

HART LEARNING GROUP

ADMISSIONS POLICY & PROCEDURES HIGHER EDUCATION



GOVERNANCE AND CONTROL

Date approved by Group CEO	September 2020
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AUDIENCE

Applicable to students?	Yes
Accessible to students?	Yes
Accessible to public?	Yes

PURPOSE

North Hertfordshire College's Higher Education Admissions Policy has been developed to provide clear guidance on the College's HE admission process for applicants, parents/carers and staff.

INTRODUCTION

North Hertfordshire College (NHC) is an associate college of the University of Hertfordshire (UH) and offers University undergraduate validated Foundation and Extended Degree programmes, which are studied at NHC. As well as the information contained in this document the Admissions procedures for University of Hertfordshire programmes are also governed by the University of Hertfordshire Policies and Regulation UPR SA03, which can be obtained from the University.

As well as Foundation and Extended Degrees NHC also offers its own college-owned BTEC Higher National programmes. Full course information including entry requirements, can be accessed via the College website; Student Services; subject areas and subject specific open days and events.

North Hertfordshire College offers also in partnership with CECOS Computing International Limited (10037364) a BTEC Higher National Certificate in Business.

Full course information including entry requirements, can be accessed via the College website; Student Services; subject areas and subject specific open days and events.

CORE ADMISSIONS POLICY

- North Hertfordshire College (NHC) is committed to provide a high-quality service to all HE applicants that is welcoming, efficient and fair. To help achieve this, we work with UCAS (Universities and Colleges Admissions Service) policies and procedures as well as our own systems as outlined in this document.
- All HE applicants are considered on their individual merits including their qualifications, personal statement, references and experiences which may include accreditation of prior learning. Programme Manager acts as Admissions tutor for each curriculum Area.
- All entry requirements for our full-time courses are listed as part of the UCAS portal
- North Hertfordshire College is committed to equal opportunities and we will not treat applicants unfairly in relation to any protected characteristics as outlined in the College's Equality and Diversity Statement.
- NHC will also consider applications from those working in relevant employment that may not fully meet the published level 3 entry requirements but have a number of year's industry experience in the subject area. (Applicants will however be expected to have achieved the requisite GCSE subject grades at C or equivalent. A GCSE grade D may be considered for entry but if a student wishes to progress to a full Honours Degree at university a GCSE grade C will be essential.)
- We offer high quality information, advice and guidance to all applicants and we will work with individuals to provide appropriate support and ensure our HE courses are accessible.
- Please note that due to Border Agency restrictions non-EU/overseas or international residents are unable to study at North Hertfordshire College on any course.

As a member of UCAS, and an associate college of the University of Hertfordshire (UH), NHC requires that all applications for all full-time courses are made via UCAS.

Applications via UCAS can be made in one of two ways:

- Standard Application – the applicant applies for two or more courses at one or more UCAS member institutions.
- Single Entry Application – applicant applies for a single course at one institution.

APPLICATIONS FOR UH FRANCHISED FOUNDATION & EXTENDED DEGREE PROGRAMMES – FULL-TIME

Applications for full-time university validated Extended and Foundation Degrees, submitted via UCAS, are filtered to the University and are administered and assessed against published entry criteria by the University of Hertfordshire's Admissions Team (please see appendix 1A).

Applicants who do not immediately meet the entry criteria, but which require greater insight into previous qualification may be referred to a specific UH Admissions Tutor for consideration prior to offer.

Decisions are published on UCAS Track to await student's response, within the UCAS published timeline.

The Foundation and Extended Degree programmes are also governed by admissions procedures laid down in UH Policies and Regulations. Please note, appeals for University of Hertfordshire validated courses are also governed by University Policy and Regulation SA016 Item 7.3.

APPLICATIONS FOR NHC HIGHER NATIONAL PROGRAMMES (HNC/HND) – FULL-TIME

Applications for full-time PEARSON BTEC Higher National Diploma/Certificate programmes are administered solely by NHC and are governed by its processes.

Applications made via UCAS are filtered to NHC and received by the Head of HE who subsequently refers the application to the relevant Programme Manager or Head of Curriculum for a decision. The decision is then recorded on UCAS Track as mentioned above.

