

Academic Year: 2023/2024

Target Audience:

All Staff and Students

Summary of Contents:

This Policy outlines the process the College will follow to ensure a consistent approach to Higher Education (HE) admission and enrolment of students into the College.

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Final Approval by:

CMT – 4 July 2022

Governing Body – 27 September
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And Gov Body June 2023

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Related Documents:

Higher Education Admissions SOP
Higher Education Accreditation of Prior
Learning SOP
Higher Education Programmes SOP
Fees Policy 2022-23
Complaints and Compliments SOP
Complaints and Compliments Policy

**Superseded Documents (if
applicable):**

**Equality of Opportunity and Good
Relations Screening Information
(Section 75):**

Date Policy Screened – 20/5/2022

**Higher Education Admissions Policy
Version History**

| Version | Description of Changes | Date |
|----------------|--|-------------|
| 1.0 | Created | May 22 |
| 1.1 | Reviewed and no changes were necessary | June 23 |
| 1.2 | | |

1.0 Policy Statement

SERC recognises the importance of admitting applicants to a course suited to their ability and aspirations. The admissions procedure takes account of all aspects of the application process, not just an applicant's academic profile to ensure equality of opportunity to all. SERC is committed to widening participation and to promoting wider access to Further and Higher Education.

All applications are considered without regard to any bias e.g. age, ethnic origin, disability, sexual orientation, gender, religious or political beliefs, marital status, care experience or socio-economic background.

SERC operates an online application process for all courses through its website www.serc.ac.uk. Applicants can use one of various social media accounts to register e.g. Facebook, Instagram. The online application portal will open for all Higher Education admissions in November each year, in January each year for full time further education admissions and in May each year for part time further education admissions.

2.0 Scope

This Policy will apply to all admissions at SERC. It will outline all aspects of the admissions process and will bring together the application and enrolment process.

This Policy meets the guidance of the Quality Assurance Agency (QAA) Quality Code in maintaining effective quality assurance practices.

This Policy also meets Competition and Markets Authority guidance for Further & Higher Education, and Awarding Organisation requirements.

3.0 Procedure

3.1 Higher Education Applicants

Applicants will apply online and receive an automatic acknowledgement email confirming receipt of their application.

Applicants will be invited to attend a mandatory pre-entry advice and guidance session and will need to complete and assessment e.g. an audition / submission of a portfolio / skills test. SERC's pre-entry advice and guidance sessions will take place between April and June each year, with follow-up sessions if required being offered in August.

The College will communicate the outcome of these sessions via email within 5 working days (definitions below).

Applicants are issued with either a Conditional Offer or, if they already meet the entry criteria, they will be moved to 'Application Approved' status. Applicants who have been

unsuccessful with their application will be referred to the Careers Team for further advice and guidance.

Applicants will be moved to 'Enrolled' status once they complete all finance checks (full time) or pay any associated fees (part time).

3.2 Admissions Criteria

The College reserves the right to enhance the entrance criteria for all courses based on demand and required academic standards as specified by the awarding body/validating organisation. The College will notify applicants in writing of changes to admissions requirements prior to the commencement of any programme of study with the exception of Open University (OU) Courses. Entry criteria for Open University Courses will be determined by SERC and will be reviewed on an annual basis. Entry criteria will not change for students who have already been offered a place on an OU validated programme

All applications will be received in the English language and the applicant must be competent in same. The obvious exclusion from this is for ESOL (English for Speakers of Other Languages) provision.

3.3 Applicants with Additional Needs

The College welcomes applications from all learners who have a learning disability and / or difficulty. The College will make reasonable adjustments to ensure support for any applicant with a learning difficulty and/or disability to assist them in the admissions and enrolment process and in the progression and completion of their studies.

There may be times, however, taking into account the resources of the College, when the nature of a student's ill health or behaviour requires support and adjustments beyond the expertise or capacity that the College can reasonably offer.

The College reserves the right to refuse admission to an applicant who has been previously excluded from the College or partner organisations or who previously attended but failed to make sufficient effort towards successfully completing their studies. The College reserves the right not to admit an applicant who has any outstanding debts to the College.

4.0 Definitions

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|----------------------|--|
| Conditional Offer | Applicant has attended pre-entry advice and guidance session, has met the requirements from same but has not yet attained the required entry criteria |
| Application Approved | Higher Education applicants or part time further education applicants who have applied for a course that requires an interview prior to acceptance will be moved to this progress code once they have met the entry criteria |

| | |
|----------------------------|--|
| Further contact to follow | Applicant has attended a pre-entry advice and guidance session but is required to submit something further or attend a follow-up session |
| Entry requirements not met | Applicant has been unsuccessful in gaining a place on their chosen course |
| Enrolled | Applicant's place has been confirmed |

5.0 Disclosure of Criminal Convictions

SERC is committed to ensuring the safety and wellbeing of all applicants, trainees and staff while they attend the College. SERC is also committed to making sure that there is an equality of opportunity for all applicants including those with criminal convictions.

To help the College fulfil its commitments, all applicants must declare whether they hold or have held any convictions at the time of their application. Such declarations will be dealt with via the Criminal Disclosure Procedure. Where appropriate a risk assessment and management plan will be completed and agreed with the applicant prior to the offer of a place on a course

6.0 Tuition Fees for Higher Education

Full time Higher Education students are required to provide evidence of how they will fund their studies at the point of enrolment. The College will issue document requests via email to each authorised student for either a Student Award Letter or a Direct Debit mandate as soon as the offer of a place has been issued..

Part time Higher Education students must pay any associated fees at the point of enrolment.

7.0 Complaints and Appeals

If an applicant wishes to lodge a complaint about the admissions process, they should be directed to the College's Complaints Process - [Complaints Process](#).

8.0 Communication

This Policy is available at www.serc.ac.uk under 'Public Information' and is accessible to SERC staff via the Learning Engine. It can also be made available, upon request, in alternative formats including large print, braille, audio and in other languages.

9.0 Review

This Policy will be reviewed and updated annually, or, if necessary, sooner if required, to reflect changes in legislation or circumstances.