

ADMISSIONS POLICY

How we recruit and admit students to CCL Programmes

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Corndel Education Ltd

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1. Introduction

- 1.1. Corndel College London (CCL) is committed to operating an inclusive, fair and transparent admissions process for entry to our awards and our approach to doing so is outlined within this policy which has been informed by, among other things, the UK Quality Code Advice and Guidance note on *Admissions, Recruitment and widening access (2018)*.
- 1.2. The policy covers entry to all CCL Awards and credit-bearing courses. Through our Terms and Conditions¹ it forms part of our pre-contractual agreement with applicants and our ongoing contract with students. It is also designed to support prospective students, applicants, advisers, and CCL staff more broadly.
- 1.3. The policy is operated and maintained by the Head of Recruitment who is responsible for ensuring it remains contemporary and recommending changes to the Academic Board.
- 1.4. The Head of Recruitment is responsible for ensuring that staff working with prospective students and applicants are appropriately trained and supported and aware of relevant policies, including this, the learner support policy and group Safeguarding and Prevent policy.
- 1.5. Throughout this document:
- You/Your** means a student, prospective student or applicant of Corndel College London as applicable
 - We/Us/Our/CCL** means Corndel College London and staff.

¹ See <https://www.corndelcollegelondon.com/governance-and-policies>

2. Recruitment

- 2.1. CCL is a diverse and inclusive organisation, and we welcome applicants who have the motivation and ability to succeed regardless of their educational, social or cultural background.
- 2.2. As a result, while applicants are normally expected to hold appropriate level 3 qualifications (e.g. A Levels or BTEC Nationals), our Admissions Policy and processes are highly contextualised and admissions decisions will be based on aptitude rather than prior attainment.
- 2.3. The key criteria, for admission is that an applicant has credible potential to succeed on their chosen Programme.
- 2.4. We encourage students from non-traditional backgrounds to apply to CCL and we endeavour to support applicants to find a programme that is suitable for them.
- 2.5. For degree apprenticeships specifically:
 - i. Students must meet the eligibility requirements defined by the Education and Skills Funding Agency. We are usually unable to support students on a degree apprenticeship where they do not meet these requirements;
 - ii. CCL may be able to introduce applicants to potential employers with suitable role vacancies; CCL is not responsible for the contract of employment, or the employer recruitment processes;
 - iii. CCL welcomes employer nominations for entry to CCL Awards. Where this occurs CCL will work with the employer to ensure nominated employees have the credible potential to benefit from the programme and minimum entry requirements will still apply;
 - iv. Students are required to obtain and remain in employment within a relevant role for the duration of their programme (see Terms and Conditions¹ for more information).

3. Additional support requirements

- 3.1. We are committed to upholding equality of opportunity for disabled students and those with additional support needs.
- 3.2. We believe that admissions processes should be as equitable as possible for all applicants. All applications from candidates who have disclosed a disability will be considered in the same way as any other application and a decision will be made that is based upon the candidate's academic merit and potential. The legislation with which we comply is the Equality Act 2010 (replacing provisions in the Disability Discrimination Act 1995 and the Special Educational Needs and Disability Act 2001) and this applies to both disabled students and applicants.
- 3.3. Applicants are encouraged to disclose disabilities and additional support needs when they apply by completing the relevant section of their application form: the earlier you let us know about your needs the better and we expect to be able to provide appropriate support in the vast majority of cases.
- 3.4. The Student Support Coordinator will review your requirements, in collaboration with the teaching team and other professional services as required, to address barriers which you may encounter in the learning, teaching and assessment environment, and advise the steps that you, and we, may need to take to make reasonable adjustments.

3.5. In exceptionally rare cases, we may withdraw, or reject an application on the basis of your additional needs if there are:

- i. overriding health and safety concerns;
- ii. barriers resulting from professional requirements;
- iii. necessary adjustments which cannot be reasonably made.