In line with UCAS policy:

- All applications received by the deadlines given and subsequent decisions made, will be returned in a timely manner to UCAS for publication on a student's UCAS Track account.
- NHC will not close applications before the deadlines given.
- NHC understand that applicants who do not receive a decision by the deadline, or who do not reply to an offer by a given deadline, will automatically be rejected by default (RBD).
- NHC also adhere to the QAA Quality Code and the Office of Independent Adjudicators (OIA) guidance for appeals against rejection of application.
- Deadlines are set by UCAS for dealing with applications. Recording of decisions are strictly adhered to.

In exceptional circumstances (i.e. late applications post Clearing) an NHC Application Form for a Higher National programme only, can be submitted directly to the Admissions Team. A Record of Prior Acceptance will then be submitted to UCAS by the Head of Higher Education on the student's behalf, for recording purposes.

Where an applicant has disclosed additional support needs on their application, notification will be passed to the NHC Additional Learner Support team. Where this is deemed necessary, a member of the Additional Learner Support team may contact the applicant directly to discuss their specific needs.

To appeal, or request a review of a decision, applicants should follow the process given at the end of this document (Appendix 1B).

PART TIME APPLICATIONS PROCESS – UH FRANCHISED DEGREE COURSES

Applications for part-time HE courses, validated by the University of Hertfordshire (ie Foundation Degree Business; Foundation Degree Early Years and Foundation Degree Computing Technologies), may be applied for either directly to the University of Hertfordshire's Admissions team using their own application form (<http://www.herts.ac.uk/apply/how-to-apply-for-a-course#directly>) or directly to NHC by submitting an NHC application form, either on line or hard copy.

Applications will be passed via NHC Admissions Team to the relevant Programme Manager for consideration and arrangement of possible interview.

- If applying directly to NHC for any part-time university validated Foundation Degree courses, all applicants will, in addition, be required to complete a University of Hertfordshire application form, if they haven't already done so, prior to any decision.
- If applying directly through UH, the application will be processed by UH Admissions team and forwarded to the College who will follow the interview process outlined below for NHC's own courses.

Whether applying directly to NHC or UH, once an application has been assessed against the entry criteria, interviews will be arranged and conducted at the College.

Once the interview process is complete, the interview decision, together with the required paperwork will be sent, by the Programme Manager, to the University of Hertfordshire's Admissions team for processing and recording.

All applicants will receive a letter from the UH Admissions Team, as well as from the College, giving the outcome of the interview. This letter will include any conditions pertaining to the offer decision.

PART-TIME APPLICATIONS PROCESS – HIGHER NATIONAL COURSES ADMINISTERED AND DELIVERED BY NHC

Applications for part-time BTEC Higher National programmes should be made directly to the college using the NHC application form.

Application forms received by post, in person or via college website are handled in the following manner.

- All applications received are recorded by the Applications Support Team. If an online application has been made, applicants will receive an immediate acknowledgement of their application.
- The application details will be forwarded to the Head of Higher Education for recording and assessment against the entry criteria and will subsequently be passed to the appropriate department Programme Manager for consideration.
- Where more than one choice has been specified on the application, the first choice will be forwarded by the Applications Support Team. The application will also be

forwarded to Information Advice and Guidance (IAG) who will contact the applicant to ensure they are making an informed choice for their career goals.

- Departments will send the applicant an invitation to interview. This invitation will contain the date, time, location, and any request for relevant documentation that the applicant needs to bring with them.
- Where an applicant has disclosed additional needs, a copy of the application form will be sent by the department to the Additional Learner Support team.
 - The Additional Learner Support Team will liaise with the Programme Manager regarding a presence at an interview.
 - Where necessary, a member of the Learner Support Team may contact the applicant direct to discuss their specific needs prior to, or after interview.
- General information about financial assistance, student loans, student services, will be given at the interview.
- Applicants need to confirm their attendance at interview by contacting the department (or person specified in the invitation to interview) at least 2 working days before the interview date.
- Only two additional appointments will be offered for missed interview dates.
- Whilst each interview will be shaped by the needs of the individual applicant, the process will cover the following:
 - Detailed course content, including the expected time commitment required to succeed and information on how the course will support the applicant's career aspirations.
 - Entry requirements which minimise barriers to entry but ensure applicants have the skills and knowledge necessary to succeed on their chosen course.
 - Progression opportunities on successful completion and specific requirements for further study within their chosen area or entry to employment.
 - A tour of the building, facilities and resources, where possible.
 - If it becomes evident that the course is unsuitable for the applicant for any reason, alternatives both at NHC and other institutions may be discussed. The applicant will be encouraged to book an appointment for further guidance with the Careers Advisor.
 - Information on what will happen following the interview, including details of when the applicant will receive a decision and how they will receive feedback if unsuccessful.
- At the end of the interview the Programme Manager will complete the internal interview paperwork for each applicant and this information will be entered into the

college admissions system and recorded by the Management Information Systems team.

