



POLICY OWNER:  
FINAL APPROVAL BY:

Chair of HE Sub-Committee  
Governing Body

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Morley College London is committed to providing an environment for students that actively provides equality of opportunity, freedom from discrimination and values the diversity of all students and prospective students. The College seeks to broaden the pool of potential applicants by raising awareness and expectations in line with its commitment to widening participation, particularly but not exclusively to its local community.



The College is committed to recruitment and admissions processes which are fair, unbiased, explicit and implemented consistently across its range of provision. Therefore, through the implementation of this Policy, the College aims to place applicants on appropriate programmes with the support necessary for them to succeed.

This Policy is only applicable to prescribed HE courses such as HNCs, HNDs and top ups. For non-prescribed HE and Access to HE Diplomas, please refer to the Student General Admissions Policy.

The College positively encourages applications from candidates from a diverse range of backgrounds, experience and ages, including those with disabilities. In line with government legislation, the College has an Equality Policy, to ensure that applicants participate in a fair and equal process for selection, regardless of gender, sexual orientation, race, ethnic origin, age, disability, religious beliefs or socio-economic background. Through implementation of these policies, the College will ensure that selection at interview is restricted to the academic ability to succeed on the course.

8.1 The admissions process is clearly outlined c8





1.1 Applications are made through UCAS and accessed through the user portal by the Student Services Central Admissions Team.





Additionally, applicants will be expected to return their offer letter to Central Admissions within 2 weeks of receipt, confirming how they intend to fund their course (see 3.4).

- 3.4 In order for the College to effectively and fairly manage the application process, applicants are required to respond to communication requesting confirmation that they still intend to take up the offer of a place. If an applicant does not positively respond to such a request, the offer may be changed to 'Subject to Availability' at the discretion of the College.
- 3.5 Feedback on the application form and, where appropriate, portfolio analysis or audition, and interview will not be given to third parties, including parents or school tutors, unless the candidate has provided express written permission to release this information.
- 3.6 Where an application has been rejected, the applicant may appeal in writing to the Quality Enhancement Manager (HE and Progression to HE) if they believe that this policy has not been applied correctly in the processing of their application. Appeals will only be upheld where this Admissions Policy was not applied, where the incorrect application of the policy led to the rejection of the applicant. Applicants will normally receive feedback within 15 working days of the original request; if there is likely to be a delay in the process, applicants will be informed of this.

The applicant does not have the right to appeal the College's decision but may refer to the College's Complaints Policy and Procedure, available on the College website, if they believe the process leading to this decision was not implemented appropriately.

- 3.7 In the unlikely event of changes to programmes or cancellation of programmes, the College will not be held liable and the Admission Policy will not apply.
- 3.8 Applicants who are found to have falsified any part of their application or submit a fraudulent application will automatically have any offer of a place withdrawn.

- 4.1 The College does not wish to debar individuals with criminal records from taking advantage of the opportunities provided by Higher Education. In general, a criminal record is not regarded as an obstacle to studying at the College. In any event, the College will not take into account, when dealing with existing students and selecting applicants for admission, criminal convictions which are deemed "spent" under the terms of the Rehabilitation of Offenders Act 1974 unless such convictions are deemed as "exceptions" under the terms of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. If spent offences are required to be disclosed this will always be indicated in the application process.
- 4.2 The College must also balance its responsibilities to provide a safe and secure environment for its staff, its students, visitors and others. In addition, sometimes the College has to take into account the demands of various professional bodies and requirements under the law to protect special categories of people, e.g. children and those with mental illness.
- 4.3 The College will balance the interest of the student/applicant with its responsibilities to other people. The College reserves the right to refuse to admit or expel students where in accordance with the below where a criminal record makes it inappropriate for them to be admitted/attend.
- 4.4 All those who work with children or vulnerable adults on placement as part of the course are required to undertake an Enhanced Disclosure through the DBS. It is the policy

of the College that a satisfactory DBS Enhanced Disclosure certificate is received prior to the start of your programme. A satisfactory clearance must be received before you can be fully registered with the

- Pearson Versant English Test 58-68; or
- International English Language Testing System (IELTS) 5.5; with both Reading and Writing elements at 5.5; or
- Having recently completed (i.e. in the last 2 years) a formal programme of study in English at an appropriate level (such as a level 3 BTEC or 'A' level) prior to starting their Higher National

6.1 The UK government has launched a points-based visa system in October 2020

Morley College London through UCAS and completed that course can progress internally to the next HE course without reapplying through UCAS themselves. The College will use the UCAS Recognition of Prior Achievement (RPA) process which counts towards the numbers of the College's capitation fee calculation.

### 8.3 The procedure for internally progressing HE students:

- a) Student Services will run the 'Current HE Student' report which will generate a list of all current students on an HE programme at the start of Term 2;
- b) Student Services will contact each programme area via the Subject Lead/Programme Manager with their list of current HE students with a spreadsheet indicating if a student is interested in progressing to the next level of the course;
- c) The Subject Lead/Programme Manager will complete the spreadsheet, returning it by the end of February to Student Services;
- d) Student Services will update the student's file with a conditional offer based on the successful completion of the current programme and issue an offer letter, including information about paying for the next year of study;
- e) The student will be asked to accept the offer, based on meeting the conditions and fulfilling payment (either direct payment or student loan);
- f) Once the student's conditions are met and payment is in place (through direct payment or confirmation of a student loan), the student's status will be changed to 'current';
- g) Student Services will then update UCAS using the RPA system (each RPA counts towards the numbers of the College's capitation fee calculation). This update can only take place once the outcome results are known of the course initially completed as it generates an 'unconditional firm' offer automatically;
- h) The spreadsheet will be circulated again at the start of May to capture any additional students who have expressed an interest in progressing. Steps a-g will therefore be repeated in May;
- i) For any students who express an interest to progress later than May, the Subject Lead/Programme Manager or individual student themselves is asked to email [admissions@morleycollege.ac.uk](mailto:admissions@morleycollege.ac.uk)