



# Higher Education

## Admissions & Recruitment Policy

2023-2024

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If you require this Admissions & Recruitment policy document in an alternative format, please contact the HE Quality Team Booth via [hequality@tameside.ac.uk](mailto:hequality@tameside.ac.uk) (phone 0161 908 6763).

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## Introduction

- 1.1. Here at Tameside College (We) have a robust approach to our admissions and selection processes for all our Higher Education (HE) and Professional courses. We value equality and diversity at our college as we believe that fostering a diverse and inclusive community in line with the Equality Act 2010 enhances the educational experience for all students.
- 1.2. We are committed to ensuring a fair, transparent, and inclusive process for the admission of students (you) into our college. We believe that every individual deserves equal access to quality education, and it is this principle that drives our admissions and recruitment practices.
- 1.3. We therefore seek to attract a wide range of applicants from different social, cultural, and educational backgrounds, including those who come from schools or colleges nearby where relatively few students progress to university, and those who will be members of the first generation of their families to become university students. We seek to encourage applications from students from all backgrounds who are currently under-represented in higher education and have a strong history of successfully supporting mature students who are returning to education following a hiatus period and seeking new careers.

## Scope

- 2.1. This admissions and recruitment policy covers all students on HE courses and comprises of several processes:
  - Initial contact
  - Application
  - Interview
  - Enrolment
- 2.2. Once enrolled a student will become part of the college student body.
- 2.3. This policy does not cover students that are studying at Further Education (FE) courses please refer to the Tameside College [website](#).

- 2.4. If you are enrolling on a course that is part of an existing University Partnership you will also be required to enrol with the university, see [appendix 1](#) for further details.
- 2.5. We would advise all prospective and current students to read this policy to make yourself aware of the policy and its procedures. If you require further information or assistance, please contact the HE Quality Officer at [helen.booth@tameside.ac.uk](mailto:helen.booth@tameside.ac.uk).

## Roles and Responsibility

- 3.1. Responsibility for this policy sits with the Assistant Principal for Higher Education (HE). Responsibility for day-to-day implementation of the principles of this policy sits with the Senior Leadership Team.

## Purpose

- 4.1. The purpose of this policy is to ensure that our admissions and recruitment practices are fair and transparent and are set out in the policy objectives.
- 4.2. **Equality of opportunity to all applicants:** We recognise that not all students will have had an equal opportunity to demonstrate their full academic potential for example many applicants may have industrial experience rather than academic qualifications. All applications are given careful individual consideration and a holistic decision is made about the individual's academic achievements and potential, taking into account the context and circumstances in which these were achieved.
- 4.3. **Increase the diversity of the student population:** We are committed to providing equal opportunities to all prospective students, irrespective of their social, economic, cultural, educational background, age, disability, gender reassignment, marriage or civil partnership, race, religion or beliefs, sex, or sexual orientation. We actively discourage any form of discrimination in our admissions and recruitment process.
- 4.4. **Encourage applications from students with the necessary academic potential:** We ask all candidates to demonstrate, via their application, that they have the potential to succeed on their chosen programme, including a commitment and

motivation relevant to their proposed programme of study. By actively promoting and supporting these applications we aim to create a diverse and highly capable student body.

- 4.5. **Transparency and Accountability:** Our policy ensures transparency and accountability in our selection process. All relevant information relating to admissions criteria, procedures, and timelines will be made available to applicants and stakeholders via our [website](#)
- 4.6. **Outreach and Support:** We believe in actively engaging with prospective students, local schools, and communities. Our recruitment efforts include college open days and information sessions aimed at assisting prospective students in making an informed decision.

## Policy principles

### High Quality Customer Service

- 5.1. Customer experience is at the heart of our policies and procedures, and we are committed to ensuring all customer interactions provide a high customer service experience. We aim to do this by providing a seamless and well managed admissions procedure.
- 5.2. Should at any point in recruitment or admissions process you feel you need to raise a concern or give us feedback please refer to our [HE Complaints Policy](#).

### Advice and Guidance

- 5.3. We are committed to ensuring that your chosen course is right for you, therefore our Admissions Team will be able to offer you any advice or guidance you need when making your decision. See our [Contact Us](#) page on our website.
- 5.4. For further information and support available, please refer to the Higher Education section of the college [website](#)

### Quality of Information

- 5.5. The college gains feedback via the enrolment survey, Student Voice activities such as student surveys, student representatives, Board of Studies meetings. See our [HE Student Engagement Policy](#) for more information.