- Where an applicant does not attend the interview, the tutor will indicate this on the interview paperwork and the applicant contacted to rearrange another appointment.
- The interview paperwork will clearly indicate the Programme Manager's decision (including, where appropriate, conditions of offer) and this will be recorded by the department.
- All successful applicants will receive a notification of the outcome of their interview. This notification will include clear and transparent information on any conditions attaching to the offer of a place. It may also include details of pre-enrolment events as well as information on the course start date and Induction (if available at the time of writing).
- If an applicant is unsuccessful, the interview paperwork must include detailed feedback on why this decision was made.
- Clear and transparent feedback will be provided to the unsuccessful applicant as part of their decision letter from the departments. Verbal feedback can be requested from the Programme Manager and applicants should do this initially by e-mail. Feedback will be provided within 5 working days subject to the applicant and Programme Manager agreeing a mutually convenient time for this exchange. These applicants will also be directed to IAG and the Appeals Procedure if they wish to request a review of the decision. Information on how to make an appeal will be sent to unsuccessful candidates, together with a copy of the form.
- To appeal, or request a review of a decision, applicants should follow the process given below and complete the form in Appendix 2. Appeals are considered by the Head of Higher Education
- If an appeal is successful then the applicant will receive an offer letter, which will include any conditions attached to the offer.
- If information on the induction date and/or start date is unavailable at the time of interview, successful applicants will be contacted during the summer months with full information and joining instructions. Invitations to any other relevant events which may be taking place at NHC prior to the start date will also be circulated.

PROCEDURE FOR AN APPEAL AGAINST AN UNSUCCESSFUL APPLICATION DECISION

University of Hertfordshire (UH) programmes

Any applicant to a higher education course is entitled to request an appeal of the decision made.

Unsuccessful applicants for these UH programmes may request a review of the decision by contacting the University of Hertfordshire's Admissions team directly.

The UH Admissions Tutor for the appropriate school will review the decision, together with the Dean of School. The applicant will be notified in writing of the outcome.

For full-time UH programmes (ie Extended or Foundation Degrees) any successful outcome will result in an offer being recorded on UCAS Track.

For part-time UH programmes the applicant will be informed by letter. Those with successful outcomes will receive an appropriate offer letter.

North Hertfordshire College (NHC) Programmes

For applicants to full time NHC programmes (ie Higher Nationals), the applicant will be informed of the decision via their UCAS Track account.

Unsuccessful applicants for full-time NHC Higher National programmes wishing to appeal a decision should contact the Admissions Team or Head of Higher Education Programmes directly in the first instance who will arrange for an appeal form to be sent.

Unsuccessful applicants for part-time NHC programmes, will be informed in writing. The letter will include information on how the applicant can make an appeal and the timescale for appealing.

If wishing to proceed with an Appeal, the applicant must complete and submit the NHC Appeal Against Decision Form (see Appendix 1) and return it to Admissions Team or Head of Higher Education.

