UCEM Code of Practice

Admissions policy – Further Education (FE) Programmes

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UCEM Code of Practice: Admissions Policy – Further Education (FE) programmes

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1. Introduction

1.1 This document represents UCEM's overarching policy on the admission of students for UCEM Further Education (FE) programmes of study.

1.2 In line with the institution's core purpose to 'provide truly accessible and cost effective education, enabling students to enhance careers, increase professionalism and contribute to a better built environment', UCEM seeks to be effective in recognising that potential applicants have to succeed in their chosen programmes of study. The Admissions Policy operates to support students in this objective at each stage of the admissions process. UCEM is committed to delivering a high-quality service to all applicants through admissions processes that are fair, transparent and applied consistently, as outlined in the UK Quality Code for Higher Education, Chapter B2 and Chapter B6.

1.3 The aims of the policy are to ensure that:

- Applicants are treated fairly and consistently;

    - Applicants are appropriately supported and guided through the application process;

    - Applicants are able to make appropriate, informed choices;

    - UCEM strategic objectives are recognised.

2. Widening Participation

2.1 Providing accessible education is at the heart of UCEM's core purpose, and the institution is committed to widening participation to achieve this. UCEM provides a range of flexible learning pathways that seek to attract a broad range of applicants, and recognises the value of learning, whether it occurs in Further or Higher Education, or within the workplace.

3. Equality and Diversity

3.1 UCEM is committed to providing transparent, fair and consistent practice for all individuals. No potential student will be excluded entry to any UCEM programme as a result of discrimination, on the grounds of age, disability, gender reassignment, race, religion or belief, sex, sexual orientation, marriage or civil partnership, pregnancy and maternity. A copy of UCEM's Code of Practice: Equality and Diversity Policy is made available on the UCEM website.

4. Disability and additional needs

4.1 Applicants with disabilities or additional needs are welcomed by UCEM, and are encouraged to disclose this information to their lead provider in their application. Applicants who choose to indicate they have a disability or additional needs will be contacted by UCEM's Disability and Wellbeing Advisor Team, to discuss what reasonable adjustments can be made and/or if additional support is required.

4.2 Applicants who choose not to disclose their disability or additional needs at the application stage can do so at any point during their studies.

4.3 Applications from candidates with disabilities and/or additional needs will be judged on the basis of the core entry requirements. Admission decisions and discussion of support needs are taken independently. If UCEM is unable to meet additional

needs, or can only do so by compromising the learning experience, the applicant will be informed soon as is reasonably practicable.

4.4 For more information, please see UCEM's Code of Practice: Disability and Special Educational Needs (opens new window).

5. Criminal convictions

5.1 In line with UCEM's core purpose to provide truly accessible education, the institution supports applications from those with current (i.e. unspent) convictions, or applicants on parole; however, applicants will need to consider how they will access learning materials, which are delivered to students online via the Virtual Learning Environment (VLE) and via face-to-face workshops. This should be considered in conjunction with the expected workload and contact hours for the programme, as outlined in the programme specification.

5.2 All applicants, as part of the admissions process, will be required to declare if they have a current (including unspent) or previous conviction. Applications from candidates with current unspent convictions or on parole will be carefully considered by the Admissions Officer and others, as appropriate.

5.3 UCEM reserves the right to refuse entry to any applicant with a criminal conviction which may jeopardise the security, safety, or reputation of the institution, or its staff and students.

5.4 UCEM will ensure that any potential student who has disclosed information in relation to a criminal conviction is aware of the advice and support which UCEM can offer, in relation to the proposed programme of study.

6. Admissions information

6.1 UCEM is committed to providing clear and accessible information, to enable applicants to make appropriately informed choices and decisions at relevant stages of the application process. With regards to admissions information, UCEM will:

- Ensure that key information such as entry requirements, application closing dates and programme/module fees are accurate and up-to-date.

- Ensure that enquires and applicants are able to access relevant policies via the UCEM website, and on request.

- Ensure that if any significant changes are made to an advertised programme, that the applicant is informed of the change and the options available to them as soon as possible, as outlined in the Code of Practice: Public Information.

7. Admissions criteria

7.1 Entry requirements are established in accordance with the individual programme requirements. Entry requirements for all programmes including, where appropriate, recognition of prior learning, are approved by UCEM's Academic Board.

7.2 The admission of any student will be determined by reference to the core entry requirements for the particular programme. Core entry requirements are shown on

the Apprenticeships page on the UCEM website, and in the programme specifications.

8. Responsibility of applicants

8.1   Applicants are expected to ensure they are familiar with the policies, procedures and regulations associated with admissions.