## Widening Participation

- 5.6. We are committed to increasing and widening participation in education and training. We actively encourage applications from all interested individuals in the local community and beyond.

## Entry Requirements

- 5.7. We encourage applications from all sectors of the community and prospective students are selected not only by their formal qualifications but also their experience and motivation to study their chosen course.
- 5.8. Where an applicant already holds relevant qualifications or other evidence of learning which they consider qualifies them for advanced entry to a later stage of a particular course, we will review these requests under our [Recognition of Prior Learning](#) procedures.
- 5.9. The entry requirements for each course are published on our [website](#) under the individual course title.
- 5.10. Adults returning to education are welcome to apply and we may consider previous experience and training as an alternative to formal qualifications. See [Recognition of Prior Learning](#) section below.
- 5.11. For some specific Higher Education/professional studies you may also be asked to attend an interview, sit an admissions test, submit a portfolio of your past work, or provide evidence of relevant work experience.
- 5.12. We are unable to accept applications from International Students who require a Tier 4 visa sponsorship, because we do not hold a Tier 4 licence. Unfortunately, obtaining a Tier 4 licence involves a complex process with specific requirements which is not a viable course of action for our college at this time.
- 5.13. For applicants whose first language is not English, entry requirements will likely include meeting an English language requirement such as GCSE grade 4/C or an [IELTS](#) (International English Language Testing System) of 5.5 or above.
- 5.14. If you have previously been a student at Tameside College but were excluded, you may apply again to the college if there was no stipulation in your exclusion letter. You must evidence that you have addressed the issues leading to your exclusion by submitting a statement in addition to your application form and

provide any external evidence if applicable. This may result in you being admitted subject to probationary conditions. A decision to admit an applicant under these circumstances will be at the discretion of the Deputy Principal, Quality and People.

- 5.15. Applicants receive an offer in writing which is either conditional on pending examination results, or unconditional.

### Equal Opportunities

- 5.16. In line with the [Equality Act 2010](#) our admissions process is open and transparent, that no individual or group receives less favourable treatment due to age, disability, gender reassignment, sexual orientation, sex, pregnancy and maternity, marriage and civil partnership, race, religion or belief, plus economic status.
- 5.17. We are committed to ensuring that any individual with learning difficulties or disabilities is treated fairly. All reasonably practicable adjustments to provision will be made to enable any individual with a learning difficulty or disability access to education.
- 5.18. Disabled Students' Allowances and hardship funds are available for eligible students. For further details please see [DSA application](#) [Financial Information](#)
- 5.19. In the context of the admissions process, reasonable adjustments might include, but are not limited to, an applicant requesting that an on-site interview takes place in a space that meets their physical accessibility needs, the presence of a communication support worker or sign language interpreter at an interview, or a large-print or alternative format of the application form being made available.

### Recruitment Procedures

- 6.1. All existing level 3 students at the college have careers, information, and guidance in bespoke lessons in their weekly tutorial sessions. This is an opportunity for them to learn about the courses available to study at Tameside College and the admissions process.
- 6.2. All Higher Education courses at Tameside College are marketed via UCAS and the College website



- 6.3. You are welcome to make initial enquiries, or find out more about a course, or make a formal application using the [Contact Us](#) on the college website.
- 6.4. Enquiries will be answered by an Adult Admissions Officer, HE Quality Officer or, depending on the enquiry they may be referred to the HE Programme Lead.

## Admissions Procedure

- 7.1. The College uses the following admissions procedure for both full time and part time students.
- 7.2. Application is made online via the College website or via the UCAS website.
- 7.3. Students need to contact the Admissions Team if they require reasonable adjustments for any part of the admissions procedure. Please see section 5.19 for further details.
- 7.4. All prospective students are required to disclose any relevant previous or pending convictions/cautions during the application process. If a disclosure is made, a separate form and interview will be conducted where appropriate. We work with students from all backgrounds as an inclusive establishment. See [Unspent Criminal Convictions](#) section 12 below for further information.
- 7.5. Refer to [Appendix 2](#) for a diagram of the process.