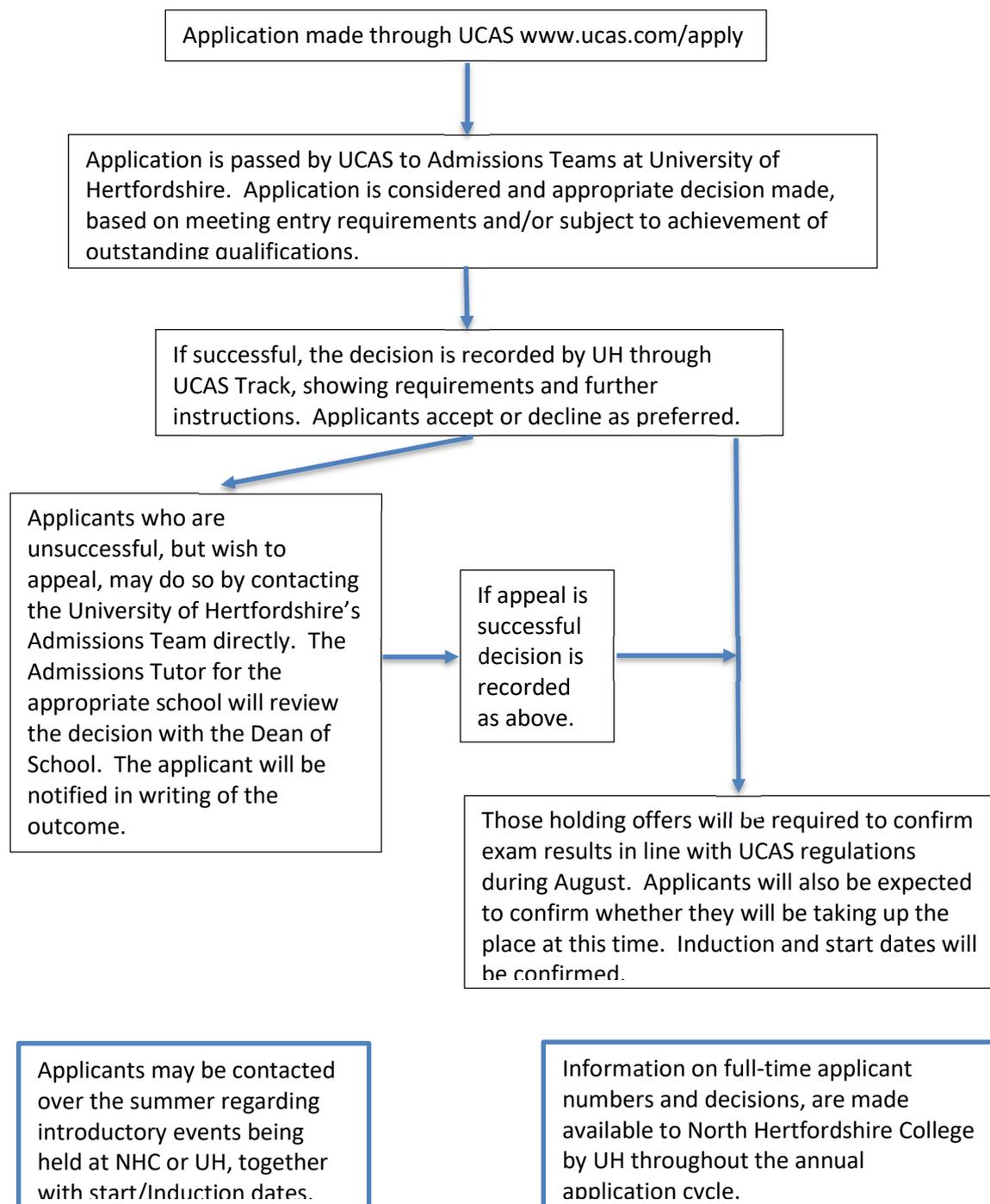
Timescale for review will be within 10 working days of receiving the Appeal Form.

The Head of Higher Education will investigate the appeal and the applicant will be informed of the decision.