8.2   It is the responsibility of the applicant to provide full and accurate information, with the appropriate supporting documentation, with an application for admission. Failure to provide this information will mean a decision on admission is either delayed, or withheld altogether. UCEM will determine which information it needs to receive prior to making any decision on admission.

8.3   Applicants are required to notify the Admissions Office of any changes or corrections to their application. In light of additional information not available at the time of selection, an offer may be amended, or in some cases withdrawn.

8.4   UCEM reserves the right to withdraw an offer of a place if it is found at a later stage that the applicant has submitted a fraudulent application.

9. How to apply

9.1   Applications for UCEM Further Education (FE) programmes should be made using the appropriate application form, provided to applicants by their lead provider.

10. Application decisions

10.1   UCEM operates a centralised admissions service. Admissions decisions will be made on behalf of UCEM by designated staff within the Admissions Office. These decisions will be based on criteria agreed in consultation with academic staff, the Head of Admissions and Student Registration.

10.2   Applications for non-standard entry may be referred to the Head of the Academic Apprenticeships Team for a decision, provided they have been assessed and pre-approved by the Apprenticeship Management Team. For more information, please see Section 12 *(Procedure for the Recognition of Prior Experiential Learning for non-standard admissions)*, below.

10.3   If any information provided within a completed application form is absent or unclear, the Admissions Team will seek clarification from the applicant before an application decision is made. This will delay the time between application and offer.

10.4   Applicants will receive their application decision from the Admissions Team by email. Any offer or a place will include information on how to respond to the offer, and will detail any conditions that must be met and the timescales for meeting these.

10.5   UCEM will endeavour to ensure that applicants applying directly, who submit a completed application form with the required supporting documentation, receive their offer decision within 10 working days. The time between application and offer

may extend 10 working days if further information is required for a decision to be reached.

10.6   Where possible, unsuccessful applicants will be considered for suitable alternative programmes, and will be informed of any alternative offers in their decision email.

11. Procedure for credit transfer and recognition of certificated prior learning

11.1   Credit transfer, as a result of the recognition of certificated prior learning, is not permitted on UCEM FE programmes. The entire programme must be studied and completed successfully.

12. Procedure for the recognition of Prior Experiential Learning for non-standard admission

12.1   UCEM will assess prior experiential learning for applicants who do not meet the standard entry criteria for a particular programme. Students will be notified of the option to apply for recognition of prior experiential learning in the entry requirements in the prospectus, and on the relevant programme page of the UCEM website.

12.2   The prospective student's application will be evaluated with regard to the length and range of relevant experience, and their motivation for undertaking the programme of study to which entry is being sought. The candidate may be invited to provide, separately, either a written statement summarising their experience, or a written submission relating to a particular aspect of the programme content, as determined by the Apprenticeship Management Team and Head of the Academic Apprenticeships Team, in order to demonstrate their knowledge, understanding and motivation. In some cases, applicants may be invited to attend an interview (whether face-to-face or online). "The essential feature of this process is that it is the learning gained through experience which is being assessed, not the experience itself." (QAA 2013)

12.3   Decisions with regard to applications for recognition of prior experiential learning are generally dealt with by the Head of the Academic Apprenticeships Team, working within the core entry requirements for the programme, and in consultation with the Admissions Team and Apprenticeship Management Team.

12.4   Similarly, in reaching a decision, reference will be made to specific academic criteria relating to the programme in question, and the documentary evidence provided by the candidate.

13. Late applications

13.1 Applications received after the closing date will be considered on a case by case basis. If it is deemed that the late application will have a detrimental effect on the ability of the applicant to complete the programme of study, the applicant will be offered the option to transfer to the next available intake.

14. Deferred applications

14.1 Successful applicants may request to defer their offer to the next intake, provided it is agreed with their employer. Deferring an offer would also mean delaying the start of an apprenticeship. Applicants can only request to defer an offer once. If an applicant wishes to further postpone their entry to a programme beyond the next available intake, they will be required to reapply. If a student defers their place, they will be subject to the Terms and Conditions of Contract that apply at the time they accept and register for their chosen programme.

15. Feedback

15.1 The reason for rejection will normally be communicated to the applicant by email, however, additional feedback can be provided on request. To request feedback, please contact the Admissions Team at admissions@ucem.ac.uk.

15.2 Applicants who are unsuccessful in their application for recognition of prior learning can also request additional feedback from the Admissions Team, by emailing admissions@ucem.ac.uk.

15.3 Requests for feedback should be made to the Admissions Team within 28 days of the application or exemption decision. UCEM makes a commitment to provide feedback to students within 21 days of their request.

15.4 UCEM applicants are invited to provide feedback on UCEM's application process and the service they have received via a short survey. This survey is emailed to applicants within one month of the programme start date.

16. Complaints and appeals

16.1 If an applicant is unhappy with any aspect of the service received, they can make a complaint. A copy of the complaints procedure is made available on the UCEM website.

