

EDA COLLEGE



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Admissions Policy¹

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¹ *P* In accordance with OfS Conditions B1, B5 and E3, the Equality Act 2010, CMA Guidance and the QAA UK Quality Code

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1. Introduction and Purpose

EDA College (“the College”) is committed to providing fair, transparent and accessible admissions to all prospective students. Our admissions process reflects our core mission: to make higher education accessible to a diverse community of learners, with a particular focus on students from backgrounds that have been historically underrepresented in higher education.

This Admissions Policy sets out how EDA College assesses applications, makes admissions decisions, and ensures that every applicant is treated consistently, fairly and without unlawful discrimination. It applies to all programmes offered by EDA College for the academic year 2025/26 and thereafter until replaced by an updated version.

EDA College believes that talent, potential and ambition are not determined by background, age, previous educational experience or the school attended. Our admissions process is designed to identify these qualities and to give every applicant who meets our entry requirements — or who demonstrates the potential to do so — a fair opportunity to study with us.

“EDA College is open to everyone. We believe higher education can and should be accessible to students from every background. Our admissions process is designed to be fair, transparent and human — and to recognise potential, not just prior achievement.”

2. Legislative and Regulatory Framework

Framework / Legislation	Relevance to Admissions
OfS Regulatory Framework — Condition B1	Requires registered providers to have admissions arrangements that are fair and transparent and that support access for students from underrepresented groups
OfS Regulatory Framework — Condition B5	Requires providers to take all reasonable steps to secure freedom of speech; relevant to admissions criteria and the assessment of applicants’ backgrounds
OfS Regulatory Framework — Condition E3 and Access and Participation Plan	Requires providers to take positive steps to improve access, success and progression for students from groups with protected characteristics and from disadvantaged backgrounds
Equality Act 2010	Prohibits unlawful discrimination in admissions on grounds of any of the nine protected characteristics; the College must not treat applicants less favourably because of a protected characteristic
Competition and Markets Authority (CMA) Guidance for HE Providers (2015)	Requires providers to give accurate, complete and not misleading pre-application information, including entry requirements, fees and course details; this information forms part of the applicant’s consumer contract
Consumer Rights Act 2015	Applicants are consumers; pre-application information, offers and entry requirements form part of the contractual relationship between the applicant and the College
UK GDPR / Data Protection Act 2018	Applicant data is personal data; its collection, use and retention during the admissions process must comply with UK GDPR
QAA UK Quality Code for Higher Education — Admissions, Enrolment and Induction	Sets out the good practice expectations for admissions in UK higher education; EDA College aligns its admissions practice to the QAA Quality Code
Immigration Rules and Student Visa Requirements	International applicants from outside the UK may require a Student Visa; EDA College is responsible for ensuring compliance with relevant immigration rules where applicable

3. Scope and Application

This policy applies to all applications for admission to EDA College’s higher education programmes, including:

- Undergraduate degree programmes (Level 4, 5 and 6)
- Foundation Year programmes (Level 3/4)

- Any new programmes validated and offered by the College from 2026/27 onwards

This policy applies to all applicants, including:

- Home (UK) applicants applying directly to the College or through a partner organisation
- International applicants
- Mature applicants (aged 21 or over on commencement of study)
- Applicants with no formal qualifications seeking entry on the basis of prior learning or experience
- Applicants who are applying to re-join a programme after a period of absence

This policy applies to all staff involved in the admissions process, including the Registrar, admissions officers, programme leaders and the Vice Principal (Academic), and to any third-party organisations involved in recruiting students on behalf of the College.

4. Our Admissions Commitments

EDA College commits to the following principles in its admissions practice:

Commitment	What It Means in Practice
Transparency	Entry requirements, application processes, selection criteria and fees will be clearly and accurately published on the College website and in marketing materials before applications are invited; they will not be changed after applications have been invited without communicating changes to applicants
Fairness	All applications will be assessed consistently against published criteria; no applicant will receive preferential treatment because of factors unrelated to their academic potential and suitability for the programme
Non-discrimination	Admissions decisions will be made without unlawful discrimination on the basis of any protected characteristic under the Equality Act 2010; positive action will be used in accordance with the Act where appropriate
Accuracy	Information provided to applicants before and during the admissions process will be accurate, complete and not misleading; EDA College will not make claims about outcomes or experiences that it cannot substantiate
Timeliness	Decisions will be communicated to applicants within the timescales set out in this policy; applicants will be kept informed of any delays
Accessibility	The application process will be accessible to applicants with disabilities, including adjustments to the process where needed; pre-entry support and information will be provided to applicants who need it
Widening participation	EDA College actively seeks to attract and admit students from groups that are underrepresented in higher education; contextual factors will be taken into account in the assessment of applications
Student interest	The interests of applicants and enrolled students will take precedence over commercial or reputational interests in all admissions decisions

5. Programme Entry Requirements

EDA College sets entry requirements for each programme that are designed to identify applicants who have the potential to succeed in higher education study at the relevant level. Entry requirements are published on the College website and in the programme-specific information provided to applicants before they apply.

5.1 Standard Entry Requirements

Programme	Standard Entry Requirements	Alternative Entry Routes
Foundation Year (Business) — Level 3/4	A minimum of 2 A-levels (or equivalent) at grade E or above; OR 4 GCSEs at grade 4 (C) or above including English; OR equivalent Level 2 or 3 vocational	RPL assessment; mature applicant portfolio; interview-based entry

	qualification; OR minimum 1 year of relevant work experience	
BSc (Hons) Business Management — Level 4 entry	A minimum of 2 A-levels at grade C or above (or equivalent); OR a relevant Level 3 vocational qualification (e.g. BTEC Extended Diploma) at Merit or above; OR completion of EDA College Foundation Year; OR equivalent international qualifications	RPL assessment; mature applicant interview; direct Level 5 entry with appropriate prior learning

5.2 English Language Requirements

All applicants must demonstrate English language proficiency at the level required for higher education study. The following requirements apply:

Applicant Category	English Language Requirement
Home (UK) applicants	GCSE English Language at grade 4 (C) or above (or equivalent); OR demonstrated proficiency through interview; OR demonstrated proficiency through prior higher education study in English
International applicants for whom English is not a first language	IELTS Academic score of 6.0 overall with no component below 5.5; OR TOEFL iBT 80 overall; OR equivalent recognised English language qualification; OR previous higher education study for at least 2 years delivered entirely in English
Applicants without formal English qualifications	English language proficiency demonstrated through interview; written exercise; or portfolio, at the Registrar's discretion

5.3 Minimum Age

Applicants must be aged 18 or over at the commencement of their programme of study. EDA College does not normally accept applications from students under 18. In the exceptional circumstance where an application is received from a person under 18, the safeguarding implications will be carefully assessed before any offer is made, and additional safeguarding arrangements will be put in place if an offer is made.

5.4 Entry Requirements for Direct Level 5 or Level 6 Entry

Where an applicant seeks direct entry to Level 5 or Level 6 of a degree programme (e.g. as a transfer student or on the basis of substantial prior learning), an RPL assessment will be required in addition to the standard entry requirements for the programme. See Section 9 for details of the RPL process.

6. The Application Process

6.1 How to Apply

Applications to EDA College are made directly to the College, using the online application form available on the College website. EDA College does not currently participate in UCAS. Applicants should complete the application form fully and accurately and submit all required supporting documents at the time of application.

6.2 Application Cycle

Stage	Timing	Notes
Applications open	1 October each year (for following September entry)	Applications for September 2026 entry open 1 October 2025
Recommended application deadline	31 May (for September entry)	Applications received after 31 May will be considered on a rolling basis subject to availability of places
Decisions issued	Within 20 working days of receipt of a complete application	Applicants will be notified if additional information or an interview is required
Acceptance deadline	28 days after the date of the offer letter	The 14-day cancellation right runs from the date of acceptance, not the date of the offer

Enrolment	September (specific dates published in the College's Academic Calendar)	All applicants who have accepted an offer must complete enrolment before the enrolment deadline
Clearing / late applications	Considered on availability after 31 July each year	Contact the Registrar directly

6.3 Required Application Documents

Applicants must submit the following with their application form:

- A personal statement (**maximum 4,000 characters**) explaining why they wish to study the chosen programme and what skills, experience and personal qualities they would bring
- Evidence of qualifications claimed: copies of certificates, transcripts or predicted grades letters; certified translations for documents not in English
- One academic or professional reference (from a teacher, tutor, employer or other person who can comment on the applicant's academic ability and suitability for higher education study)
- For mature applicants: a CV or work experience summary where qualifications alone do not demonstrate academic potential
- For RPL applicants: a portfolio of evidence as specified by the Registrar
- For international applicants: English language certificate; copy of passport; details of any current visa

6.4 Incomplete Applications

Applications that are incomplete will not be assessed until all required documents are received. The Registrar will notify applicants of any missing documents within 5 working days of receipt of the application. Where missing documents are not received within 28 days of the notification, the application may be withdrawn.

