Item 08
For Approval

Glasgow Kelvin College

Learning and Teaching Committee – 2 March 2022

Admissions Policy

Report by Vice Principal Curriculum and Quality

1. Introduction

The attached College admissions policy is due for review. As the policy was reviewed and amended by the Committee last year, only very minor changes are suggested by College management. It is proposed that the next review is scheduled for 2024.

2. College Admissions Policy

Attached is a College Admissions Policy which provides a collated overview of the College approach to admission of new learners to its programmes of learning. Following consideration by the Learning and Teaching Committee, this new policy was agreed by Board of Management for in March 2021.

As the policy has only been in place for one year, no substantive changes are suggested by management. However, this review provides an opportunity to update staff titles (highlighted in yellow) where these have changed.

3. Resource Implications

No resource implications are identified as a direct result of this report.

4. Equalities

No equality issues are identified as a direct result of this report.

5. Risk and Assurance

No risk implications are identified as a direct result of this report.

6. Data Protection

No data protection issues are identified as a direct result of this report.

7. Recommendations

Members are recommended to:

i. review and approve the attached admissions policy, subject to any amendment.

8. Further Information

Members can obtain additional information on the contents of this report from Robin Ashton, Vice Principal, Curriculum and Quality.

Glasgow Kelvin College
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21/02/2022

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Glasgow Kelvin College

Admissions Policy

Document Control Information	
Approved by the Learning & Teaching Committee (provided with Delegated Authority by the Board of Management:	**16 March 2021**
Date of Next Review:	**March 2022**
Reviewed by the Board of Management:	**01 March 2021**

The Board of Management (or any person/group with delegated authority from the Board) reserves the right to amend this document at any time should the need arise following consultation with employee representatives.

Glasgow Kelvin College Admissions Policy

1. Introduction

1.1. The principal aim of the Admissions Policy of Glasgow Kelvin College is to offer fair, transparent and consistent admissions practices.

1.2. This policy applies to the admission of all categories of applicants applying through the centralised admissions process.

1.3. This policy is underpinned by Glasgow Kelvin College's codes of practice and policies on Data Protection, Equality & Diversity and Access & Inclusion.

1.4. The College is committed to equality in education. Applicants are selected on the basis of their individual merits, abilities and aptitudes. The College aims to increase the diversity of its student population: we believe that diversity is educationally as well as socially desirable in a civilised society, enriching the educational experience for all.

1.5. The College seeks to attract a wide range of applicants from different social, cultural and educational backgrounds who can demonstrate the academic ability and/or the skills required to succeed in their chosen studies. We actively encourage applications from students from all groups who are currently underrepresented in further education.

1.6. The College aims to offer clear advice and guidance to prospective applicants to enable them to make informed choices and to apply to programmes appropriate to their interests, academic qualifications and potential. Admission is subject to the availability of places. Where there are restrictions on the number of places the College can make available, competition for places is often extremely high.

2. Roles & Responsibilities

2.1. The Head of Student Support Services, Directors of Curriculum and Team Leader Admissions & Retention Improvement are responsible, on behalf of the College, of developing and implementing admissions practices and procedures.

3. Material information to an application

3.1. It is the responsibility of an applicant to provide full and accurate information in support of their application.

3.2. The College regards the following details as important to an application:

- Course choice;
- Academic record: qualifications or grades achieved and predicted grades and marks;
- Evidence supporting grades achieved and predicted grades and marks including any non-standard education experience and extenuating circumstances;
- References (if requested);
- Personal statement or requested sample of written work;
- Contextual data information where appropriate;
- Evidence of English language proficiency if required; • Performance at interview, where appropriate;
- External aptitude tests, where appropriate.

3.3 The College will take into account the personal circumstances of applicants and or any unforeseen circumstances out with the applicant's control and where appropriate and relevant, will modify information required so as not to disadvantage applicants.

