



ADMISSIONS: POLICY AND PROCEDURE

Process Area	Student Services
Reference Number	STS/005
Directorate	Curriculum

Issue No	Date	Details	Author	Approved	Next Review
001	Nov 2007	First Issue	LMcK	BD	Jan 2010
002	Jan 2010	Changes in procedure	LMcK	JE	Dec 2010
003	Dec 2010	Admissions criteria and process extracted to a separate document	LMcK	JE	Dec 2012
004	Dec 2012	Reviewed	RM JMcK	GD	Oct 2013
005	Oct 2013	Reviewed Changes to sections 1, 3, 4.1, 4.6, 4.12 & 6	RM JMcK	GD	Sep 2014
006	Sep 2014	Reviewed changes to 3, 4.1, 4.5, 4.7, 4.8, 4.12, 4.14, 6.	RM JMcK	GD	Oct 2014
007	Oct 2014	Wording changes following review at Education Committee	JMcK	BD/Ed Com	Dec 2015
008	Dec 2015	Admissions Criteria linked as Appendix 1	JMcK	Governing Body	Feb 2017
009	Feb 2017	Reviewed with minor changes to 1, & 6	RS	Governing Body	Feb 2018
010	Feb 2018	Reviewed with changes to 4 & 6	RS	Governing Body	Nov 2018
011	Nov 2018	Reviewed with changes to 4.3 & 6.0	KK	Governing Body	Jan 2021
012	Jan 2021	Reviewed with changes to 4.1, 4.3, 4.4 and 4.6	KK	Governing Body	May 2021
013	May 2021	Reviewed with changes to 4.2, 4.9, 4.14 and section 6	KK	Governing Body	Mar 2022
014	Mar 2022	Reviewed with minor changes	KK	Governing Body	Apr 2023
015	Apr 2023	Reviewed with minor changes	LS	Governing Body	Feb 2024
016	Feb 2024	Reviewed with minor changes to 3, 4.15, 6	LS	Governing Body	Feb 2025

If requested, the College will make the policy available in alternative formats to accommodate visual impairments. The policy can also be downloaded from the College website and made available in alternative languages upon request.

1. POLICY STATEMENT

SRC recognises the importance of admitting applicants to a course suited to their ability and aspirations. The admissions procedure takes account of all aspects of an application, not just an applicant's academic profile to ensure equality of opportunity to all. SRC encourages progression to further study based on ability or employment, however, will consider retraining for applicants on an individual basis.

In seeking to attract applications from learners, SRC is committed to widening participation and to promoting wider access to Further and Higher Education.

Applications for admission to all courses are considered without regard to any inappropriate distinction e.g., age, ethnic origin, nationality, disability, sexual orientation, gender, religious or political beliefs, marital status, care experience or socio-economic background.

In most cases, courses will have admissions criteria which outline the minimum prior knowledge, skills and/or academic qualifications the applicant should have in order to meet the demands of the course. Places are offered subject to availability on any course of study. This policy should be read in conjunction with the admissions criteria document which is updated annually.

All full-time students and part time students on substantive courses (120 hours or more) may be required to attend a Pre-Enrolment Advice Session (PEAS) with a specialist tutor prior to taking up a position on a course. This support process will provide applicants with an opportunity to discuss their choice of course and to ensure that they are satisfied with the requirements of the course. Existing SRC students who are progressing onto a higher-level programme in the same subject area may not be required to attend a PEAS. The relevant personal tutor will contact applicants and make an offer through the PEAS portal.

Additional information, advice and guidance will be available through the Careers Information and Guidance services provided across the Campuses. Applicants are encouraged to engage with the College's Careers Service to seek additional advice or information. Applicants should consider their progression pathway at the time of application.

2. SCOPE

This policy will apply to admissions to all courses at SRC. The procedure outlined in section 4 applies only to full time and substantial part time courses (120 hours or more).