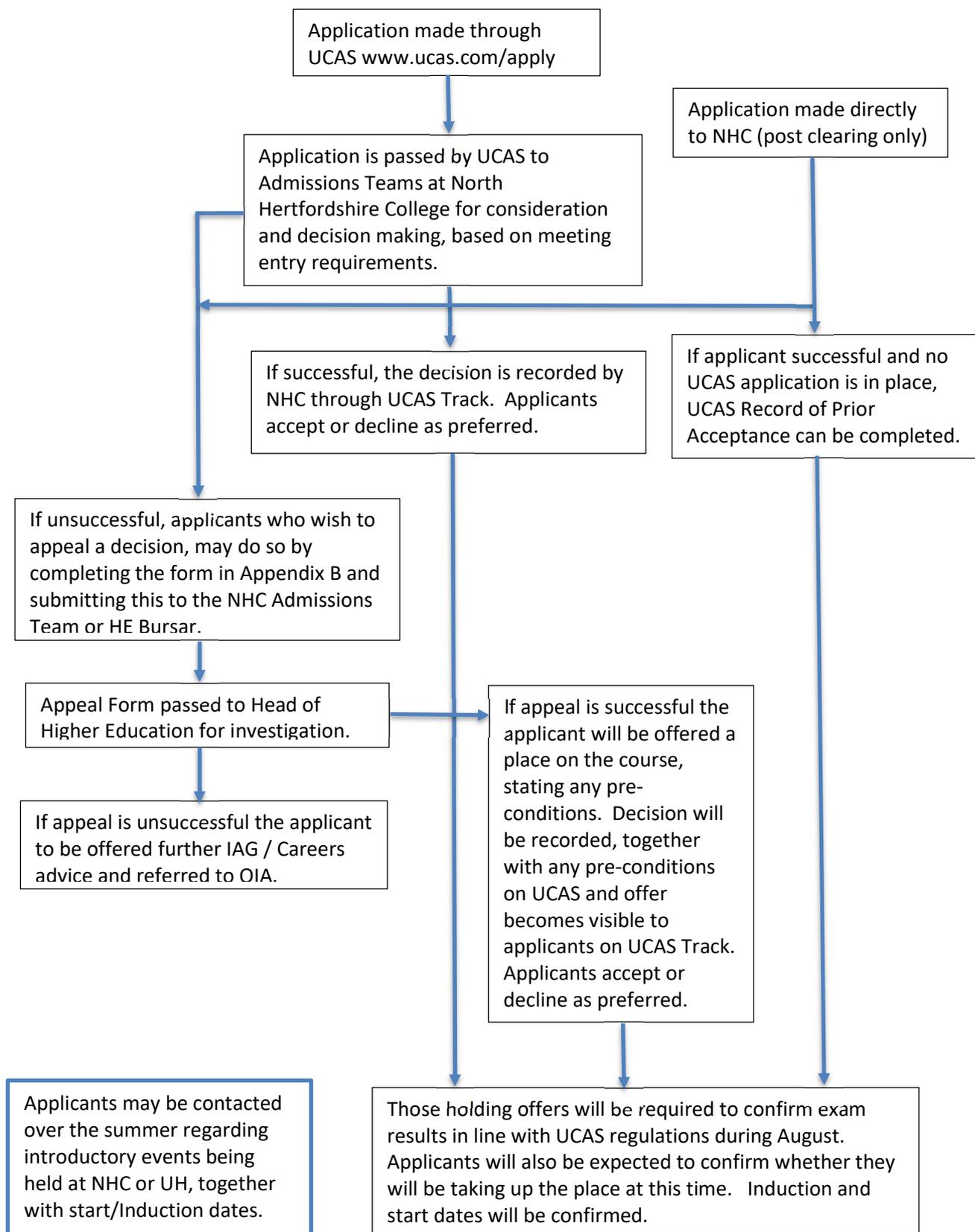
If an appeal is successful then the applicant will receive an offer of a place on the course and, in the case of full-time applicants, the offer will be recorded on UCAS.

If an appeal is unsuccessful the applicant will be informed in writing and the letter will include information on careers guidance, as well as stating that the applicant has the further right to appeal to the Office of the Independent Adjudicator (OIA) <http://www.oiahe.org.uk/>