4. Course information provided by the College before applying

4.1. The College's online prospectus provides key up to date material information about our courses to help an applicant make an informed decision about which course to apply for.

4.2 The College's Advice, Guidance & Learner Support Team also provide impartial, ethical and learner centred information, advice and guidance to assist prospective applicants make informed decisions.

5. Enquiries

The College is committed to providing clear and concise information about qualifications, entry requirements, application procedures and the admissions process. This includes ensuring detailed and up to date information is provided on the College website

5.1. Enquiries to the College

The College responds in a timely manner to enquiries from applicants and prospective applicants made by phone, email or post.

Prospective applicants with general course enquiries, or requiring support completing their application should contact info@glasgowkelvin.ac.uk

Prospective applicants with enquiries relating to Admissions should contact admissions@glasgowkelvin.ac.uk

Applicant enquires, once an application has been made, can also be made directly to admissions@glasgowkelvin.ac.uk

Enquiries regarding support for students with disabilities and specific learning needs can be sent to Advice, Guidance & Learner Support learnersupport@glasgowkelvin.ac.uk

During busy periods there may be a delay in responses, however we endeavour to respond to all enquiries within 5 working days.

6. Tuition fees and fee status assessment

6.1. The cost of tuition is determined by the applicant's fee status, mode of attendance and course. The College may withdraw an offer if fee status changes or does not meet fee status regulations. It is the College's responsibility to assess an applicant's fee status. Fee status is determined using the regulations approved by the Scottish Parliament, the Education (Fees) (Scotland) Regulations 2011. If the College considers an applicant's fee status to be unclear from the information provided in the application, the applicant will be asked for further information. It is the applicant's responsibility to provide any additional information required in a timely and accurate manner.

7. Applications

The College is committed to:

- processing applications efficiently;
- maintaining clear and regular communication with applicants throughout the application process;
- assessing applications equally, consistently and fairly based on the information in the application form, and as part of a gathered field.

7.1. The application process

Applications are usually made via the College website (alternative formats are available on request).

- Submitted applications collated
- Relevant staff review the application
- Once made, decisions are communicated quickly by the Admissions team to applicants via email or post.

- Should any information on the completed application form be unclear, the applicant may be contacted directly.

7.2. Internal application process

Glasgow Kelvin College are committed to providing all internal students with priority access when applying for progression opportunities with their studies.

7.3. Entry requirements

The College website provides detailed information on entry requirements and admissions procedures, including the entry requirements for each individual programme.

Where appropriate the College will consider a broad range of information in addition to or instead of academic achievement. This might include relevant skills and contextual factors related to the course, for example:

- Work experience;
- Voluntary work;
- Portfolio;
- References from schools, employers etc;
- Home responsibilities; and
- Experience of diverse communities/cultures.

7.4. For some courses of study it is a requirement that students join the Protection of Vulnerable Groups Scheme operated by Disclosure Scotland before they are able to participate in placement opportunities. Where this is appropriate, students will be notified in advance of the requirement to do so;

7.5. English Language Proficiency

Applicants for whom English is not their first language may need to provide evidence of English language proficiency suitable to their intended level of study as a condition of their offer.

It is not necessary for candidates to have the required grade in an acceptable English language qualification prior to application, however if an English language qualification is a condition of an offer the applicant will have to have achieved the required qualification prior to registration and before the end of August in the year of admission.

7.6. Multiple applications

Applicants who make applications to more than one programme at the College within the same cycle will be considered for all programmes applied to. An applicant can submit a maximum of three applications per academic cycle.

Applicants who make repeat applications across different cycles will be considered independently without influence of previous admission decisions.

7.7. Deferred entry – applications

The College accepts applications for deferred entry limited to a single year. Equal consideration is given to deferred entry applicants. Faculty staff will make the final decision on deferred entry application.

7.8. Interview/Events

The College may invite applicants to attend an interview/event prior to making a course place offer. This requirement will be limited to courses where the interview adds value and provides insight into the competencies of the applicants and their ability to successfully complete the course. Interviews are therefore more likely to be used for Higher National level courses.