## Applications made via the college website

- 7.6. Students complete an online application form; this is available on the college [website](#).
- 7.7. At the point of application, no additional information needs to be attached, however proof of qualifications of Recognition of Prior Learning/ experience will be required at a later stage.
- 7.8. The form goes to the central database and processed by the Admissions Team who process it and a report is generated to identify HE applicants. As part of this process students will receive a criminal convictions disclosure form by email to complete and return to the HE admissions officer.
- 7.9. On receipt of this completed form you will receive an invite to interview with the curriculum team at the next available HE interview date. If a criminal conviction has been disclosed an interview with a safeguarding lead will be conducted

before the curriculum team interview as a risk assessment may need to be completed.

- 7.10. The college has set curriculum team interview dates, throughout the year, these are available in the college calendar.
- 7.11. The admissions team will send the applicant an interview email, outlining day and time of appointment and anything that you may need to provide such as proof of qualifications.
- 7.12. All potential HE students will get an interview. This is an opportunity for you to discuss the entry requirements and any recognition of prior learning (RPL) with the course leader. This may be a telephone or a face-to-face interview depending on the course you are applying for.
- 7.13. Following the interview, a conditional or unconditional offer will be made if you meet the entry requirements for the course. Students receive a letter by email within 20 working days of the interview.
- 7.14. If you do not meet the entry requirements, and are not working towards completion of them, you will receive an advisory letter stating the reasons no offer was made and further IAG (Information, advice, and guidance) and you may request a further telephone discussion regarding other entry points or pathways.
- 7.15. A conditional offer may be made on the basis that the student submits evidence of qualifications when they have been achieved.
- 7.16. An unconditional offer may be made if the teacher is provided with evidence of qualifications at interview.
- 7.17. Once you have submitted evidence of qualifications the application will go to the Curriculum Head for approval/sign off.
- 7.18. Once the Curriculum Head has approved the application you will receive an offer letter, by email, stating the terms of the offer and if it is conditional or unconditional. This email will contain all relevant information such as next steps, student finance/ information about the enrolment, T&Cs, and any other relevant information.
- 7.19. It is your responsibility to accept the offer within the stipulated deadline stated in the letter or the place on the course may be offered to another student.

- 7.20. Once you have accepted the offer the next step in procedure is stated below under the [Enrolment](#) section.
- 7.21. There is no deadline for making applications on the college website, but applications are suspended at the start of a new academic year. After this time applications can be made to commence the following academic year. This information can be found in the prospectus and the college website.

#### Applications made via UCAS

- 7.22. Students apply on [UCAS](#) website.
- 7.23. The College admissions team receives the application via the UCAS system, and the college contacts the student for interview (as per 7.9).
- 7.24. If students receive an offer, the college contacts UCAS and the UCAS system is updated accordingly.
- 7.25. If you apply to UCAS after 30 June, you will need to go through Clearing. Clearing is open between 5 July and 17 October. More information about clearing can be found [here](#).

#### Late Applications

- 7.26. Late applications may be accepted on a case-by-case basis.
- 7.27. If you apply after the last interview date of the year, your application will be considered a late application and you will be referred to Adult Enrolment week in August.
- 7.28. During Adult Enrolment week you will need to book in an individual meeting with the course teacher.
- 7.29. After Adult Enrolment week no further applications will be accepted, except under exceptional circumstances.

#### Interview process

- 7.30. Set interview dates are put into the college calendar.
- 7.31. The interview is an opportunity for you to discuss all aspects of the college and the course you have applied to and ask any questions you may have.

- 7.32. This will include fees and funding, Student Services e.g., transport, bursaries, and any student support you may need and what is available.
- 7.33. You are welcome to contact the Admissions Team at [admissions@tameside.ac.uk](mailto:admissions@tameside.ac.uk) if you require any reasonable adjustments for the interview.
- 7.34. Students applying for a place on a Higher National Course will have a telephone interview, on other courses you may be invited to a face-to-face interview this is depending on the course you are applying for.
- 7.35. At interview you will be asked a series of questions relating to the course you have applied for as well as discussing your previous qualifications and experience. There will be no cost for reviewing experiential learning or previous qualifications.
- 7.36. If you have international qualifications you will need to get these translated to the UK equivalent, see the [ENIC](#) website for more details, there is a cost involved in this (£49.50 is the current rate).
- 7.37. You will receive information about course expectations and delivery and have the opportunity to ask any questions you may have.
- 7.38. At the Interview you may be required to carry out an assessment, the type of assessment will depend on the course you are applying for. The Admissions team will provide you with all the details you need prior to your interview, so that you are fully prepared.
- 7.39. Placement details may also be discussed as part of the interview process.
- 7.40. The types of offers will be discussed with you and any conditions will be made clear.
- 7.41. If you do not meet the entry requirements advice and guidance will be given during interview.
- 7.42. Following interview, offers / withdrawals are processed on either ProSolution or UCAS and an offer letter is sent via email along with the college's T&Cs.