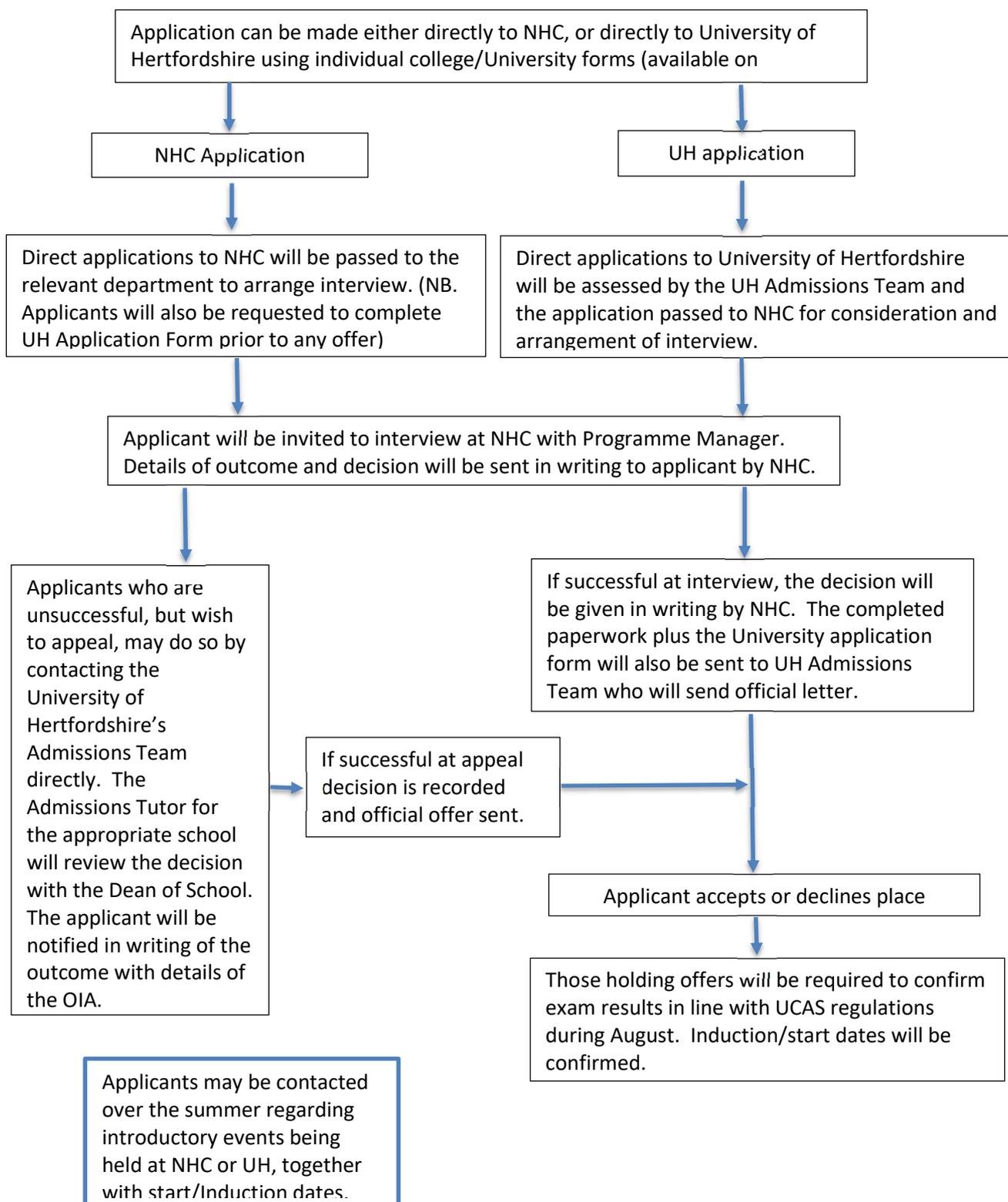
APPENDIX 1A – FLOWCHARTS SHOWING APPLICATION PROCESSES FOR FULL-TIME UNIVERSITY OF HERTFORDSHIRE VALIDATED PROGRAMMES (EXTENDED AND FOUNDATION DEGREES)



