

# CCA Student Recruitment and Admissions Policy

2018-19

Being reviewed

## Introduction

The aims of the Student Recruitment and Admissions Policy are to ensure that:

- a wide range of flexible educational and training opportunities are available; designed to meet the needs of the community, both local and elsewhere.
- opportunities to access and progress to higher level study are developed in line with market demand and higher education guidelines.
- selection is based primarily on academic criteria and therefore no candidate should be excluded from entry to a programme by reason of religious belief, political opinion, racial group, gender, age marital status, sexual orientation, disability or responsibility for dependents.
- adult learners have equitable and equal access to higher education.
- a suitable learning environment is provided for all students.
- the five 'Schwartz principles' are observed to produce a fair admissions system. The 'Schwartz principles,' state that a fair admissions system should:
  - i) be transparent
  - ii) enable institutions to select students who are able to complete the course, as judged by their achievements and their potential
  - iii) strive to use assessment methods that are reliable and valid
  - iv) seek to minimise barriers for applicants
  - v) be professional in every aspect and underpinned by appropriate institutional structures and processes.

## Widening participation

- The College is committed to widening participation and encourages applications from groups of people who are known to be disadvantaged by traditional selection mechanisms. It is proactive in engaging with community groups in order to encourage participation and raise aspirations. It is keen to identify alternative methods for demonstrating an ability to meet selection criteria.
- The College's Student Recruitment Policy is compliant with all appropriate legislation. It also takes into account National guidelines governing the recruitment and admission of students (for example the Quality Assurance Agency Quality Code).

## Principles of selection

### Aims of Selection:

- To attract and retain students, from a wide and diverse community, who have the potential to complete their programme of study successfully and benefit from the experience.
- The College is committed to transparency in its admissions procedures. All applicable selection criteria are published on the website of The City College.
- Selection is based primarily on academic criteria and therefore no candidate should be excluded from entry to a programme by reason for

religious belief, political opinion, racial group, gender, age marital status, sexual orientation, disability or responsibility for dependents.

### **Selection Criteria:**

- The admissions criteria will take into account institutional policy, national guidelines and relevant legislation.
- Selection criteria are reviewed regularly in order to ensure their ongoing relevance to developing curricula and teaching and learning practice.<sup>1</sup>
- Evidence is gathered through a variety of means including literacy and numeracy tests, interviews, references or the assessment of previous employment experience or academic work.<sup>2</sup>

### **General entrance requirements**

Detailed entry requirements for the Acupuncture and Tui Na Programmes are listed at Appendix 1 to this document.

Disabled applicants. The College strives to have an inclusive learning environment and welcomes and encourages applications from persons with a mental or physical illness or disability. (See Disability Policy in Appendix 2).

### **Communication during the application process**

- All applicants are asked to inform the College about disabilities, long term medical conditions or mental health issues at the start of their course in order to discuss the support which may be required.
- Applicants who disclose a disability are assured that the information provided will be treated with sensitivity and in accordance with the College's Data Protection Policy.
- If an applicant coming to sit the literacy/numeracy test informs us that they have a learning disability, such as dyslexia, but does not provide evidence at this stage, we will, at our discretion, allow the applicant extra time and/or a separate room. We will also consider any other requests for special needs or disability requirements at the initial testing or interview stage.

### **Administration of the admission process**

- All College staff involved in the admissions process have been briefed carefully on the information to cover with prospective students, during the

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<sup>1</sup> The College has no overseas students, the population being made up of UK, EU, Indefinite Leave to Remain, Refugee and EEA family member status students.

<sup>2</sup> All applicants are interviewed – primarily to ascertain whether students have chosen the correct course to meet their aspirations and to determine if the student is able (logistically or academically) to follow the course of their choice.

interview process, as well as the areas of experience, qualifications and aspiration to be explored as part of the interview.

- All College staff will be careful to note the potential need to make reasonable adjustments for disabled applicants.
- In order to facilitate applications, admissions staff may seek further information from the candidate and/or colleagues as appropriate.

### **Admission procedures for Acupuncture and Tui Na**

All applicants are interviewed in depth. See CCA recruitment policy for further details.

### **Fraudulent Statements.**

- Admission to the College is subject to applicants disclosing all facts and information relevant to their application.
- If during the course of consideration of an application, an applicant is discovered to have omitted any information requested in the instructions or the application form, or made any misrepresentation(s) therein or given false information, the College reserves the right to withdraw an offer of a place and/or dismiss the application.