## Enrolment

- 8.1. Depending on the time of your application you will be invited to enrol at different times. The college has early bird enrolment in June, standard adult enrolment in August and late enrolment in September.

- 8.2. Enrolment details will be sent to you via email outlining the conditions of your offer, with information of student finance and your enrolment appointment.
- 8.3. At enrolment, HE leads have a final discussion with the learner to ensure that they are enrolling on the right pathway. Any late applicants are interviewed during this time by HE leads.
- 8.4. As part of our enrolment process all adults are directed to ALS (Additional Learning support) to discuss any support they may need, fees and finance and are provided with information about the college bursary.

## Appealing an Admissions Decision

- 9.1. If you are unsatisfied with the admissions process or wish to appeal the decision made by the college not to offer you a place, you can submit a complaint using our [HE Complaints Policy](#).

## Recognition of Prior Learning

- 10.1. As part of our commitment to quality assurance, we seek to provide students with guidance and support to help them achieve their learning and development goals while meeting any regulatory requirements. This section is about prior learning and recommends ways you can meet any requirements while avoiding repetition of learning and assessment. Therefore, we have established a comprehensive Recognition of Prior Learning (RPL) policy to acknowledge and credit the knowledge, skills, and competencies gained through prior formal and informal learning experiences.
- 10.2. Recognition of Prior Learning (RPL) is prior learning referring to the knowledge and skills acquired through formal education, work experience, training programs, self-study, and other life experiences. This policy aims to assess and credit such learning, allowing qualified individuals to progress efficiently through their academic journey.
- 10.3. Credit limit will be on a case-by-case basis.
- 10.4. We are committed to providing an inclusive and supportive environment for applicants seeking recognition of their prior learning and we encourage applicants to explore this option to maximize their education opportunities. For

further guidance on the applying of RPL please contact our Admissions Team at [admissions@tameside.ac.uk](mailto:admissions@tameside.ac.uk).

#### Types of RPL

10.5. RPL can take various forms depending on the nature of the learning experiences and the specific requirements of the chosen programme. Here are common types of RPL:

- **Course Equivalency RPL:** aligns with the content and learning outcomes of specific courses or units. Often used when you have completed similar coursework in another academic institution or through professional training.
- **Experiential Learning RPL:** Recognition of knowledge and skills gained through work experience, volunteer work, internships, or other practical experiences. Suitable if you have extensive practical experience in a relevant field, allowing you to demonstrate your competencies for academic credit.
- **Certification RPL:** acquired through the completion of industry recognised certifications or professional qualifications. Commonly used in fields where certifications demonstrate a high level of expertise, and you can receive credit for related academic courses.
- **Workplace Training RPL:** learning obtained through workplace training programs, workshops, or in-house training sessions. Relevant if you have undergone training within your current or previous employment, demonstrating skills and knowledge applicable to academic courses.

#### Eligibility Criteria

10.6. All students are eligible to apply for Recognition of Prior Learning. The eligibility criteria include:

- **Relevance:** The prior learning should be relevant to the program applied for.
- **Currency:** The knowledge and skills acquired should be current and applicable to the program's learning outcomes.

- **Validity:** Documentation or evidence supporting prior learning must be verifiable and valid.
- 10.7. Only relevant qualifications or experience will be considered. For example, full completion of units, relevant experience, etc. A complete unit will have to be claimed for and experience relevant to the course (and timelines for when experience was from).
  - 10.8. You cannot claim for partial units. And if your experience is outside of the timeframe, it is unlikely to be accepted.
  - 10.9. You may be awarded RPL towards the requirements of a named award up two-thirds of the total credit requirements for that award. Two-thirds of RPL is only permitted for full, three-year bachelor's degrees (360 credits).
  - 10.10. RPL is not permitted at level 6 of a bachelor's degree or for the thesis/dissertation unit, where you are expected to complete 120 credits in order to gain the award.