Faculty staff are responsible for designing and running these at course/area level. They normally include one or more of the following;

- One-to-one interview
- Group task/interview
- Practical task
- Written Task
- Aptitude test
- Presentation

7.9. Communication of application next stage outcome

Following the assessment of a completed application, and an interview/event if this has been undertaken, applicants will receive one of the following decisions:

- An unconditional offer – this means that the applicant has met all of the entrance requirements and selection criteria for the course and the College is holding a secured place for the applicant.

- A conditional offer – the College wishes to make the applicant an offer provided that certain conditions (for example, a particular standard in future examinations) are met.

- Applicants must accept their offer online using the College's online application platform within the time period or date stated on their offer letter. Failure to accept an offer by the stated date can, in some cases, result in the offer being withdrawn. Applicants may accept more than one offer.

- A referral/rejection – the applicant is not suitable for the course, or the applicant has not met the entrance requirements or selection criteria for the course to which they applied. If possible, applicants will be referred to a suitable alternative course, if no suitable alternative is available, applicants are informed of the information, advice and guidance available to them.

- The Admissions team at the Glasgow Kelvin College make every effort to ensure that errors are not made during the application process. However, we recognise that it is possible that errors may occur occasionally. The College reserves the right to amend errors as appropriate.

Throughout the application process applicants receive regular email updates regarding the status of the application. Applicants can also log in to their online account to view the status of their application. Online access options may not apply to some prospective students and returning learners who require additional support or external assistance.

8. Applicants with disabilities

8.1. Applications from disabled students will be assessed against the College's entry requirements on the same basis as any other application, and will be subject to the same selection process. Any support needs or adjustments which are required will be considered separately, after the admissions decision has been taken.

8.2. All applicants who are invited to attend an interview/event are informed of how they can access Learner Support at the interview/event if required

8.3. Where an applicant has declared a disability on their application form, this information is passed to the College's Advice, Guidance & Learner Support Team to make an initial assessment of the declared information and follow up where appropriate. The disability assessment is done independently from the decision-making process. The College will make reasonable adjustments in line with its legal duties to meet the needs of applicants with disabilities.

9. Staff Training & Development

9.1. The College recognises that all staff involved in recruitment and admissions should be competent to undertake their roles and responsibilities.

10. Confirming conditions of the offer

10.1. Applicants should provide proof to Admissions team when they have met their conditions at the earliest possible opportunity

10.2. Where an applicant holding a conditional offer meets the terms of that offer, they are automatically confirmed as having secured a place to study at the College.

10.3. The College is under no obligation to honour a conditional offer to applicants who have not met the conditions of their offer

11. What to expect when an applicant receives an offer of a place from the College?

11.1. When an applicant receives an offer of a place from the College, the College will provide the applicant with key information about the course, support available, funding and finance information, tuition fees and any other relevant costs for the course and arrangements for making payments to the College if necessary. Applicants should understand that they need to read all of the information before deciding about accepting their offer.

11.2. If an applicant is not clear about anything relating to an offer of a place and/or the information provided, the applicant should contact the College directly to ask for further advice by emailing admissions@glasgowkelvin.ac.uk or writing to Glasgow Kelvin College, 123 Flemington Street, G21 4TD

12. Feedback on admissions decisions

12.1. An applicant who is unsuccessful will receive notification detailing the College's decision. Unsuccessful applicants seeking further information on a decision should contact admissions@glasgowkelvin.ac.uk

13. Appeals

13.1. The College is committed to the fair and professional handling of appeals. The Admissions Appeal Procedure details the process for appeal.

14. Monitoring and review

14.1. This policy will be reviewed annually by Head of Services to Support Leaners, Team Leader Admissions & Support Funding & Director of Curriculum and revised in light of changes in legislation and College regulations and strategic objectives.