

## POLICIES AND PROCEDURES



<b>Policy Title</b>	RECRUITMENT, SELECTION & ADMISSIONS POLICY AND PROCEDURES
<b>Policy Number</b>	WLC003
<b>Responsible</b>	Director of Studies, Admissions Officer
<b>Approval By</b>	Academic Committee
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# **RECRUITMENT, SELECTION, ADMISSIONS POLICY AND PROCEDURES**

## **CONTENT**

### **SECTIONS**

1. PRINCIPLES
2. CONTEXT
3. GOVERNANCE
4. EQUALITY OF OPPORTUNITY
5. RESPONSIBLE STAFF
6. ENROLMENT & SELECTION PROCEDURES
7. COMPLAINTS
8. APPLICANT RESPONSIBILITIES
9. FURTHER INFORMATION – CREDIT TRANSFERS, COMPLAINTS
10. RELATED DOCUMENTS

# **RECRUITMENT, SELECTION, ADMISSIONS POLICY AND PROCEDURES**

## **1: PRINCIPLES**

The Recruitment, Selection and Admissions (RSA) Policy aims to be clear and transparent in its procedures, so that the applicant understands each stage of the process.

The College recognizes that its success depends on its ability to appeal to a wide range of potential students, and to give these potential students an equal opportunity to study.

The College also recognizes that potential students will come from a wide variety of educational backgrounds, and will not necessarily hold 'traditional' qualifications. We are therefore committed to ensuring that our procedures and practices for the recruitment and admission of students to all of our programmes are of the highest standard and, that we are able to provide open, fair and consistent levels of access to all potential students. (Ref: APR Policy 10.3)

## **2: CONTEXT**

This policy applies to the recruitment, selection and admission of all students (Home and EU) to WLCBMS and includes all undergraduate, postgraduate and professional applicants, full and part-time. The minimum age for admission is 18 years on first day of the course start.

All applicants will be considered solely on the basis of their merits, abilities and potential to succeed in their chosen course within the framework set by relevant external bodies and regulatory requirements.

The Quality Code (B2) sets out the following expectation about recruitment, selection and admission which higher education providers are required to meet.

Recruitment, selection and admission policies and procedures adhere to the principles of fair admission and are transparent, reliable, valid, inclusive and underpinned by appropriate organizational structures and processes.

To this extent the policy:

- supports our Academic Departments in the selection of students who have the necessary requirements to complete their relative programme(s) particularly the standards for programme entry set by the awarding bodies
- is inclusive giving all students opportunities to access their intended programmes providing they meet the open and fair criteria set
- explains the general expectations set for English Language competence

### **3: GOVERNANCE**

Administrative Committee for Policy review  
Quality Assurance for monitoring adherence to Quality Code  
Executive Committee for overall approval

### **4: EQUALITY OF OPPORTUNITY**

The RSA Policy adheres to the Equal Opportunities Act. All applicants will be considered individually, regardless of an applicant's disability, ethnic origin, gender, religion, sexual orientation or any other aspect which is socially discriminatory.

### **5: RESPONSIBLE STAFF**

Director of Studies oversees the selection process and adheres to the principles set out in the policy coordinating and ensuring compliances are followed in accordance with national and regulatory standards. (Ref. Chap B2 Quality Code)

The Registrar has a senior operational admissions role and ensures procedures are followed in accordance with the policy. The Registrar is also responsible for induction of any new staff involved in the RSA process and for continuous professional development of those existing staff.

### **6: ENROLMENT & SELECTION PROCEDURES**

#### **Enrolment Procedure**

Before applying to join West London College of Business & Management Sciences, prospective students must first of all check that they meet the academic and professional entry criteria for their chosen course, which are available on the prospectus and College website. If the student has specific questions about a programme of study or subject area, they are requested to contact the College directly by telephone, in writing, or by email at [admin@wlc.co.uk](mailto:admin@wlc.co.uk)

#### **Stage 1 - Application**

To apply for admission a completed application form, copies of the academic qualifications, any work experience, and two references must be submitted in time for the proposed term to the below address. Upon receiving completed application pack the application will be considered by the Admission Panel who will decide on each application based on its merits.

West London College of Business & Management Sciences  
Vista Business Centre  
50 Salisbury Road  
Hounslow, Middlesex  
TW4 6JQ  
United Kingdom  
Email: [admin@wlc.co.uk](mailto:admin@wlc.co.uk)  
[www.wlc.co.uk](http://www.wlc.co.uk)

Subject to the availability of seats for the indented term of study, each application is considered by the Admission Panel comprised of the Registrar, Director of Studies and relevant Course Leader. Applications are decided on their merits (qualifications, work experience, RPL, and individual interview) against the available places in line with the College equal opportunity policy. When the students are called for interview, they must bring original passport/proof of ID, proof of address, original transcript of qualifications, and proof of work experience (if applicable). They must also inform the College of any special circumstances (disability, learning difficulties or any other) so that appropriate support can be arranged prior to the start of the course.

### **Stage 2 – Conditional Offer**

Admission decision will be communicated back to the applicant by writing a formal letter. Successful candidate will receive a conditional offer from the College, this will include any further information needed and financial conditions that the student will need to meet. If an application is unsuccessful the student will receive feedback explaining the reasons.