#### RPL Assessment Process

- 10.11. The Recognition of Prior Learning assessment process involves the following steps:
  - **Application:** you must submit a formal application for RPL consideration during the admissions process.
  - **Documentation:** Provide detailed documentation, such as transcripts, certificates, work portfolios, or any other evidence supporting prior learning.
  - **Assessment:** A qualified assessor will review the documentation to determine the equivalence of prior learning to the specific course requirements.
  - **Interview:** Depending on the nature of the prior learning, you may be required to participate in an interview to further assess your competencies. This could be part of your admissions interview if we are aware of your RPL request prior to this being arranged.

- 10.12. Successful applicants may be granted credit transfer for relevant units, allowing them to exempt specific coursework and progress to more advanced levels of study.
- 10.13. It is important to note that not all prior learning can be recognised and the decision to grant credit or exemption is based on assessment of your evidence against the required standards. Additionally, you may still be required to complete a minimum amount of learning or assessment tasks within the course as per regulatory requirements.
- 10.14. We are committed to transparency in our RPL process. You will receive clear communication about the outcome of your RPL application, including any granted credits and the rationale behind the decision.
- 10.15. In the event of a disagreement with the RPL decision, you have the right to appeal via the [HE Complaints Policy and Procedure](#).

#### Recording RPL

- 10.16. Upon successful completion of the RPL assessment, the granted credits will be recorded on your official transcript (once you have completed your course). The following details will be included:
- **Module Title:** Clearly indicating the specific course or module for which RPL credits have been granted.
  - **Credit Units:** The number of credit units awarded for the recognised prior learning. This information reflects the extent to which the prior learning aligns with the course requirements.
  - **Grade:** Instead of a traditional letter grade, the transcript will indicate "RPL" to denote recognition of prior learning. This ensures clarity and distinguishes RPL credits from regularly earned grades.
- 10.17. A remarks sections on the transcript will provide additional information about the RPL credits including the source of the prior learning (brief description such as work experience, etc) and assessment method (concise explanation of the assessment method e.g., document review, interview, etc).



## Identify Fraudulent Applications

- 10.18. To maintain the integrity of our RPL process, we employ rigorous verification measures. Through thorough document checks, interviews, and cross-referencing with references, we assess the authenticity of submitted materials and evaluate the consistency of the claims made in the application.
- 10.19. Identified fraudulent applications are promptly rejected, and the applicant is notified of the discrepancies found. We maintain detailed documentation of the verification process, facilitating transparency and accountability. We prioritise a fair and evidence-based appeals process for applicants, via our [HE Complaints Policy](#), ensuring procedural fairness.
- 10.20. Applicants are expected to adhere to the highest standards of integrity throughout the admissions process. Instances of fraud, dishonesty, or misrepresentation violate our [HE College Charter](#) and/or [HE Acceptable Behaviour Policy](#) and may result in immediate rejection of applications. We are committed to upholding the values of honesty and transparency, fostering an environment where all members of the community contribute to the maintenance of academic integrity.

## Learners Aged Under 18

- 11.1. The minimum age to study a Higher Education course is at least 17 on the date of registration. If you are under 17 at the point that you are made an offer, then part of the conditions of your offer will be that your parent(s) or guardian are asked to sign our consent form.
- 11.2. We are committed to fostering an inclusive and supportive academic environment and our [Student Support Team](#) are happy to give guidance to anyone under 18 wishing to progress to HE courses.
- 11.3. Due to the nature of the content of some of the HE courses a minimum age of 18 will be mandatory, however all applications will be considered on a case-by-case basis.
- 11.4. All HE courses must be self-funded, funded by employers, or you may apply for a Student Loan to pay tuition even if you are under the age of 18, please see our [Financial Information](#) on our website.

