SRC OU Admissions Guidelines

To be read in conjunction with the SRC **Admissions Policy**

There is a three-step admissions process for Higher Education at Southern Regional College:

1. **Complete our online application form**
2. **Attend a PEAS advice session (Pre-Entry Advice Session)**
3. **Meet the course entry requirements**

1. Online application form

All SRC applicants must apply online via our online application form: SRC Online Application Portal

In the event that the applicant is unable to access or complete the online application form they may request a printed form from any campus reception.

Once you have submitted your application, you will be invited to attend a Pre-Entry Advice Session. The deadline for all applications is week 7 of the academic year (normally the second week of October) and is clearly set out in the College Admissions Policy Section 4.4 Page 4, found here

2. Pre-Entry Advice Sessions (PEAS)

All applicants for Higher Education courses must normally attend the mandatory Pre-Entry Advice Sessions on campus. Arrangement can be made if any applicant is unable to attend in person to undertake this Pre- Entry Advice Session using Microsoft Teams or telephone. You will receive an invitation via email. This email invitation will provide you with full details of the content of the Pre-Entry Advice Sessions and request that applicant provides evidence of qualifications achieved / pending and experience relevant to this programme of study. These sessions will commence in January 2026 and continue through to August 2026. Late applications will only be considered in exceptional circumstances approved by the Head of Faculty or designated authority.

The outcome of the Pre-Entry Advice Session will be communicated to you via email or directly from the College Admissions team.

Directions to each campus can be found on the SRC website. Please click on the 'About Us' tab, to access Campus details, or alternatively click here

3. Entry Requirements

You must meet all entry requirements as set out for each individual course. These can be found in the prospectus, on the website course information sheets and published programme specifications.

Southern Regional College welcomes applications from all individuals with the potential and motivation to succeed. The College is committed to operating a fair, transparent and consistent Higher Education admissions policy which ensures equality of opportunity for all.

The Campus Services Manager is responsible for implementing and monitoring necessary procedures to ensure this policy is followed correctly, consistently and fairly for all applicants.

Where the applicant has non-standard qualifications or on occasions where the applicant narrowly misses the qualifications for the standard offer of a course, the applicant will be invited to an interview with the Course Co-ordinator/Director.

Admissions Objectives

We aim to:

- Ensure our applicants receive a responsive and customer-focused service.
- Admit students who have the potential to succeed and benefit from our programmes of study, thereby supporting student progression and success.
- Promote equality of opportunity and diversity.

The College will achieve these objectives by ensuring that:

- Our admissions procedures and policies are clearly documented and easily accessible.
- Decisions are made in line with clearly stated selection procedures and entry requirements and are applied consistently and fairly.
- Our selection assessment methods are reliable, valid and support the admission of students with the potential to succeed.
- Information relating to entry requirements is clear and transparent.
- Programme information provides applicants with relevant, accurate and up-to date details which enables them to make an informed choice on the suitability of the programme for their needs.
- Applications are considered on an individual basis with reference to information in the application including academic achievements, personal statement and academic or work/personal reference.
- Where students have previous similar qualifications the Recognition of Prior Learning (RPL) Handbook is used, where applicable.
- All applications are given equal consideration irrespective of age, disability, ethnicity, gender, religion or belief, or sexual orientation.
- Offers of admission are communicated to applicants in clear and easy to understand language.
- We continually monitor and annually review our admissions procedures in order that our admissions service is responsive and customer focused.

Roles and Responsibilities

The College is committed to providing a professional admissions operation to provide the best service to applicants. The College operates a centralised admissions process to achieve this. Course tutors within the faculties remain involved in the admissions process and have joint responsibility for ensuring that the correct entry criteria and selection processes are applied to each of their courses.

Applicants who do not meet the minimum academic criteria but who have significant and relevant experience in their chosen subject may be considered for entry providing they can evidence the ability to study at the academic level. The OU Recognition of Prior Learning (RPL) Handbook will be consulted.

Programme of Study Information

Where an interview, audition or portfolio forms part of the selection criteria, or where applicants are required to have work experience, we stipulate this in our prospectus, course information sheets and programme specification document which is available on the website

Selection and Assessment Methods

For the majority of programmes our assessment methods focus on the information contained in the application and assess the applicant's suitability for study in terms of their academic qualifications, relevant work/life experience and subject interest. The exceptions to the above are those programmes where assessment methods for suitability for study may include interview and/or submission of portfolio.

Where interviews are used to assess applicant suitability for study, these are carried out by fully trained staff with experience of interviewing applicants.

Where submission of a portfolio is used to assess applicant suitability for study, all applicants are informed in sufficient time of the specification for the portfolio and assessment methods used.

Offers, Responses and Communication

The College aims to process its applications quickly and efficiently. The College provides an immediate email response to acknowledge receipt of all applications. The acknowledgement email states that a PEAS date will be issued within 4 weeks, however the College endeavours to provide a date sooner than this.