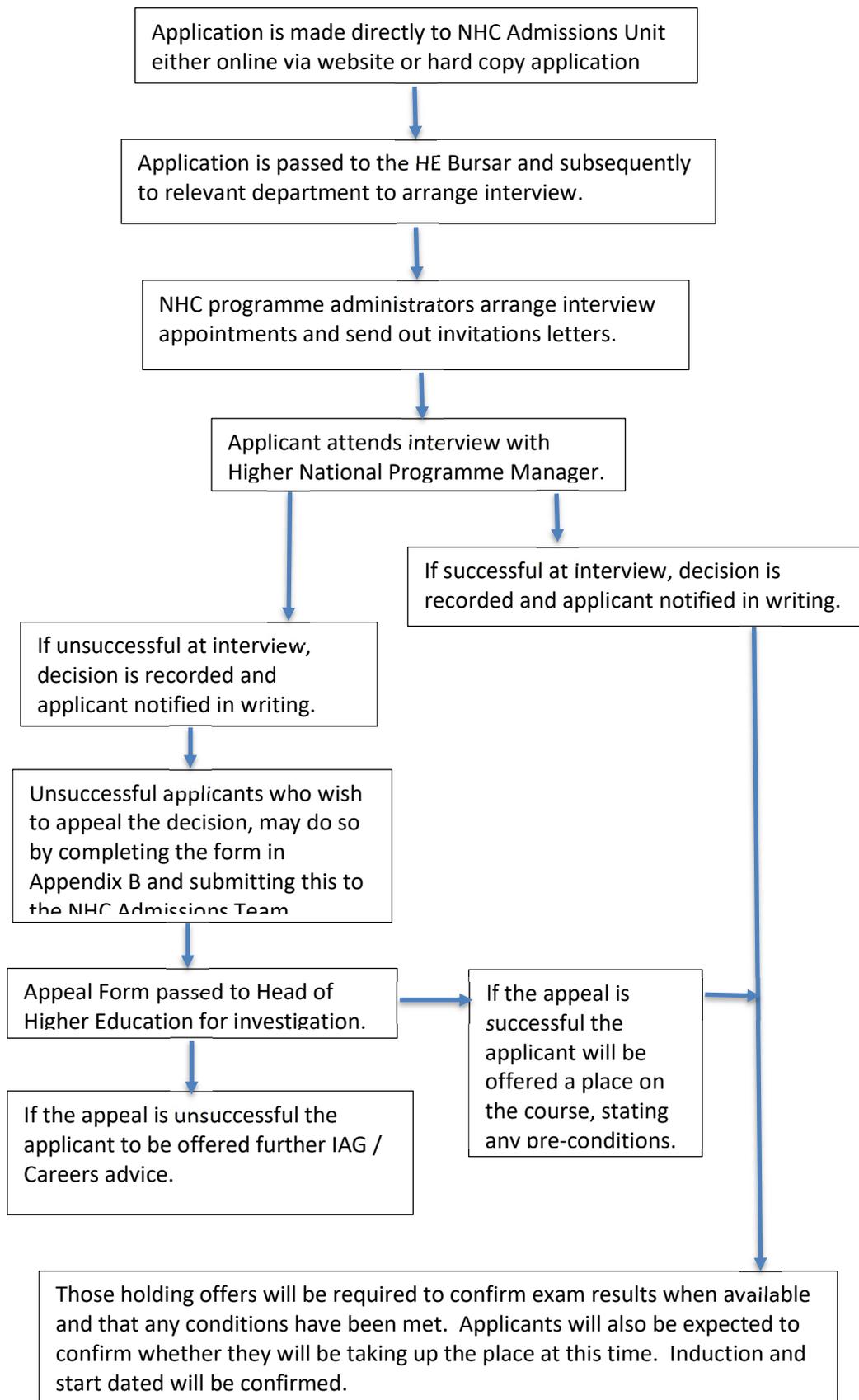
APPENDIX 1B – FLOWCHARTS SHOWING APPLICATION PROCESSES FOR FULL-TIME HIGHER NATIONAL PROGRAMMES



APPENDIX 1C – FLOWCHARTS SHOWING APPLICATION PROCESSES FOR PART-TIME UNIVERSITY OF HERTFORDSHIRE VALIDATED PROGRAMMES STUDIED AT NORTH HERTFORDSHIRE COLLEGE



APPENDIX 1D – FLOWCHARTS SHOWING APPLICATION PROCESSES FOR PART-TIME HIGHER NATIONAL PROGRAMMES STUDIED AT NORTH HERTFORDSHIRE COLLEGE



APPENDIX 2

APPEAL AGAINST ADMISSION DECISION – FORM (HIGHER NATIONAL PROGRAMMES ONLY)

If you are not satisfied with the reasons given for rejection of a place on your chosen course, then please complete the following form and return it within 1 week of receiving the rejection letter. Please complete all sections of the appeals form and return to:

North Hertfordshire College
Admissions Team
Monkswood Way
Stevenage
Herts
SG1 1LA

<p>APPEAL AGAINST ADMISSION DECISION</p> <p>HIGHER EDUCATION</p>  <p>The logo for North Hertfordshire College Higher Education features a stylized graphic of five colored lines (red, orange, green, blue, purple) forming a shape that resembles a book or a set of steps, with a blue arrow pointing upwards and to the right. To the right of the graphic, the text 'NORTH HERTFORDSHIRE COLLEGE' is stacked above 'HIGHER EDUCATION'.</p>	
Print Name:	
Print Address:	
Print Full title of course name applied for:	

Your application will now be considered by the Head of Higher Education and you will be informed of the decision in writing.

If you are not satisfied with the Appeal response you have the right to appeal to the Office of Independent Adjudicator at:

OIA, Third Floor, Kings Reach, 38-50 Kings Road, Reading, RG1 3AA

Telephone No. 0118 959 9813 E-mail:
enquiries@oiahe.org.uk
www.oiahe.org.uk

Alternatively, we would be happy to offer advice, guidance or careers help on request.

Please PRINT NAME and sign form:
Date: