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This policy applies to all College activity including ESF contracts.

ADMISSIONS POLICY

1. INTRODUCTION

1.1 Leicester College is committed to building skills, supporting business, engaging communities and changing lives. We will do this through an open and transparent admission process that considers all applicants on their individual circumstances and gives them the best possible opportunity to study with us. We aim to offer the broadest possible range of programmes, courses and opportunities for students of all abilities and aspirations.

2. OBJECTIVE

- 2.1 This policy governs the admissions or progression of individuals as Further Education (FE), Higher Education (HE) or apprenticeship students. The College's approach is:
- To operate a fair open and transparent admissions process
 - To provide accurate and timely information, and impartial advice and guidance to applicants and potential applicants to enable them to make the right choices for their future
 - To build a college community that values inclusivity, diversity and the contributions of a wide range of students and apprentices
 - To have a robust admissions process to safeguard our students, staff and partners.

3. POLICY STATEMENT

- 3.1 This policy applies to all applicants including those on full time, part time and apprenticeship programmes of all ages, who are seeking admission onto a College programme including those who are already at the College and wish to progress from one programme to another.
- 3.2 Leicester College values diversity and is committed to equity across all its activities. The

College seeks to recruit students from a diverse community and welcomes applications from motivated individuals from all backgrounds.

- 3.3 The College is committed to a fair and open admissions process that is consistently applied, which supports successful progression. The admissions process will support raising student aspirations and widening participation.
- 3.4 Applicants will be guided and supported appropriately through the admissions process and a range of impartial, information, advice and guidance made available to them so they can make informed decisions about their future development, aspirations and career choices.
- 3.5 The College will work with other agencies such as schools, other training providers universities, employers and specialist support services to develop appropriate information sharing and referral processes and ensure that information and advice provided to potential students and apprentices is accurate.
- 3.6 The College will offer applicants the opportunity to view the College and its facilities prior to the commencement of a course by holding open days, welcome events, taster sessions and experience days; or by arranged visits.
- 3.7 Additional needs or financial circumstances will not be a barrier to studying at Leicester College. Applicants with additional support needs or who require financial support can access appropriate support from the College's inclusion and wellbeing teams and will be given the opportunity to disclose their needs at application, during visits and at enrolment.

4. ENTRY CRITERIA

4.1 FURTHER EDUCATION

- 4.1.1. The College publishes academic entry criteria for all full-time programmes and courses in the on-line Prospectus. The criteria is guided by a commitment to ensure progression through levels of learning and to ensure applicants have the academic ability to achieve and succeed on their chosen programme or course.
- 4.1.2. A Curriculum Area may have additional requirements such as a vocational test, online assessment or portfolio submission. Any requests to set different entry requirements must be approved by the relevant Vice Principal.
- 4.1.3. Adjustments to the stated criteria may be made for applicants who are assessed as having a disability or learning difficulty.
- 4.1.4. Existing students applying to progress to another programme or course; or who are applying for an apprenticeship are required to fulfil the entry criteria for their chosen programme, course or opportunity.
- 4.1.5. Progressing students are also required to have satisfactory attendance

and have passed in their prior studies with the College.

- 4.1.6. Applicants who do not meet the entry requirements for a particular programme may be given a place subject to specified conditions. These conditions will be made explicit to the applicant. A decision to admit an applicant under these circumstances will be at the discretion of the relevant Director of Curriculum.
- 4.1.7. Consideration must be given to the equivalency of qualifications when deciding on whether an applicant has met the entry requirements. See Appendix 1 for details.
- 4.1.8. Where applicants have overseas qualifications, the Student Services team will seek advice from the Careers team on the equivalency of the qualifications through UK ENIC.

4.2 APPRENTICESHIPS

- 4.2.1 Potential candidates for apprenticeship programmes may come via the following routes:
 - Is a new applicant and has applied directly to an employer and been appointed into the apprenticeship job role.
 - Is applying for a vacancy through the College Recruit and Apprentice service.
 - Is an existing member of staff and is undertaking an apprenticeship to develop significant new knowledge, skills, and behaviors to do their job role.
- 4.2.2 All applicants, regardless of the route in which they applied, must meet the minimum entry requirements for all apprenticeship programmes. These minimum entry requirements are published on the College website.
- 4.2.3 All applicants will be expected to undertake initial assessments to assess eligibility for funding prior to being offered a place on a programme and if considered relevant, or required by the standard, an additional diagnostic assessment for occupational competence may be used to assess prior learning and experience.
- 4.2.4 The results of any initial or diagnostic assessment testing must evidence that the candidate requires significant new knowledge, skills, and behaviours to be occupationally competent in their job role and eligible for a place on a programme. It will also evidence any prior learning and/or experience which may result in the candidate studying for a shorter than advertised duration and will be agreed with the candidate and the employer before the programme starts.
- 4.2.5 In some circumstances, the apprentice may have too much prior learning and/or experience and will not be eligible for funding and will place on the programme may

be declined.

- 4.2.6 If an apprentice is not eligible for funding, does not meet the programme entry criteria, or is not successful in gaining employment via the Recruit an Apprentice service, then information and guidance is offered to the individual about next steps. Alternatives such as full-time study and part-time courses are offered to support the individual and full-cost alternatives to support the employer.
- 4.2.7 If a candidate is progressing from a T Level the College will consider the progression profiles published by the Institute, which will identify if an apprenticeship standard in the same occupational area can be funded.

4.3 HIGHER EDUCATION

- 4.3.1. Programmes are required to provide clear entry requirements (academic and non-academic) with recognition given to appropriate prior knowledge, skills and previous learning.
- 4.3.2. In relation to full-time programmes, the College adopts UCAS Tariff points to describe academic requirements. Candidates should be selected on their ability to complete the programme as judged by their achievements, experience and potential.
- 4.3.3. Applicants would usually be expected to demonstrate English Language skills at level 2 and above; this would typically be:
- GCSE English Language at grade 4/C (or equivalent)
 - IELTS of 5.5 overall (with no component less than 5.0)
 - An equivalent qualification recognised by UK Visas and Immigration on their list of secure language test (SELT) providers.
- 4.3.4. The following will be considered when assessing an individual's application:
- Qualifications and grades already achieved
 - Predicted grades on pending qualifications
 - UCAS personal statement
 - Relevant work experience
 - Academic reference(s)
 - Assessment results from interview/audition/portfolio selection
 - Exceptional circumstances (such as illness or personal difficulties)
- 4.3.5. Further information such as a CV or extra references, more details on qualifications (such as transcripts), an extended personal statement, examples of written work, or an audition/interview may be requested.
- 4.3.6. The College welcomes applications from those who have significant work or life experience and who may not necessarily meet the published academic requirements

for their chosen course. Applicants will be required to demonstrate evidence of motivation, potential, knowledge and ability to study, and the College must be satisfied that an applicant's work or life experience is equivalent to the qualifications of other applicants.

4.3.7. Admission criteria will be the same for students progressing from previous Leicester College courses and those external to the College.

4.3.8. The College does not hold a UK Home Office Tier 4 licence and therefore cannot recruit overseas students. Some exceptions to this are possible for UK based applicants who can prove eligible residency status through the fee assessment process. Assessment and selection

5. APPLICATION PROCESS

5.1 FURTHER EDUCATION

5.1.1 Applicants for Further Education programmes will be invited to attend a Welcome Event as part of the application process. For some programmes, attendance at these events will be part of the entry requirements; and applicants will be advised of this by the Student Services team.

5.1.2 Some Curriculum areas and specific programmes require an interview, audition or submission of a portfolio as a requirement of the application process. Applicants will be advised of this by the Student Services team.

5.1.3 For school leavers, a reference will be requested from the current school or education provider.

5.1.4 Applicants who are not in education or have come from abroad will be invited to a welcome event to provide advice and guidance on the appropriate level of course.

5.1.5 Applicants may be asked to complete an initial assessment of their literacy and numeracy prior to the start of their programme. The outcome of the assessment will be used to identify the appropriate level of programme or course and any other support that may be required. It will not override any existing qualifications.

5.2 HIGHER EDUCATION

5.2.1 Applications for full time Higher Education courses are submitted via UCAS, the body that deals with HE applications across the UK. Two types of UCAS applications will be received:

5.2.1.1 Leicester College (L36) applications for courses that are directly funded and can include DMU awards and

5.2.1.2 DMU (D26) applications – for courses that are franchised to the College specifically BA Hons Acting, HND Computing and HND Business and

Finance.

- 5.2.2 Part time HE applications follow the process as described in the FE Student Applications procedures.
- 5.2.3 The College is committed to fair and equal consideration of all applications received directly to the College and by the UCAS deadline
- 5.2.4 Applicants to courses **may** be invited to attend an interview, audition or portfolio review as part of the selection process. All applicants who do not meet the academic entry requirements but have made an application based on significant work or life experience will be invited to attend an interview.
- 5.2.5 For HE programmes three offer outcomes exist;
- Conditional Offers – where prior qualifications are pending. It is crucial that these offers are made describing only the conditions relating to the entry requirement for the course
 - Unconditional offers – through previous qualifications or further evidence secured at interview the applicant is granted an offer to the course;
 - Reject where the candidate is deemed unsuitably in terms of actual or pending qualifications or previous work experience.
- 5.2.6 If UCAS notifies the College of the detection of plagiarism in a personal statement, the College reserves the right to decline the application, or withdraw any offer made.

5.3 APPRENTICESHIPS

- 5.3.1 All applications relating to apprenticeship opportunities are facilitated through the apprenticeship recruitment team who will undertake initial screening assessments and assist with securing suitable employment opportunities.

6. **SUPPORTING STUDENTS WITH ADDITIONAL SUPPORT NEEDS**

- 6.1 Leicester College welcomes students with disabilities and learning difficulties, and they will not be refused a place on the grounds of their disability, unless under exceptional circumstances as defined by the SEND code of practice, where the College is not able to reasonably meet the student's needs.
- 6.2 Applicants who disclose a disability, mental health or learning need will be contacted by a member of the Inclusion or Wellbeing Teams who will assess their needs and look at any reasonable adjustments that may need to be put in place. If they require a high level of support, the College may seek additional funding from the local authority. If this is not available, there may be some limits imposed on the level of support, and therefore the study programme that can be offered.

6.3 The Inclusion or Wellbeing team will:

- 6.3.1 Provide guidance to curriculum teams to enable appropriate support at Welcome Events or other admissions activities
- 6.3.2 Support applicants at sessions if required
- 6.3.3 Provide curriculum teams with information on adaptive teaching required
- 6.3.4 Provide guidance on suitability for chosen courses and any necessary reasonable adjustments
- 6.3.5 Make necessary arrangements to assess the student if requested and agree a support plan, which may or may not include Inclusion or Wellbeing support
- 6.3.6 Ensure that the student has access to a range of support options such as assistive technology and exam access arrangements.

6.4 Any potential student that has an Education Health and Care Plan must notify their Local Authority that they intend to apply to the College. The Local Authority will then consult with the College and ensure we can meet the needs of the student.

6.5 Students are encouraged to upload their EHCP directly to us at the point of application to avoid any potential delays.

7. SAFEGUARDING DUTY

7.1 The College has a duty to ensure that all students, apprentices and staff feel safe and protected whilst at College and will work with statutory and other local agencies to ensure their safety.

7.2 The College will undertake a risk assessment or fitness to study assessment on applicants, students, or apprentices who disclose a potential risk.

7.3 Where there is an identified risk, the College may share information regarding the risk with statutory and other agencies in order to ensure the safety of its staff and students.

7.4 The College reserves the right to refuse entry to the College if, following the risk assessment or fitness to study process (which may include a safeguarding panel led by the Deputy Principal), the College feels the risk attached to the applicant is too high.

7.5 Students and apprentices have the right to appeal against the decision to refuse admission.

8. CRIMINAL CONVICTIONS

8.1 Applicants are asked to disclose relevant and unspent criminal convictions or court proceedings through the application and enrolment process. Further information will be sought from the applicant and risk assessments will be completed by the Student Services Team.

8.2 A panel to review the application will be held if the risk assessment exceeds the appropriate

thresholds.

9. DBS CHECKS

- 9.1 The College requires applicants for certain types of courses to undergo a DBS check prior to them starting the course. This relates to programmes where work placement is mandatory and requires a DBS check. All offers for courses where there is a DBS requirement will be conditional on the successful DBS clearance.

10. OFFERS

10.1 FURTHER EDUCATION

- 10.1.1 Conditional offers will be made after an application is made online for applicants who provide and meet predicted or actual grade entry requirements. Where entry requirements have not been met, applicants will be contacted within 15 working days to establish missing information.
- 10.1.2 If the applicant does not meet the required grade entry requirements, the Student Services team will seek to transfer the applicant to any second or third choice programmes where they do meet the entry requirements. Should no alternative be available, the applicant will be contacted and offered a Careers appointment to explore other options and alternatives within or external to the College.
- 10.1.3 The College will endeavour to secure a place on the most appropriate programme or course for the applicant (subject to any risk assessment process above). If this is not possible, the College will ensure the applicant receives suitable advice on next steps.

10.2 APPRENTICESHIPS

- 10.2.1 Apprenticeship offers are subject to an offer of employment as an apprentice by an employer.

10.3 HIGHER EDUCATION

- 10.3.1 Conditional offers will be made after the assessment and selection process is complete (see 5.2 above) to applicants who meet or are predicted to meet the entry requirements.

11. COURSE CLOSURE

- 11.1 Where a course is under-subscribed or there is a significant change to the way a course is funded, the College reserves the right to withdraw the course. In such circumstances, applicants will be offered support and advice on the availability of suitable alternative courses.

11.2 Where a course is over-subscribed where it would be impossible to accommodate a student safely or appropriately, the College reserves the right to close the course to further applicants. Alternative options will be discussed with the applicants in these instances.

11.3 Where a course is closed due to oversubscription, the enrolment process will invite those students who have met all relevant criteria, in order of date of application first. What if over subscribed and all applicants met the deadline – first come first served seems a bit unfair?

12. CONDITIONS OF ADMISSIONS

12.1 The College reserves the right to:

- Request references or other supporting information
- Review and refuse admission to an applicant who has previously been excluded from this or any other education organisation. This may be subject to a risk assessment or Fitness to Study assessment and panel meeting to discuss the suitability of the applicant.
- Conduct risk assessments, fitness to study assessments, review and refuse admission to applicants where there is evidence of a threat or danger to themselves or others.
- Review and refuse admission to any applicant or student who has outstanding debt with the College.

13. APPEALS AND COMPLAINTS

13.1 If an applicant wishes to appeal against a decision made by the College with respect of an application to study at the College, an appeal via the website form should be sent to the Director of Student Services and Marketing. An acknowledgement of an appeal will be sent within three working days.

13.2 The Appeal will be reviewed by the Director of Student Services and Marketing and the relevant Director of Curriculum.

13.3 The applicant will receive a formal response within 15 working days.

13.4 Any dissatisfaction with any administration or service delivery aspect of the admissions process can be addressed using the College's complaints procedure.

14. LINKS TO OTHER COLLEGE POLICIES

- Leicester College Safeguarding and Prevent Policy
- Risk Assessment Criminal Convictions Policy
- Fitness to Study Policy and process
- Equality and Diversity Policy
- Complaints Policy and Procedure

- Data Protection Policy

Equivalency of Qualifications

Functional Skills GCSE Comparisons

GCSE Grading Structure		Functional Skills Grading Structure
New grading structure	Current grading structure	
9	A*	Functional Skills Level 2 are equivalent to a 4 (C) at GCSE.
8	A	
7	A	
6	B	Functional Skills Level 1 are equivalent to a 2-3 (E-D) at GCSE.
5	B	
4	C	Entry Levels are equivalent to a 1 (G) or below at GCSE.
3	D	
2	E	
1	F	
1	G	
U	U	

GCSE Grading Structure

Functional Skills Grading Structure

Functional Skills Level 2 are equivalent to a 4 (C) at GCSE.

Functional Skills Level 1 are equivalent to a 2-3 (E-D) at GCSE.

Entry Levels are equivalent to a 1 (G) or below at GCSE.

Key:

GCSE grades 9-4 (A-C) equivalent to Functional Skills Level 2
GCSE grades 3-2 (D-E) equivalent to Functional Skills Level 1
GCSE grades 1 (F-G) equivalent to Functional Skills Entry Levels

Qualification Levels

LEVEL	QUALIFICATION		
	Work-based	Vocational	Academic
8	Level 8 NVQ	Level 8 Award, Certificate, Diploma Level 8 NVQ Doctorate	Level 8 Award, Certificate, Diploma Doctorate
7	Degree Apprenticeship Level 7 NVQ	Level 7 Award, Certificate, Diploma Level 7 NVQ Master's Degree Postgraduate Certificate Postgraduate Diploma	Level 7 Award, Certificate, Diploma Master's Degree Postgraduate Certificate Postgraduate Diploma
6	Degree Apprenticeship Level 6 NVQ	Level 6 Award, Certificate, Diploma Level 6 NVQ Degree with honours Graduate Certificate Graduate Diploma	Level 6 Award, Certificate, Diploma Degree with honours Graduate Certificate Graduate Diploma
5	Higher Apprenticeship Level 5 NVQ	Level 5 Award, Certificate, Diploma Level 5 NVQ Higher National Diploma (HND) Foundation Degree	Diploma of Higher Education (DipHE)
4	Higher Apprenticeship Level 4 NVQ	Level 4 Award, Certificate, Diploma Level 4 NVQ Higher National Certificate (HNC)	Certificate of Higher Education (CertHE)
3	Advanced Apprenticeship Level 3 NVQ	Level 3 Award, Certificate, Diploma Level 3 National Certificate, National Diploma Level 3 NVQ Tech Level (T Level)	AS Level A Level
2	Intermediate Apprenticeship Level 2 NVQ	Level 2 Award, Certificate, Diploma Level 2 National Certificate, National Diploma Level 2 NVQ	GCSE: grades 9-4 Level 2 Essential Skills Level 2 Functional Skills
1	Traineeship Level 1 NVQ	Level 1 NVQ Level 1 Award, Certificate, Diploma	GCSE: grades 3-1 Level 1 Essential Skills Level 1 Functional Skills
ENTRY	Entry level Award, Certificate, Diploma Functional Skills Essential Skills Skills for Life		