3.6. More information about how we support our students can be found in the student support policy and our Extenuating Circumstances and Reasonable Adjustments Policy¹.

4. Entry Criteria including English Language Requirements

4.1. All applicants for CCL awards must have, as a minimum grades A* to C/9-4 in GCSE English and Maths or equivalent.

4.2. In addition, applicants are usually expected to have level three qualifications (e.g. BTEC Nationals or "A"-levels) or equivalent.

4.3. CCL may require the applicant to undertake a separate, virtual, *SOVA* recruitment assessment to support our assessment of their potential to benefit from the programmes we offer.

4.4. Degree Apprenticeship applicants must successfully complete employment recruitment processes run by CCL or an employer, or both and your current or prospective employment must also be suitable for the purposes of the apprenticeship.

4.5. We also consider any other information provided to us by applicants, including personal statements (or similar) and we will use this contextual information, where available, to identify if there have been any barriers to the applicant's previous academic achievement that may mean their prior academic performance is not reflective of their potential.

4.6. Individual Programmes may require a higher standard of English or Maths qualifications than detailed within this policy, or they require additional entry qualifications. Where this is the case it will be recorded on the Programme Specification and listed on the CCL website.

Prior learning

4.7. CCL welcomes students with relevant accredited or experiential prior learning and this can provide exceptions from studying CCL modules and advanced entry into our programmes (e.g. joining at the start of the second level. Please see our Accredited and Experiential Prior Learning Policy or contact registry@corndelcollegelondon.com for more information.

English Language requirements

4.8. All CCL programmes and courses are taught in English and applicants whose first language is not English must have a sufficient command of the English language to complete their studies. Where students do not hold GCSE English, or an equivalent qualification we require an International English Language Test (IELTS) band 6.0 or equivalent with a minimum of 5.5 in each component for undergraduate study and 6.5 or equivalent with a minimum of 5.5 in each component for postgraduate study.

International Students

4.9. CCL welcomes students from all backgrounds but **we do not sponsor international students to visit, live or work in the UK.**

- 4.10. CCL accepts suitably qualified international students on programmes offered in an online mode of delivery. **Applicants for, and students on, online CCL programmes cannot apply for a visa to visit, live or study in the UK as a result of their planned or studies with CCL.**
- 4.11. In the case of on-campus programmes applicants and students must already have the right to reside in the UK. Where students are not British Citizens CCL must receive proof, prior to registration as a student, that they have appropriate permissions from the Home Office/UKVI to do so. See section 5 of our Terms and Conditions for more information.

5. Application process

- 5.1. Different programmes may have different admissions processes (e.g. some may be via a CCL application form, some may be via UCAS). The application process for each award will be specified on the CCL website.

Application Assessment and Decisions

- 5.2. Applicants will have their application considered by the Head of Recruitment (or nominee). They will make one of three decisions:
- i. Conditionally offer a place on the applicant's chosen programme. Conditions may include, but are not limited to:
 - a) the requirement to obtain suitable employment;
 - b) obtain qualifications at specific levels or successful completion of the SOVA recruitment assessment;
 - c) provide proof of the right to reside and study in the UK.When an applicant can evidence, they have met the conditions of the offer, the offer becomes unconditional.
 - ii. Unconditionally offer the applicant a place on the chosen course. CCL does not make unconditional offers except where a student demonstrates the credible potential to benefit our programmes at the point of application. This can include already holding relevant qualifications, successfully completing the SOVA recruitment assessment or meeting the conditions of a conditional offer.
 - iii. Decline to make the applicant an offer of study. Circumstances where we might decline to offer you a place to study, include, but are not limited to:
 - a) your prior attainment (including SOVA recruitment assessment) suggests you may struggle to benefit from the programme;
 - b) your conduct as part of the applications process falls below the level expected within the Student Conduct Policy;
 - c) we reasonably believe it may be a risk to your own health and wellbeing or that of our community to offer you a place.

Feedback

- 5.3. You are entitled to feedback on your application and the reasons behind our offer decision. Applicants can request feedback which will normally be provided within 5 working days.

Deferral

- 5.4. Where you wish to apply ahead of time or have satisfied the conditions of any offer we made, you may ask us to defer your entry to one of our programmes to a later year or intake within a year. It is at our discretion as to whether we allow a deferral request. If we do not allow you to

defer your entry, you may either withdraw your application or continue to the programme/intake you originally applied for.

- 5.5. We publish information about programmes significantly in advance, typically up to eighteen months, of when they are due to run. If we agree that you can defer your entry it increases the possibility that the details of the programme you enrol on may have changed from the information we published and confirmed in our Student Offer letter. We will let you know at the earliest opportunity when this happens so you can make an informed decision about whether you wish to continue your studies or not. Examples of how we would work with offer holders in these circumstances are outlined in our Student Protection Plan and, if you do not agree to the changes we make you may have recourse to our refund and compensation policy. (see also Section 7 below)

6. Complaints and Appeals

- 6.1. You can complain against our conduct during the application process using our Complaints process which is part of and will be considered in line with our Complaints and Appeals Policy¹. The Applicant Complaint form can be accessed at: <https://forms.office.com/e/XUDKC2SSZW>.
- 6.2. If you believe we have made an error in our consideration of your application you may also use the Appeals Policy, also part of and considered in line with the Complaints and Appeals Policy. You can appeal if you do not believe we have followed our processes or we have neglected to consider relevant information that was at our disposal at the time of the decision. **You cannot directly appeal against our judgement of your potential to benefit from our programme.** If you wish to appeal an admissions decision, please email registry@corndelcollegelondon.com.

7. Changes to published programme details

- 7.1. We publish information about programmes significantly in advance, typically up to eighteen months, of when they are due to run. As a result, it is possible that, as part of the normal continuous improvement of our awards and processes there will be changes to programmes and the way we operate between advertisement and registration.
- 7.2. Material change is defined by our terms and conditions which defines it as a substantive change to material information related to a programme, including:
- i. Our Terms and Conditions
 - ii. Key details of your Programme as detailed in your Student Offer Letter – Programme Title and the award you will receive (e.g. BA(Hons) XYZ) upon successful completion; awarding body (e.g. Poppleton University); tuition fees and necessary additional costs; entry requirements; Programme learning outcomes; any professional, statutory or regulatory body (PSRB) accreditation(s) associated with the Programme; compulsory and likely optional modules that make up your Programme; modes and methods of study (e.g. Part time/full time, online and on campus); expected duration; location or possible locations of delivery, the types of assessment used on the Programme.
 - iii. Key documents that outline how we operate and what we expect of you, including – Academic Regulations, Complaints and Appeals, Student Conduct, Academic Misconduct, Freedom of Speech Policies.
- 7.3. We will update published information as soon as material changes are made and inform applicants and offer holders of material changes. Applicants can withdraw their acceptance of our offer at any time, and where we have made a material change, applicants may be covered by

our Refund and Compensation Policy. Further information on how we manage these circumstances are outlined in our Student Protection Plan.

8. Fees

- 8.1. All CCL programmes and courses have a defined tuition fee published on our website. The tuition fee may be payable by:
 - i. The Employment and Skills Funding Agency, in the case of Degree Apprenticeships
 - ii. An employer sponsors
 - iii. The student, their sponsor or relevant funding agency (e.g. Student Finance England).
- 8.2. There may be additional costs in addition to the tuition fee (e.g. for books, materials, or trips). The anticipated total of these will also be detailed on the course page. These costs are usually directly incurred by the student.
- 8.3. We may also require a deposit to secure your place on a programme and charge other fees associated with your application (e.g. for the assessment of prior experimental learning). Where these apply you will be informed about them before they are charged.
- 8.4. Additional information on tuition fees is included in our Terms and Conditions.