16.2 An applicant may appeal their application decision if they have legitimate grounds to do so. In the first instance the appeal should be made to the Admissions Officer, at admissions@ucem.ac.uk.

16.3 If the applicant is still not satisfied, they may appeal through the Appeals Procedure, a copy of which is available on the UCEM website. If an applicant wishes to raise an appeal, they should do so within 10 working days of receiving their application decision.

17. Data protection

17.1   All personal information held by UCEM will be treated in confidence, in line with the Data Protection Act 2018 and General Data Protection Regulation (GDPR),. UCEM's Data Protection Policy (opens new window) and Privacy Policy (opens new window) set out the type of information UCEM collect and how it can be used.

17.2   In line with the Data Protection Act, enquirers and applicants are entitled to a copy of the data UCEM holds on them. If you wish to know what information UCEM currently holds about you, please contact the institution by e-mail, at records@ucem.ac.uk. Your enquiry will be dealt with as soon as possible, and will not take more than 40 days to process.

18. Employee development

18.1   UCEM ensures that all employees involved in the admissions process are informed of their responsibilities, and receive the necessary training and development to ensure they are effective in their roles.

18.2   All employees with the responsibility for setting admission criteria, decision-making and/or assessing recognition of prior learning applications, will receive regular updates on relevant internal and external policy, procedure and guidelines. Employees with support responsibilities will be informed of admissions policies and procedures.

18.3   UCEM seeks to ensure that all academic and administrative staff concerned with admissions, including those responsible for assessing recognition of prior learning, are informed of changes and admissions-related updates to policies and procedures regarding Further and Higher Education, by way of dissemination of information and training of staff as and when appropriate.

18.4   A copy of this document will be provided to UCEM External Examiners on taking up their appointment.

19. Monitoring and review

19.1   UCEM monitors and reviews its admissions activity annually, to ensure that the Admissions Policy operates effectively.

19.2   UCEM's policy is reviewed annually by the Director of Admissions and Registration, under referral to the Academic Board.

19.3   The core entry requirements relating to admission for each programme of study will be reviewed annually by the Director of Apprenticeships and Director of Admissions and Registration and any changes will be recommended for approval to the Programme Review Panel.

19.4   The Admissions Team will provide annual data, with regard to admission decisions, for each programme of study.

20. Terms and Conditions of Contract

20.1 Applicants will be provided with a copy of UCEM's Apprenticeship Terms and Conditions of Contract at the offer stage of the admissions process. This document sets out the general terms and conditions which apply to a student's contract and study with UCEM. A contract is formed when an applicant accepts an offer of a place by registering on to a programme of study for the first time.

21. How to contact us

Email:

admissions@ucem.ac.uk

enquiries@ucem.ac.uk

apprenticeships@ucem.ac.uk

Telephone:

UK Freephone: 0800 019 9697

International: +44 (0)118 921 4696

Appendix A: Related policies

Related:

QAA (2013), UK Quality Code for Higher Education, Part B: Assuring and enhancing academic quality. Chapter B6: Assessment of students and recognition of prior learning.

Benchmarked documents:

QAA (2013), UK Quality Code for Higher Education, Part B: Assuring and enhancing academic quality. Chapter B2: Recruitment, selection and admission to higher education.

QAA (2013), UK Quality Code for Higher Education, Part B: Assuring and enhancing academic quality. Chapter B6: Assessment of students and recognition of prior learning.

Supporting Professionalism in Admissions (SPA) Good Practice Statement (April 2014) Admissions Policies.

Supporting Professionalism in Admissions (SPA) Briefing (2014) Accreditation and Recognition of Prior Learning – definitions and examples.

UCEM Policies:

Core entry requirements for each programme of study (to be found in the UCEM Apprenticeship prospectus and on the UCEM website (opens new window)).

UCEM Academic and General Regulations for Students.

UCEM Equality and Diversity Policy.

UCEM Disability and Special Educational Needs Policy.

UCEM Privacy Policy.

UCEM Complaints Policy and Procedure.

UCEM Appeals Policy.

UCEM Programme Monitoring, Amendment, Review and Discontinuation.

UCEM Safeguarding policy.

UCEM Terms and Conditions of Contract – Apprenticeship Programmes.

Appendix B: Glossary and definitions

Recognition of Prior Experiential Learning

Recognition of Prior Experiential Learning (RPEL) is a mechanism for institutions to evaluate the previous learning undertaken (through experience and practice) by a potential student. This recognition may enable entry to a programme for a candidate if the outcomes of their prior learning are judged as equivalent to the entry requirements of the programme, and/or the award of module exemption if the prior experiential learning is judged as meeting the module(s) learning outcomes.