### **Appealing an Admissions Decision**

- An applicant has the right to appeal where he or she feels that the decision made was wrong. In such instances, the onus of proof is on the applicant and they will need to present additional evidence in order to force a reconsideration of his or her application. Where a decision is overturned, an offer of a place will only be made subject to space on the course (otherwise an alternative intake will be offered). Course places will not be held pending the resolution of an appeal.
- If any applicant wishes to complain about the Admissions Procedure / Outcome on the basis of being treated unfairly, he or she must make the complaint in writing providing evidence to support the allegations. Again, the College will respond within 7 days of receiving the written complaint.

### **Applicants seeking deferred entry**

- The College will consider requests from applicants for deferred entry for a maximum of 12 months.
- The College reserves the right to defer an applicant if it deems in the interest of the College to do this.

### **Procedure for applicants disclosing a criminal record.**

The College has the duty to ensure the safety of its student and staff community. If the College considers that any applicant could cause harm to self or others, the College has the right to not accept the applicant or to exclude a current student who poses this sort of threat.

### **Data Protection.**

All staff will ensure that data use, retention and storage comply fully with the GDPR 2018.

### **Student finance**

- The fee details are included on the website which is the most up to date detail.
- Students are self-financing, and are expected to pay 100% of fees before starting the course or to enter into an instalment agreement with the College at their discretion (which attracts a surcharge).
- If students are unsure about how to go about the application process, then a member of staff will advise them.

### **Availability of Information**

All the information given to prospective students at interview stage is also available on The City College and The City College of Acupuncture websites as is an overview of the selection process.

### **Monitoring Admissions Procedures**

The Admissions Procedure is evaluated and reviewed for fitness of purpose and demonstrable contribution towards the strategic aims of the College each semester by The City College Academic Board (via The City College of Acupuncture Academic Board for Acupuncture and Tui Na courses).

## **APPENDIX 1**

### **GENERAL ENTRANCE REQUIREMENTS FOR ACUPUNCTURE AND TUI NA LICENTIATE DIPLOMA PROGRAMMES**

All applicants are interviewed in-depth to assess commitment, life experience, empathy, compassion and people skills plus

1. a minimum of 120 points at "A" level or equivalent OR
2. Career changers may demonstrate appropriate life experience or interests that they have built on in place of academic qualifications.

## **APPENDIX 2**

### **DISABLED STUDENTS POLICY**

This document outlines our policy for supporting disabled students, which is in line with our legal obligations and general duty of care.

#### **Objectives:**

As a College we have a commitment towards ensuring that a student's disability does not prove to be a barrier to accessing education.

Our general objectives are:

- As best as we are able to provide access to our physical and virtual environment.
- That our admission criteria does not discriminate or create a barrier to our programmes.
- To give all students who have a disability the option to give their consent in order to disclose their disability to lecturers and staff, whilst maintaining the highest level of confidentiality.
- To continuously support and provide assistance where necessary to disabled students.

#### **Scope**

We have to ensure that this policy complies with all aspects of the Equality Act 2010 in relation to disability and we have to ensure that we are able to recognise a student who may have a disability under the Act, such as

- Physical/mental impairment
- Substantial and long-term impairment which affects their ability to carry out normal activities
- Mental health conditions
- Learning difficulties

#### **Monitoring and Evaluation:**

As part of our legal obligation we have to collect information concerning the recruitment, retention and development for students and this includes any disabilities they disclose.

We aim to ensure that any information which is collected is correctly stored in accordance to the GDPR 2018.

We also have to ensure that we offer a supportive environment which enables students with a disability to feel they can speak to us in confidence and inform us of any protected characteristics of the Equality Act 2010.

This policy is regularly monitored and reviewed to ensure that we are fully compliant with any legislation, regulations and equality.

### **Implementation:**

Students are informed at every stage of the application, interview and induction stage about options for disabled students.

- All applicants are asked to inform the College about disabilities, long term medical conditions or mental health issues at the start of their course in order to discuss the support which may be required. If they have any statements, hospital letters, etc. they are asked to provide a copy of this for their student file.
- Applicants who disclose a disability are assured that the information provided will be treated with sensitivity and in accordance with the College's Data Protection Policy and Privacy Notice.
- If an applicant coming to sit the literacy/numeracy test informs us that they have a learning disability, such as dyslexia, but does not provide evidence at this stage, we will, at our discretion, allow the applicant extra time and/or a separate room. We will also consider any other requests for special needs or disability requirements at the initial testing or interview stage.

### **Student Finance and Disabled Students Allowance**

When a student completes an application for Student Finance, they are asked whether they have any disabilities. If a student has any health, or educational issues, they are advised they may be able to apply for Disabled Students' Allowance (DSA). A handout with information is given to all students at their induction (copy attached) and, should they require any more information, they are advised to speak to the Student Welfare Officer or the Disability Officer, for further advice.