3.2.3. Fostering good relations across the learning community and the community at large.
- 3.2.4. Supporting staff in their understanding and application of equality, diversity and disability legalisation.
- 3.2.5. 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.
- 3.2.6. 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.
- 3.2.7. Further information is available in LCC's Policy on Student Support and Reasonable Adjustments.

## **4. Procedure**

### **4.1. Admission Interview**

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

### **4.2. English Language Requirement**

- 4.2.1. 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.
- 4.2.2. 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.
- 4.2.3. 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.

### **4.3. Recognition of Prior Learning (RPL)**

- 4.3.1. 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.



- 4.3.2. 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.
- 4.3.3. 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.
- 4.3.4. Further information and guidance on how to make an application for RPL available in LCC's Recognition of Prior Learning Policy and Procedure.

#### **4.4. Admissions Appeals process**

##### **4.4.1. Informal Resolution**

- 4.4.1. LCC is committed to fair, transparent and consistent practices in its admissions decisions.
- 4.4.2. LCC provides applicants with the opportunity to seek clarification of admissions decisions.
- 4.4.3. Applicants can discuss why their application was unsuccessful with admissions staff who can provide feedback on request.
- 4.4.4. Should an applicant's concerns not be satisfactorily addressed, they can proceed to the formal stage.

##### **4.4.2. Stage One: Formal Stage**

**Appeal must be received within 15 working days of the original application decision**

**Decision to be issued to the applicant within 10 working days**

- 4.4.1. Applicants have the right to appeal a selection decision, providing that they have valid grounds for an appeal.
- 4.4.2. An appeal is permissible only on the following two grounds:
  - 4.4.2.1. In circumstances where there is evidence that the College's Recruitment, Selection and Admissions Policy has not been followed.
  - 4.4.2.2. In instances where there is new information that was not made available during the admissions process because the applicant was unable, owing to exceptional circumstances, to provide earlier it in the process
- 4.4.3. Appeals put forward on any other grounds will not be considered.
- 4.4.4. An applicant wishing to make an appeal must do so by completing the Stage One Admission Appeal Form, which can be downloaded obtained from reception and should be submitted via reception for the attention of the Registrar at LCC.
- 4.4.5. On receipt of an academic appeal, the Registrar will undertake an initial evaluation to check that the applicant's academic appeal was submitted under



the correct procedures, that it falls within the grounds upon which an appeal may be made, that is was submitted within the deadline and is in the required format.

This process may result in:

- 4.4.2.1. the applicant being referred to a different procedure
- 4.4.2.2. the appeal being rejected if it is not made for valid reasons, in which case the applicant shall receive a letter from the Registrar informing them of this outcome.
- 4.4.2.3. the academic appeal proceeding to formal consideration
- 4.4.6. The decision will be communicated to the applicant in writing.
- 4.4.7. If the appeal is considered to be based on valid grounds, the Registrar shall conduct the appeal review or nominate an appeal reviewer to investigate the claim. This will be a member of staff who has had no previous involvement in the matter.
- 4.4.8. The appeal reviewer has authority to take the following courses of action:
  - 4.4.2.1. to investigate the appeal and request any supporting documents required
  - 4.4.2.2. to approve the validity of any appeal received following investigation
  - 4.4.2.3. to form an Appeal Panel in cases where additional impartial expertise is required to make a decision.
- 4.4.9. The outcome of the appeal will be communicated to the applicant in writing.
- 4.4.10. If the appeal is not upheld, the applicant will be informed of their right to request a review of Stage One, as well as instructions on how to do so and the time limits.

#### **4.4.3. Stage Two: Review Stage**

**Must be made within 10 working days of Stage One outcome**

**Outcome issued to applicant within 15 working days of Panel**

- 4.4.1. An applicant who wishes to have the Stage One decision reviewed must complete the Stage Two Admission Appeal form and submit it to the Senior Quality Assurance Officer (or nominee) within 10 working days of receiving the Stage One outcome. The form can be obtained through the College reception.
- 4.4.2. A request for a review must be based on the following limited grounds:
  - 4.4.3.1. new material evidence has emerged which the applicant was unable, owing to exceptional circumstances, to provide earlier in the process;
  - 4.4.3.2. the applicant believes that the decision is procedurally incorrect;



4.4.3.3. the applicant believes that there has been procedural unfairness in the appeals process.

4.4.3. If the request is deemed to be on reasonable grounds, the Senior Quality Assurance Officer will refer it to an Appeal Panel. However, if the request is rejected, the applicant shall be issued with a letter stating this.

4.4.4. The Appeal Panel will be comprised of members of the College who are independent of the case.

4.4.5. The applicant will be invited to provide a written statement and any additional evidence to the Panel and will be invited to attend the Panel meeting in person.

4.4.6. The review will lead to one of the following outcomes:

4.4.3.1. to confirm that the Admissions Department will be required to review or revise their decision in respect of the applicant;

4.4.3.2. to accept the original decision of the Admissions Department and to issue a letter stating this.

#### **4.5. Feedback and Complaints**

4.5.1. 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.ac.uk](mailto:admission@londonchurchillcollege.ac.uk)

4.5.2. An applicant who wishes to make a complaint about the application process may do so using the College's complaints procedure.

4.5.3. Please note that the complaints procedure cannot be used to challenge an academic decision to refuse an application.

### **5. Roles and Responsibilities**

#### **5.1. Admissions Manager**

5.2.1. Provides final sign-off on all applications, ensuring that programme entry criteria are met and that all relevant documentation has been provided.

5.2.2. Responsible for providing feedback to unsuccessful applicants.

5.2.3. Provides the Marketing, Recruitment and Admissions Committee (MRAC) with a report of the outcomes of the Induction survey.

#### **5.2. Admissions Officer**

5.2.1. The key contact for all applicants, guiding them through the application process.

5.2.2. Provides applicants with information about the College and its Programmes to help them make informed decisions.



5.2.3. Liaises with the External English Assessor to co-ordinate internal English tests and with Personal Tutors to arrange admission interviews.

#### 5.3. Personal Tutor

5.2.1. Responsible for guiding applicants and students through the process of making an application for RPL.

5.2.2. Conducts admission interviews.

#### 5.4. Programme Leader

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

#### 5.5. Registrar

5.2.1. Processes Appeals and Complaints relating to Admission.

5.2.2. Ensures support and advice is made available to students with additional needs.

5.2.3. Provides the MRAC with a report summarising and complaints or appeals received during the admission period.

## **6. Monitoring and Enhancement**

6.1. LCC's Recruitment, Selection and Admission Procedures are monitored by the MRAC.

6.2. The MRAC 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.

6.3. The Registrar provides the MRAC with a report summarising any Complaints and Appeals received during the admission period. The Senior Admissions Officer provides the MRAC 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.

6.4. Further information on the MRAC can be found in the Terms of Reference.