## Unspent Criminal Convictions

- 12.1. We understand the importance of maintaining a safe and secure environment for all students, staff, and visitors. In order to uphold these standards, we require you to disclose any relevant unspent criminal convictions or cautions during the admissions process.
- 12.2. We recognise that disclosing a criminal conviction or caution is a sensitive matter, therefore we ensure that this information will be treated with utmost confidentiality and in compliance with the [Data Protection Act 2018](#). Our admissions team are trained to handle such information in a discreet and non-discriminatory manner with a focus on ensuring fair and objective evaluations.
- 12.3. It is important to note that the disclosure of relevant unspent criminal convictions or cautions does not automatically disqualify you from admission. Rather, it provides an opportunity for us to have an open and transparent discussion with you. We believe in the principles of rehabilitation and second chances, and we aim to support you in your academic journey while maintaining a safe and inclusive learning environment in line with the [Rehabilitation of Offenders Act 1974](#).
- 12.4. If you disclose a relevant unspent criminal conviction, you will be asked to complete a disclosure form to outline the details of your conviction. This will allow a risk assessment process to take place, which is designed to safeguard the welfare of all students and staff whilst leaving scope for those with criminal convictions to seek admission to a college course.
- 12.5. In addition to the disclosure, you are required to advise us if you are currently or will be subject to any licence, order, condition, or restriction imposed by a court or Criminal Justice Agency which may prevent you from fully engaging with your course and the wider college community. See our HE Terms and Conditions for further details.
- 12.6. The form will be reviewed separately from the application process by the Safeguarding Team and will not be shared with the admissions team reviewing your application form. The disclosure will not form part of the admissions decision and if a place is offered it will be considered a conditional offer by the

Safeguarding Team carrying out the risk assessment until an outcome has been reached.

- 12.7. The outcome of the risk assessment process will be communicated to you clearly in writing. This process can take up to 4 weeks for the Safeguarding Team to carry out the risk assessment process. It may, in exceptional circumstances, take longer if we need to seek further information from a professional, statutory, or regulatory body. If this is the case, we will inform you and offer support or advice if you are applying to more than one college.
- 12.8. Your disclosure and supporting documents will be held as special category data and kept securely with restricted access in line with our [Data Protection Policy](#).
- 12.9. We reserve the right to refuse admission to applicants who, as a result of the risk assessment process, are viewed as unsuitable.
- 12.10. Failure to declare relevant unspent convictions could result in disciplinary procedures and possible removal from the course and exclusion from the college.
- 12.11. If you are unsure on whether you have a relevant unspent conviction and would prefer to seek external assistance with this you can find further information within the [Rehabilitation of Offenders Act 1974](#) or get support and advice from the [Unlock](#) organisation.

## Cancellation of a Course

### Cancellation by Tameside college

- 13.1. In any instance of course cancellation we will carry out the procedure in the Higher Education Terms and Conditions including the provision in clause xx “If you have received an Offer for a programme which the College discontinues prior to you registering at the College, the College will notify you as soon as possible prior to the start date of the programme, and will use reasonable endeavours to provide a suitable replacement programme for which you are qualified, or advise accordingly on alternative provision. If the College is unable to provide a suitable replacement programme, you, or the College, may cancel the Contract and withdraw from the programme without any liability for programme fees (even if the cancellation referenced below has expired.)” As appropriate the provisions of the Student Protection Plan would also be followed.

## Changes made to course description

- 13.2. We will strive to ensure that all information provided for courses and fees is accurate and up to date. However, there are occasions when amendments may need to be made during the academic year and in these instances the provision in the Higher Education Terms and Conditions will be followed. This will be carried out using provision clause that “If the college cancels a course for which you have received an Offer prior to you registering at the college, you will be notified as soon as possible and before the course start date. The college will make every effort to offer a suitable alternative course that matches your qualifications or provide advice on alternative options. In the event that a suitable replacement cannot be provided, you or the college have the option to cancel the contract and withdraw from the course without being liable for any course fees, even if the cancellation period has passed.”

## Cancellation by a Student

- 13.3. If you cancel a confirmed place on a course any fees paid prior to the start of the course will be refunded.
- 13.4. If you cancel a confirmed place on a course after the fourth week of attendance you may not be eligible for a refund. Our [Higher Education Refund and Compensation Policy](#) sets out the instances when a full or partial refund will be given and when no refund is possible.

## Application from Debtors

- 13.5. If you have outstanding debt with the college and apply for a new course, we reserve the right to refuse admission until such time the debt is settled, or arrangements are made to settle the debt owed.
- 13.6. Please refer to our [Higher Education Refund and Compensation Policy](#) under section x for further information on debt.