All other part-time courses (less than 120 hours) and e-learning will use a separate procedure including advice and guidance at the point of enrolment.

3. DEFINITIONS

Firm (Unconditional) Offer	Applicant has met the admissions criteria and has been accepted to the course.
Provisional (Conditional) Offer	Applicant has to provide documentation to meet the required admissions criteria and has been given a provisional offer.
UK Visas & Immigration (UKVI)	UK Government Agency with responsibility for Immigration
UKISA	UK Council for International Affairs provides clear authoritative guidance relating to international Students
PPANI Public Protection Arrangements Northern Ireland	Public body responsible for Public Protection in relation to Sexual or Violent Crimes
Looked after Children (LAC) and Care Leavers / Care Experienced	SRC supports the quality of provision and service to Looked After Children and Care Leavers/Care Experienced Learners applying to Further & Higher Education
Criminal Conviction Disclosure	Applicants are asked to disclose Criminal convictions in relation to all offences before they progress to enrolment on a course.
Higher Level Apprenticeship (HLA)	<p>Higher Level Apprenticeships offer a work-based learning programme and lead to a nationally recognised qualification at one of the following:</p> <ul style="list-style-type: none"> • a level 4 and 5 - equivalent to a higher education certificate, higher education diploma or a Foundation Degree. • a level 6 - equivalent to a Bachelor's Degree.

4. PROCEDURE FOR IMPLEMENTATION

- 4.1 The College welcomes applications from students aged 16 or over including people with disabilities, socially disadvantaged backgrounds and with non-traditional qualifications. Normally applicants under 16 will not be permitted entry to full time courses at the College. In exceptional circumstances, an applicant who is under 16 may be considered for entry to the College if they have a particular educational need that cannot be met in school and this application will be approved by the Chief Executive. The College provides professional advice and assistance for students who may be facing difficulties with costs related to their study or who may be worried about starting a new course, meeting new people and entering a new environment.

Application Process

- 4.2 The College operates an online application process through the College website (www.src.ac.uk). The College's Online Application Portal will open mid first semester for applications onto Higher Education courses and in the second semester for all other courses.

- 4.3 Applicants must be competent in English and submit a fully legible application on the online application portal. Applicants who are unable to complete an online application may request a printed form from any campus reception.
- 4.4 All applications will be processed on a first come, first served basis. All applications must be submitted in a timely fashion before all notified closing dates. It is the responsibility of the applicant to ensure their online application or paper application form is received by the College. An acknowledgment email will be sent by the College following receipt of the application form. Late applications will only be considered in exceptional circumstances approved by the Head of Faculty or delegated authority. The last date for late applicants is week 7 of the academic year normally the start of the second week in October.
- 4.5 Applicants are required to follow the admissions process, which will be available on the College website. Where Individual Pre-Enrolment Advice Sessions (IPEAS) or Group Pre-Enrolment Advice Sessions (GPEAS) are necessary for course entrance – all applicants will be notified with such information. Repeating qualifications at the same level may impact on Student Finance Support, Transport Support and Learning Support.
- 4.6 The applicant may be required to attend either an individual or group pre-enrolment advice session (PEAS) on campus, via telephone or video call. The College Admissions team will communicate the outcome of interview and decision via email and text.
- 4.7 Applicants are issued with either an unconditional offer (firm) a conditional offer (provisional) or are referred to Careers Officer for guidance and support. The basis of offers will be made in accordance with the Admissions Criteria. The College will publicly release the admissions criteria for each academic year in advance of the online application portal opening and the release of the College prospectus for that year. The admissions criteria will be available from the College website www.src.ac.uk.