9. Criminal convictions and safeguarding

- 9.1. Having a criminal conviction is not an automatic bar to becoming a CCL Student. To help us reduce the risk of harm or injury to our students and staff caused by the criminal behaviour of other students, and provide a means of offering appropriate levels of support once they become a student, **offer holders** are required to inform us of any relevant unspent criminal convictions. If you are under supervision or on licence, you should discuss your application with your supervising officer.
- 9.2. Relevant criminal offences include convictions, cautions, admonitions, reprimands, final warnings, bind-over orders or similar involving one or more of the following:
 - i. Violent behaviour-related offences including (but not limited to) threatening behaviour, offences concerning the intention to harm or offences which resulted in actual bodily harm.
 - ii. Offences listed in the Sex Offences Act 2003.
 - iii. The unlawful supply of controlled drugs or substances where the conviction concerns commercial drug dealing, trafficking, possession with intent to supply.
 - iv. Offences involving firearms, knives and weapons.
 - v. Offences involving arson.
 - vi. Offences listed in the Terrorism Act 2006.
- 9.3. Warnings, penalty notices for disorder (PNDs), anti-social behaviour orders (ASBOs) or violent offender orders (VOOs) are not classed as convictions by CCL, unless you have contested a PND or breached the terms of an ASBO or VOO and this has resulted in a criminal conviction.
- 9.4. If you have a relevant criminal conviction that is not spent, you must declare it. Please note that you do not need to include convictions, cautions, warnings or reprimands which are deemed 'protected' under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013). Guidance and criteria on the filtering of these cautions and convictions can be found on the Disclosure and Barring Service website (<https://www.gov.uk/government/collections/dbs-filtering-guidance>).

- 9.5. If a person does not re-offend during their rehabilitation period, their conviction becomes 'spent' (as defined by The Rehabilitation of Offenders Act 1974). Spent convictions are not considered relevant and should not be declared. Please note some offences are never 'spent'.
- 9.6. You should note that, in the case of Degree Apprenticeships an employer may also require you to disclose in accordance with their own policies in relation to criminal convictions. Where you are unable to satisfy their requirements, CCL may withdraw your offer, even if your application satisfies our conditions of entry.
- 9.7. Failure to declare a relevant criminal conviction may result in the offer being withdrawn or made unsuccessful. It may also lead to the termination of your registration as a CCL student.
- 9.8. Once you are a student you will be expected to declare any relevant criminal conviction immediately and will be required to confirm at re-enrolment that you understand this.

10. Conduct and fraudulent applications

- 10.1. We strive to conduct ourselves in a professional and respectful manner and expect the same from our applicants and students.
- 10.2. Applicants that do not conduct themselves in a professional manner may have their application withdrawn. We will normally warn an applicant that their behaviour is falling below our standards but we reserve the right to cancel the application of an applicant that falls below our standards of behaviour without notice (for example if an applicant threatens or harasses a member of staff).
- 10.3. We will judge an applicant's conduct in line with the expectations set out within our published Student Conduct Policy.
- 10.4. Our admissions decision will be based on the information supplied by you as the applicant. It is your responsibility to ensure that all pertinent information is supplied on the application. If you do not disclose relevant information or give us inaccurate information this may invalidate your application and, where relevant, any subsequent offer or acceptance of a place.
- 10.5. The Head of Recruitment will consider any applications we reasonably consider to be fraudulent or deliberately incomplete and may cancel your application or withdraw an offer of study.
- 10.6. Our Terms and Conditions also allow for the termination of your registration for applications that are fraudulent or fail to make relevant disclosures.

11. Data Protection

- 11.1. When you apply to study with us, you acknowledge and understand that we need to hold and process your personal information for administrative purposes in order to consider your application and to subsequently provide you with educational services.
- 11.2. We will process your personal and sensitive data in accordance with the General Data Protection Regulation (GDPR) and our [privacy policy](#) on data protection which can be found on our website.