All HE students attend an interview in the College with the Course Coordinator/Director. Where there is insufficient information to allow a decision to be made, the Course Coordinator/Director can make a conditional offer i.e. they may request additional detail such as evidence of their results. If all required evidence is received at the interview the Course Coordinator can make a decision to offer a place on the programme this is considered an unconditional offer. Where an

application requires a portfolio submission the decision-making process in undertaken during the Pre-Entry Advice Sessions.

Where an offer of admission is to be made, the College aims to communicate the terms of the offer within 2 working days. The offer letters to the programme of study contains the details of any action an applicant needs to take to accept the offer and provides information on the anticipated fee levels for the applicant.

If an applicant attends the Pre-Entry Advice Session and does not meet the entry criteria for the selected programme the Course Coordinator will verbally refer the applicant to the SRC Careers service for alternative options.

Occasionally, changes may need to be implemented at short notice to course content or structure. Where such changes are deemed to impact significantly on the student experience of the programme, the College will write to all applicants holding offers of admission to advise of these changes and where applicable, offer an alternative programme of study.

Applicants who choose to accept their offer of admission must respond within a specified timeline (this is normally a date in August for all programmes) are sent additional information prior to the start of the course, which provides essential advice and guidance to prepare students for the start of their studies.

"Confirmation" refers to the period in August each year when the College receives examination results for applicants who have accepted Conditional offers. Applicants who achieve the grades required by their conditional offer have their place confirmed at this August "Confirmation" session. Applications from candidates who have not met the required grades are reviewed and their place may be confirmed, although no guarantee is made that this will be possible.

Applicants with Disabilities

The College welcomes applications from students with disabilities and seeks to ensure appropriate support arrangements and reasonable adjustments are made prior to students commencing studies. Applicants are therefore strongly advised to declare any disability on their application. This information is used only to identify support needs and is not part of the academic decision to make an offer of admission.

The academic decision to offer a place of study is made first. Following this decision, where an offer of admission is to be made, the applicant may be referred to the College Learning support team to assess any additional support which should be in place prior to the student commencing studies. The College will make reasonable adjustments to ensure support for any applicant with a learning difficulty and/or disability to assist them in the admissions and enrolment process and in the progression and completion of their studies. There may be times, however, taking into account the resources of the College, when the nature of a student's ill health or behaviour requires support and adjustments beyond the expertise or capacity that the College can reasonably offer.

Disabled Students' Allowance (DSA) provides extra financial help for disabled students. Students may receive DSA if they have a disability, ongoing health condition, mental health condition or specific learning difficulty. Students can get help with the costs of:

- specialist equipment
- non-medical helpers
- extra travel because of a disability
- other disability-related costs of studying

Details and support to apply for this financial help is provided to the students by the learning support team.

Fraudulent Applications

All applicants have a responsibility to ensure the information submitted on their application is accurate and up to date. The decision to offer a place is based on the information contained in the application and where it is discovered that an applicant has submitted incorrect or inaccurate information as part of their application; the College will investigate further and reserves the right to withdraw the offer of admission. The College also reserves the right to refer cases for further investigation (where applicable). Information relating to qualifications held by the applicant and listed in the application form is subject to verification.

Feedback, Complaints & Appeals

When requested, the College will provide verbal feedback to unsuccessful applicants at the time of the Pre-Enrolment Advice Session by the programme course coordinator/director with a referral to Careers Guidance to explore alternative options if appropriate. If required, the applicant can request formal written feedback within 10 days after the decision by emailing the request through to the admissions coordinator/director who deals with the applicant application.

Where an applicant wishes to appeal against a decision regarding their application they must normally do so in writing/telephone within 10 days of the date of the original decision. The appeal must be communicated to the admissions coordinator as detailed on the conditional offer letter.

Where an applicant wishes to submit a complaint regarding the handling of their application, the applicant should discuss the problem with the Campus Services Manager at a mutually convenient time within 10 days of the last communication from the College, and appropriate action should be agreed. A response in writing and by phone call will be made within 5 working days but the College will endeavour to ensure the matter is resolved as quickly as possible. If there is no satisfactory outcome or agreed action, the applicant is entitled to submit a formal complaint following the guidance which may be found in the College's Complaints and Compliments Policy Further to this, applicants who have exhausted all internal processes can

escalate the complaint to the Director of Open University Validation Partnerships (OUVP) by emailing ouvp-Director@open.ac.uk

Data Protection

Southern Regional College will process all personal information supplied in the admissions process strictly in accordance with current data protection legislation. The College has in place a portfolio of robust data protection policy and procedures which can be found on the SRC Website

Course changes and closure

The College regularly reviews and updates its courses however, in exceptional circumstances, a course may be closed or may introduce a substantial change which will impact on applicants and/or current students. For further information please refer to the College Terms and Conditions