Admission Criteria

- 4.8 The College reserves the right to enhance the entrance criteria for all courses based on demand and required academic standards as specified by the awarding body/validating organisation. The College will notify applicants in writing of changes to admissions requirements prior to the commencement of any programme of study.
- 4.9 EU/EEA and Swiss citizens who make an application must have immigration permission (either through the EU settlement scheme or through another category of the UK'S immigration rules). Applicants who are Non-EU/EEA or Swiss residents must have a valid visa or have immigration permission which permits them to study for the duration of their course. Applicants must abide by the immigration rules as listed in the UKVI guidance notes. All applicants are welcomed on the basis that their communication skills are tested prior to enrolment and that previous qualifications gained can be equated to a United Kingdom qualification. Changes to UKVI regulations may impact on the ability of the College to accept students after application and, as a result, the College reserves the right to refuse admission to any student who does not comply with the current UKVI regulations. The College promotes appropriate learning pathways to match the ability and progression planning of applicants. Progression planning will include progression from education to employment if the learner has reached the full capacity of their academic achievement.

- 4.10 The College welcomes applications from learners who have a learning difficulty and/or a disability (whether physical and/or mental health). In specific circumstances a learning difficulty or a disability may prevent a learner from enrolling on a specific programme. In such cases the College will provide advice and guidance in finding an alternative programme of study linked to career pathway planning. Where an applicant has additional needs arising out of their learning difficulty and/or disability the College will carry out such assessment(s) as required to assess the applicant's suitability to attend the College and to identify if adjustments are required to enable the applicant to attend. 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.
- 4.11 The College reserves the right to withdraw an offer, close a course and move provision to another campus if there are insufficient numbers of students or lack of sufficient resources to operate the course. In such cases the College will offer careers support and advice to applicants and will assist in finding alternative provision.
- 4.12 The College reserves the right to refuse admission to an applicant who has been previously excluded from the College or partner organisations or who previously attended but failed to make sufficient effort towards successfully completing their studies. The College has a duty of care to learners and staff and reserves the right not to admit an applicant where there is evidence that they could be a threat or danger to others. Information relating to Criminal Convictions, Public Protection Arrangements Northern Ireland (PPANI) may have an impact on admission. All applicants will be required to disclose any unspent criminal convictions on their application and enrolment form(s). The College reserves the right not to admit an applicant who has any outstanding debts to the College.
- 4.13 Where a student will be working with a range of client groups and/or those who may be categorised as 'vulnerable', a range of checks may be undertaken at the induction stage with the student's consent. These may include Access NI Vetting, Health Declaration, Social Services checks and reference checks in accordance with the College Professional Suitability and Fitness to Practise policy. Should the checks be unsatisfactory, this may result in the student not being able to proceed with their chosen programme of study. Should this situation arise, the College will advise the student on other possible options.
- 4.14 The over-riding consideration in admitting applicants to any course is evidence that the applicant will be able to complete the course satisfactorily. The College reserves the right to refuse entry to an applicant deemed not to have sufficiently demonstrated the competency or attributes required to enter and successfully complete the chosen course of study. Should the College deny entry to a course on this basis, the College will write to the applicant outlining the rationale for the College's decision. The College will offer careers support in such cases and will propose alternative courses that may be more suitable to the applicant.

4.15 The College's Admissions policy reflects the UK Quality Code May 2023.

5. DISTRIBUTION

All Clients

6. RELATED DOCUMENTS

- SRC Admissions Criteria
- Sector Data Protection UK (GDPR) Policy
- SRC Criminal Convictions Disclosure Policy (NEW)
- SRC Learning Support Policy & Procedural Note
- Relevant DfE Circulars
- Equality & Good Relations (Staff and Students)
- Freedom of Information
- UCAS/CAO Procedures
- UKVI Guidelines
- SENDO
- APEL (Accredited Prior Experiential Learning) Policy
- Higher Education - Professional Suitability and Fitness to Practise Policy and Procedure
- Disability Discrimination Act (1995)
- Safeguarding Policy
- SRC Fees Policy
- HE Awarding Body Professional Body and HEI Programme Specification Admissions Criteria
- Student Finance NI Higher Education DSA Procedures
- SRC FE Professional Suitability and Fitness to Practise Policy

7. FLOWCHART

None.