### **Stage 3 - Payment of course fees**

Before a place at the College is confirmed the student must pay the course fees and any other fees due to the College, and payments can be made in cash, by cheque, bank transfer or bank draft payable to WLCBMS. If the student fee is paid by Student Finance a confirmation letter of your eligibility is required.

### **Stage 4 - Unconditional offer letters**

The College will issue the student with Unconditional offer letter once all the conditions of offer met. Students need to confirm the acceptance of offer form to secure a place in the programme.

### **Stage 5 - Induction**

Induction dates will be informed via email and website. During induction, students will be provided with student handbook, course handbook (College policies and procedures and responsibilities and rights), college email, passwords for Wi-Fi, student ID card, health and safety, timetable, fire procedures, information about your course of studies, student support and tour of premises.

### **Feedback on Admissions Decisions**

If students wish to receive further information on any aspect of an application, including, in the case of an unsuccessful application, the reasons, they should make a request, preferably in writing, to the Registrar. Feedback will generally be provided by letter or e-mail within ten working days of receipt of the request.

### **Selection Procedure**

- i. Selection criteria will be fair, consistent, transparent and where possible published.
- ii. Selection will be made upon transparent entry requirements, both academic and non-academic.
- iii. Selection criteria will consider both academic and non-academic qualification and achievement.

iv. Consideration will be given to the abilities, skills, qualifications and experiences of applicants that would indicate their potential to be successful on the programme for which they have applied.

v. Where an applicant declares relevant criminal conviction/s is/are those for offences against the person, whether of a violent or sexual nature, or for offences involving unlawfully supplying controlled drugs or substances where the conviction concerns commercial drug dealing or trafficking and for a course where a CRB check is not required as part of the entry requirements, no offer will be made until the application is considered by the Admission Panel.

vi. Where an applicant is applying for re-admission to the College following withdrawal, and where continued study on the previous programme would have resulted in a disciplinary procedure or suitability for practice procedure, no offer will be made until the application is considered by Admissions Panel.

vii. All selection outcomes will be recorded and communicated to the applicant in a helpful and timely manner.

viii. Where an application to study with us on a particular course is considered inappropriate, applicants may be advised of possible alternatives or guidance on how to achieve entry requirements.

ix. In all cases where an application to study with us is considered inappropriate, records should be held to enable feedback and further advice upon request from the applicant.

x. Applicants will be informed of the procedures to be followed where additional criteria need to be considered for example those relating to medical and criminal records.

xi. All procedures and outcomes must be recorded and retained as part of the student file for the duration of the programme.

xii. Successful Applicants will be informed of induction and registration arrangements and processes prior to arrival as part of a welcome package.

## **7. MAKING A COMPLAINT**

If after receiving a response to your initial enquiry you wish to make a complaint about any aspect of your experience of the College admissions procedure, you should put your concerns in writing as soon as possible to the Director of Studies. Please note that an admissions decision will not normally be reviewed unless it appears that a substantial procedural error has occurred.

WLCBMS is committed to good practice in admissions and to ensuring that they adhere to the Code of Practice for prospective student admissions. The Director of Studies will investigate the complaint with appropriate colleagues in the college. You will receive a preliminary reply normally within ten working days of the receipt of your complaint, and, where relevant, this will indicate when you may expect to be contacted again with more information.

If the Director of Studies concludes that no substantial procedural error was made, you will be told. Where it appears, after investigation of the complaint that a procedural error has occurred, consideration will be given to what steps should be taken to review the matter, and what steps should be taken to avoid similar errors occurring in future. Complaints made more than four months after the occurrence will not normally be considered.

After the final response from the College has been received, the student may ask the Principal of the College to review the complaint. If the student asks for their complaint to be reviewed, they must forward copies of all correspondence and full details of the specific concern to the College Principal and matter will be investigated according to the College Formal Complaint Procedure.

## **8: APPLICANT RESPONSIBILITY**

- i. All Applicants (full-time, part-time, work-based or all other applicants) are expected to comply with all procedures relating to the admissions procedures.
- ii. All applicants must read and accept the Terms and Conditions of their offer.
- iii. Acceptance of the applicant will be dependent on the receipt of evidence of original qualifications or certificates as required.
- iii. Applicants will be responsible for the provision of the authorised and correct forms of evidence concerning non academic conditions of entry.
- iv. Applicants are encouraged to declare fully all known requirements or support needs at the time of application.
- v. Applicants are expected to sign an attendance disclaimer on enrolment.

## **9: FURTHER INFORMATION – CREDIT, TRANSFER, COMPLAINTS**

### **Entry Requirements**

Specific entry requirements for programmes of study will be indicated within the individual course specifications. These entry requirements are not, however, a guarantee of offer – each applicant will be considered individually, and offers may be made above or below the published tariff.

### **Credit Transfer**

An applicant may be granted entry or advanced standing based on prior certificated or experiential learning. The College has formal procedures for assessing claims for entry based on experiential and/or certificated learning that need to be adhered to in advance of firm offers being made.

## **Complaints**

- i. The College provides an accessible procedure for complaints concerning either the process or selection decisions.
- ii. The complaints process is available on the website for staff and applicants.

## **10: RELATED DOCUMENTS**

1. Marketing Policy
2. Accreditation of Prior Learning Policy