7. Assessment of Applications

7.1 Who Assesses Applications

Applications are assessed by the Registrar in the first instance. Where an application requires academic judgement (e.g. RPL applications, borderline qualifications, mature applicants without standard qualifications), the relevant Programme Leader or Vice Principal (Academic) will be involved. All admissions decisions are subject to quality assurance review.

7.2 What Is Assessed

Applications are assessed against the following criteria, as applicable:

Assessment Criterion	Weight / Relevance
Qualifications	Primary criterion for standard applicants; assessed against the published entry requirements for the programme; contextual factors may lead to consideration of lower grades where other indicators of potential are strong
Personal statement	Assessed for evidence of: motivation for the chosen programme; ability to study at higher education level; relevant skills, experience and personal qualities; quality of written communication; originality and authenticity
Reference	Assessed for evidence of: academic ability; commitment to study; personal qualities relevant to higher education; any specific concerns raised by the referee
Prior work experience (where relevant)	For mature and RPL applicants, relevant work or voluntary experience is an important indicator of capacity to succeed in higher education; contextual factors are considered
Interview (where required)	Interviews are used to assess applicants who cannot be assessed on qualifications alone, or where the personal statement raises questions; see Section 7.3
English language	Assessed against the relevant standard in Section 5.2; English proficiency is a prerequisite, not a criterion for ranking applicants who meet the standard

7.3 Interviews

EDA College may invite applicants to an interview in the following circumstances:

- The applicant does not meet the standard entry requirements but appears to have significant potential on the basis of their personal statement, experience or contextual factors
- The application requires assessment of RPL (see Section 9)
- The personal statement raises questions that would be better explored in conversation
- The programme has specific interview requirements (e.g. where communication skills are a key competency for the programme)

Interviews may be held in person at the College (or by video call through Registrar's approval only). All interviews are conducted by trained admissions and academic staff. Reasonable adjustments to the interview format are available for applicants with disabilities.

7.4 Decision Timescales

EDA College will communicate its admissions decision to the applicant within 20 working days of receipt of a complete application. Where additional information, qualifications evidence or an interview is needed, this timescale runs from the date the complete information is received. Where the timescale cannot be met, the applicant will be notified with a revised expected date.

8. Contextual Admissions

EDA College recognises that an applicant's academic qualifications do not tell the whole story about their potential. Many talented and capable people have been disadvantaged in their educational journey by factors beyond their control. Our contextual admissions approach takes these factors into account when assessing applications, so that we consider not only what an applicant has achieved, but also what they have achieved in the context of their circumstances.

Contextual information that EDA College considers includes:

- Attendance at a school or college with below-average progression to higher education
- Receipt of Free School Meals at any point during secondary education
- Eligibility for or receipt of a care order or support from local authority care (care leavers and care-experienced applicants)
- First generation higher education (neither parent/carer has a degree-level qualification)
- Growing up in a household with low household income
- Significant caring responsibilities that affected educational attendance or achievement
- Significant disruption to education (e.g. due to family circumstances, long-term illness, displacement or refugee status)
- Attendance at a school rated Requires Improvement or Inadequate by Ofsted during a significant period of secondary education

Where one or more contextual factors are present and the applicant does not fully meet the standard entry requirements, the College will consider whether the applicant demonstrates sufficient potential to succeed at higher education level, taking into account their overall profile. A contextual offer — at or below the standard entry requirements — may be made where this assessment is positive.

Full details of EDA College's Contextual Admissions Framework, including the specific contextual factors considered, the evidence required and the typical range of contextual adjustments to entry requirements, are set out in Appendix B.

Contextual admissions do not lower the academic standard required to succeed on the programme — they reflect a more sophisticated assessment of whether the applicant has the potential to meet that standard. EDA College is committed to providing the additional support needed for contextual entrants to succeed.

9. Recognition of Prior Learning (RPL)

EDA College offers Recognition of Prior Learning (RPL) to applicants who have developed knowledge, understanding and skills through previous study, work experience, training or other learning that is equivalent to some or all of the learning outcomes of a programme or module. RPL allows applicants to gain credit or exemption for prior learning, potentially entering a programme at a higher level or gaining exemption from specific modules.