## Review and Monitoring

- 14.1. We work closely with our university partners to ensure that our procedures are reviewed and updated on an annual basis. If we need to make a change to this policy and procedure it will be reviewed and signed off by the Senior Leadership

Team (SLT) and these changes will be noted in the version log displayed on the front page of this document.

- 14.2. This policy and procedure are available on our website under the [Policies and Procedures](#) page and is reference in our Terms and Conditions and Student Handbook.

## Data Protection, Confidentiality, and Information provided

- 15.1. We are committed to ensuring that we comply with the requirements of the [Data Protection Act 2018](#) during our admissions process. Confidentiality of the process is also linked to our [Safeguarding Policy](#).
- 15.2. All applications are managed and stored in accordance with our Data Protection Policy. The application form, interview notes and other specific admission material is kept on record for the duration of the student's educational journey with the college.
- 15.3. We will make an offer to a student based on the information available at the time of interview/enrolment. If it transpires that we were given incorrect information or information was not disclosed, we reserve the right to review or withdraw the offer in light of this. Examples of this may include (but not limited to):
  - Falsifying references and/or qualifications.
  - If a student enrolls on a different course which means they are no longer eligible, under funding regulations or other rules.
  - If a student receives a criminal conviction and it is no longer possible for them to study at the college.

## Equality, Diversity, and Inclusion statement

- 15.1. Policies are inclusive of all Tameside College Students, Learners, Enquirers and Alumni, regardless of age, civil status, dependency or caring status, care experience, disability, family status, gender, gender identity, gender reassignment, marital status, marriage and civil partnerships, membership of the

Traveller community, political opinion, pregnancy and maternity, race, religion or belief, socio-economic background, sex, sexual orientation, or trades union membership status.

## Glossary

**UCAS (Universities and Colleges Admissions Service):** Centralized service for applying to undergraduate courses in the UK.

**Clearing:** The process for students who have not secured a place through their initial applications to find available courses.

**Conditional Offer:** A conditional offer is an offer that is made on the basis that you meet certain requirements and conditions before you can be accepted onto your chosen course.

**Unconditional Offer:** An unconditional offer is an offer that is made without any conditions. This means that you have already secured your offer of a place on the course. You've already met the entry requirements.

**Tier 4 Visa:** Visa category for international students studying in the UK.

**Tuition Fees:** The cost of academic instruction, paid by students.

**Student Finance:** Financial support provided by the government to help cover tuition fees and living costs.

**Undergraduate:** The first level of university education leading to a bachelor's degree.

**Postgraduate:** Education pursued after completing a bachelor's degree, leading to a master's or doctoral degree.

**Semester:** The academic year is typically divided into three semesters.

Related documents

[Higher Education Terms and Conditions](#)

[Student Protection Plan](#)

[Safeguarding Policy](#)

[Equality, Diversity, and Inclusion Policy](#)

[Data Protection Policy](#)

[HE Complaints Policy](#)

[UCAS Application deadlines](#)

[Equality Act 2010](#)

[Data Protection Act 2018](#)

[Quality Assurance Agency, UK Quality Code for HE: Admissions, Recruitment and Widening Access](#)

## Appendix 1 - University Partnership requirements

Course code	University	Link to regulations	Section
MHF018MQ MHF019MQ MHF020MQ MHF027MQ	Huddersfield	<a href="https://www.hud.ac.uk/media/policydocuments/Admissions-Policy-Taught-Courses.pdf">https://www.hud.ac.uk/media/policydocuments/Admissions-Policy-Taught-Courses.pdf</a>	
MHF018MQ MHF019MQ MHF020MQ MHF021MQ	Huddersfield	<a href="https://www.hud.ac.uk/media/policydocuments/Admissions-Policy-Taught-Courses.pdf">https://www.hud.ac.uk/media/policydocuments/Admissions-Policy-Taught-Courses.pdf</a>	
MHF009MQ MHF017MQ MHF021MQ	Chester	<a href="https://www1.chester.ac.uk/social-responsibility/academic-quality-support-services/academic-regulatory-information/quality-and">https://www1.chester.ac.uk/social-responsibility/academic-quality-support-services/academic-regulatory-information/quality-and</a>	E





## Appendix 2 – Diagram of the admissions process

