

## 1. POLICY STATEMENT

Here at Tameside College we have a robust approach to our admissions and selection processes for all our Higher Education and Professional courses. We value equality and diversity and encourage the demographic we serve to feel confident that we promote equal access to all. We believe that diversity is educationally as well as socially desirable in a civilised society, enriching the educational experience for all.

Tameside College therefore seeks 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.

### **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. All our entry requirements can be found on our website/prospectus; <https://www.tameside.ac.uk/>

### **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 with regard to the individual's academic achievements and potential, taking into account the context and circumstances in which these were achieved.

### **Increase the diversity of the student population**

Here at Tameside College we have a small admissions team who work closely with the course leaders. This means that, while the college has overarching admissions policies and procedures, it is the responsibility of the course leaders to decide which applicants will be made an offer of a place.

Applicants who have met, or are predicted to meet, our entry requirements, are entered into the selection process. Those who do not meet the entry requirements will be informed and may be offered alternative provision or advice and guidance.

We aim to inform you of our decision on your application as quickly as possible. Provided you have applied by the October or January deadline; you can expect to receive our decision by the end of March. (Extensions for the Covid period are considered in 21/22 applications). We give full and equal consideration to every application received by the relevant UCAS deadline. Those who apply directly to the college will undergo the same recruitment process within the college and will be notified of the outcome of their application within 2 weeks of receiving the application.

### **What we consider**

We consider all the information in your UCAS application or your direct application before making our admissions decision. This includes your academic qualifications, your personal statement and reference, and any other data and information considered in our approach to widening access applicants. Those who apply directly to the college, the information provided on the application form will help make an informed decision on any offer to be made, therefore it is imperative as much detail as possible is offered within this.

### **An explanation of our entry requirements and how to understand them**

To apply for a place at Tameside College on one of our Higher Education/Professional Studies programmes, you'll need qualifications, a personal statement and a reference if applied through UCAS, or to have fully completed all sections

of the direct application form. As all of our programmes are delivered and assessed in English, you will also need to provide evidence of your English language skills through qualifications (for example most of our programmes demand a GCSE grade 4/C or an IELTS of 5.5 or above).

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.

We call these our entry requirements. The qualifications and grades you need vary by Higher Education/Professional studies programme.

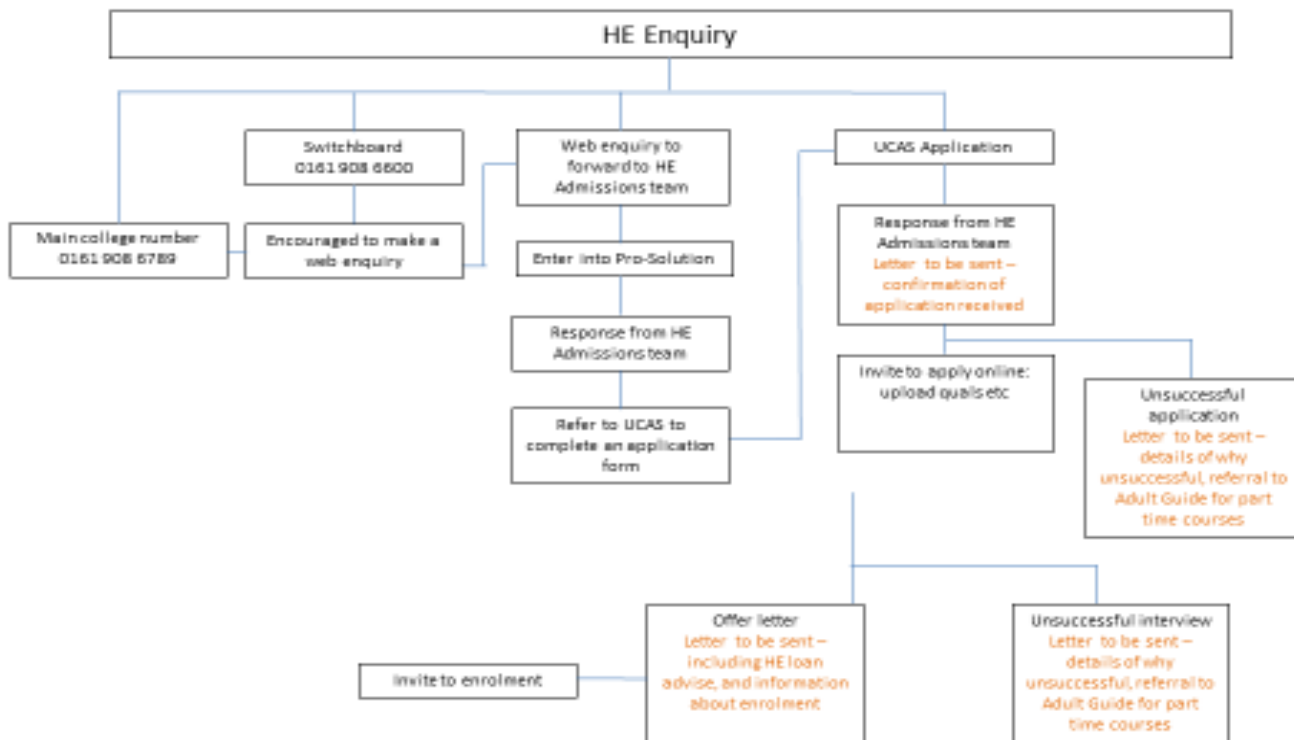
**Our entry requirements**

Our programme finder on our website or prospectus; <https://www.tameside.ac.uk/> lists all of the Higher Education/professional qualifications we offer and the entry requirements you will need to be considered for an offer.

For most programmes of study we will list:

- Standard entry requirements/minimum entry requirements
- Specify required subjects where needed
- English language requirements
- Maths requirements

Below is a flow chart of the admissions process:



# ADMISSIONS AND RECRUITMENT POLICY



## 2. POLICY CONTEXT

This policy applies to Tameside College staff.

## 3. LOCATION AND ACCESS TO THE POLICY

The Admissions and Recruitment Policy and supporting policies and other documents are available via SharePoint on the College network and the College website.

## 4. POLICY STATUS

Responsibility: Interim Vice Principal  
Approved by: Senior Leadership Team  
Issue Date: March 2021  
Review Date: March 2023

### Review/Change History:

Version	Description/Detail of Update & Name of Person who has carried out Update	Approval	Date of Issue
1	Reviewed by K. Sykes	SLT	March 2021