

Admissions Regulations for Yeovil College Higher Education Programmes



PURPOSE

The purpose of these Regulations is to provide a clear, transparent and equitable admissions process for all Higher Education and Professional programmes at the College.

SCOPE

1.0 Aims

1.0 Yeovil College and YCUC aim to:

- create a student body that is balanced and diverse in terms of cultural background and experience;
- recruit students who have the ability to successfully complete their chosen programme, whatever their background.

1.1 The College and University Centre will achieve these aims through:

- encouraging applications from all those with the motivation and academic ability to thrive at YCUC, whatever their background
- assessing each application on an individual basis
- offering places to applicants who have the potential to successfully complete their programme
- ensuring transparency in the admissions process.

1.2 The Admissions Regulations comply with relevant legislation and is guided by the principles outlined by the Admissions to Higher Education Steering Group (Schwartz Review) and by the Quality Assurance Agency for Higher Education's Code of Practice for recruitment and admissions as defined by the UK Quality Code (UKQC).

1.3 All applications for full-time Higher Education programmes must be made through the UCAS system. Applications for part-time Higher Education programmes should be made direct to YCUC.

2.0 Principles

2.1 It is the policy of the College and University Centre only to admit students who are able to demonstrate the potential to benefit from, and the ability to successfully complete their programme of study.

Applicants must have a set of skills required to fulfill the demands of the programme including:

- an ability to express themselves satisfactorily in English;
- basic numeracy skills;
- a basic understanding of the relevant subject area.

- 2.2 The minimum entry level for programmes offered for delivery through the University Centre is set and reviewed annually in discussion with the awarding institution.
- 2.3 These skills must be accompanied by the minimum preceding qualification, equivalent to that achievable through Qualifications and Credit Framework (QCF). To this end applicants may offer any, or a combination, of the following qualifications, or any higher qualification in a relevant subject:
- GCSE (A*-C)
 - Functional Skills Level 2
 - Appropriate units within BTEC level 3 or Access courses
 - Any other relevant Level 2 Certificate or Diploma
 - Appropriate skills gained through employment or experiential learning. This may be demonstrated via a portfolio, reflective piece, interview or college devised test
 - Overseas equivalents to any of the above (use NARIC for confirmation).
- 2.4 There are circumstances where learners will be invited to attend an interview prior to a formal offer of a place on the programme being made, or undertake an alternative assessment in establishing the competency of applicants to undertake study in the specific subject at Level 4 or above. Potential Art and Design students are expected to demonstrate examples of their existing work through the presentation of a portfolio.
- 2.5 Details of entry requirements for each programme are provided in the prospectus, on the YCUC website and on the UCAS website.
- 2.6 Students whose first language is not English will be required to demonstrate their proficiency in written and spoken English; this will normally be by the English language requirement recommended in the minimum entry requirements, categorised as IELTS 6.0 or above. All English Language qualifications will be verified for authenticity, and the combination of pre-attained academic qualification and English proficiency must be in line with the minimum standards for entry to the programme and that determined by UK Visas and Immigration.
- 2.7 Precise tariff point requirements will be indicated in the prospectus and on the website. Examples of acceptable qualifications are:
- A Levels (A-E)
 - Advanced Extension Awards
 - Any other relevant Level 3 Certificate or Diploma
 - BTEC or Access courses
 - International Baccalaureate
 - English Baccalaureate
 - NVQ Level 3
 - Other Level 3 Vocational Qualifications
 - Overseas equivalents to any of the above (with reference to NARIC and verification of parity)
- 2.8 A combination of academic and experiential learning, to be considered on its individual merits, may also be acceptable, however this will be independently evaluated in line with the College's procedures for Recognition of Prior Learning (RPL)
- 2.9 Applicants wishing to apply for advanced entry on the basis of prior knowledge will need to follow the college Assessment and APL/RPL procedure.
- 2.10 Applications may require the attendance at a formal interview for the suitability to study the programme to be formally ascertained in line with normal entry requirements.
- 2.11 Applicants may be considered for admission direct to Level 6 of a programme on the successful completion of an HND/Foundation degree or an equivalent qualification. This is so long as the learning outcomes are demonstrably appropriate and mapable in terms of knowledge, understanding and skills, and which may be valued at, or carry, at least 120

Level 4 and 120 Level 5 credits. An interview will normally form part of the application process for direct entry to Level 6 or advanced standing

- 2.12 Applications for direct entry through the prior attainment of Academic Credits from an alternative UK Higher Education provider will be undertaken through appropriate mapping, consideration, and evaluation in line with European Credit Transfer and Accumulation (ECTS) and Credit Accumulation and Transfer System (CATS) standards and processes.
- 2.13 Mature applicants are considered to be those who will be aged 21 or over at the start of the programme. Where applications from mature candidates are based on prior experience rather than standard qualifications the previous study or work experience must be cognate with the programme applied for. This may be considered in line with an interview or pre-entry assessment process, particularly where non-standard qualifications are to be considered.
- 2.14 If an application is successful the applicant will be made one of two types of offer:
- Conditional offer
 - Unconditional offer

The College and University Centre reserves the right to refuse admission to applicants who have not met the conditions of their conditional offer in full. Alternative provision, where applicable, may furthermore be offered should an applicant not attain the relevant entry criteria for their chosen programme.

- 2.15 Applications, offers and recruitment are monitored by age, gender, ethnicity, disability and relevant widening participation factors.
- 2.16 The College and University Centre are committed to eliminating unfair discrimination and to promoting equality of opportunity.

3.0 Appeals

- 3.1 A student may use the College's Appeals Procedure to appeal against an Admissions decision, or rejection from entry to a programme, in addition to those of the awarding institution. However if a final rejection for admission comes from an awarding institution an applicant can only appeal against the decision of the awarding institution, and not of the College or university Centre

RESPONSIBILITY AND AUTHORITY

These Regulations are supported through the administrative responsibility of Administration Staff within Yeovil College University Centre, in addition to Curriculum Areas. Curriculum Areas are responsible, through Validation and consultation with the Director of Higher Education and awarding body, for the determination, verification and publication of accurate entry criteria for a Higher Education programme.

RELATED POLICIES, PROCEDURES, DOCUMENTS, DEFINITIONS

Recognition of Prior Learning Procedure
Yeovil College University Centre Academic Regulatory Framework
Yeovil College University Centre Student Terms and Conditions of Entry
Yeovil College University Centre Application Admissions Guidance