9.1 Types of RPL

Type of RPL	Description	Maximum Credit Available
Certificated RPL	Prior learning evidenced by formal qualifications, diplomas or certificates from recognised institutions	Up to 240 credits (two years' equivalent) for a 3-year Honours degree, subject to the requirement that at least one-third of credit is studied at EDA College
Experiential RPL (APEL)	Prior learning from work experience, voluntary work, informal training or other non-certificated learning, assessed by portfolio and/or interview	Up to 120 credits (one year's equivalent), assessed on a case-by-case basis; the assessment process must be sufficiently rigorous to assure learning equivalence

9.2 The RPL Process

1. Applicant submits an RPL application using the RPL section of the application form, supported by a portfolio of evidence (as specified in Appendix C)
2. The Registrar carries out an initial assessment of the RPL claim against the RPL Assessment Criteria (Appendix C)
3. The Vice Principal (Academic) or Programme Leader reviews the claim and, where appropriate, conducts an interview or practical assessment
4. EDA College seeks confirmation from Birmingham Newman University as Awarding Body that the proposed RPL credit is acceptable
5. The applicant is notified of the outcome of the RPL assessment, including the credit to be awarded and the level and point of entry to the programme

9.3 RPL Limitations

- RPL credit is not available for modules where the learning outcomes cannot be adequately assessed through portfolio evidence or interview
- RPL credit does not guarantee admission to a programme; the applicant must also meet the programme's standard entry requirements (or be assessed as capable of meeting the equivalent standard through contextual admissions or mature applicant assessment)
- Decisions on RPL are subject to approval by Birmingham Newman University and cannot be finalised until that approval is obtained
- There is no charge for an RPL assessment at EDA College

10. Offers of Admission

10.1 Types of Offers

Offer Type	Description	Applicant Action Required
Unconditional offer	The applicant meets all entry requirements, and no further conditions are attached; a firm place on the programme is offered	Accept or decline the offer within the acceptance deadline (28 days from offer date)
Conditional offer	The applicant is offered a place subject to meeting specified conditions (e.g. achieving specific grades in pending qualifications, obtaining English language certification, completing an RPL assessment)	Accept the offer; fulfil the conditions before the start of the programme; provide evidence of conditions being met to the Registrar
Interview offer	The applicant is invited to an interview before a decision is made	Attend the interview; a further decision will be communicated within 10 working days of the interview
Alternative offer	The applicant is not offered a place on the programme applied for but is offered a place on an alternative programme (e.g. the Foundation	Accept or decline; the applicant may also ask the College to keep their original application under review

	Year) that may provide a pathway to their intended programme	
Rejection	The applicant does not meet the entry requirements and contextual or RPL factors do not support an offer at this time	No action required; the applicant may appeal — see Section 22

10.2 Offer Letters

All offers will be communicated in writing by email and/or letter, within 20 working days of a complete application being received. The offer letter will specify:

- The programme, level and start date of the offer
- Whether the offer is conditional or unconditional; and, if conditional, the specific conditions to be met
- The annual tuition fee and payment options
- The acceptance deadline
- The 14-day statutory cancellation right (see Section 12)
- Information about how to accept or decline the offer
- Key information about the College and the programme

11. Conditional Offers

11.1 Types of Condition

Conditions attached to an offer may include:

- Achieving specific grades in A-levels, BTECs or other qualifications currently being studied
- Achieving a specified GCSE grade in English (where not already held)
- Obtaining an English language qualification at the required level
- Providing certified copies of original qualification certificates
- Completion of a satisfactory health or DBS check (where relevant to the programme)
- Successful completion of an RPL assessment
- Any other condition specified in the offer letter

11.2 Meeting Conditions

Applicants must provide evidence that all conditions have been met before the start of the programme. The acceptance deadline for conditions is normally 31 August (for September entry). Where conditions cannot be met by this date, the applicant should contact the Registrar as soon as possible.

11.3 Conditions Not Met

Where an applicant does not meet the conditions of their offer, EDA College will:

- Notify the applicant in writing within 5 working days of receiving confirmation that conditions have not been met
- Consider whether, in the light of the applicant's overall profile, contextual factors and any new information, an alternative offer (e.g. on the Foundation Year) would be appropriate
- Withdraw the conditional offer if no suitable alternative can be agreed

Applicants who are close to but have not quite met their conditions should contact the Registrar before withdrawing. EDA College will always consider the whole picture before withdrawing an offer and may be able to offer a place on an alternative route to their intended programme.

12. The 14-Day Cancellation Right

YOUR STATUTORY RIGHT: You have the right to cancel your acceptance of an offer of a place at EDA College within 14 calendar days of accepting it, without giving any reason and without any charge. This is your statutory right under the Consumer Rights Act 2015. To exercise this right, you must notify EDA College in writing within 14 calendar days of the date on which you accepted your offer.

This right applies to all applicants regardless of whether the offer is conditional or unconditional. It does not apply to the offer itself — you do not need to accept an offer, and declining an offer does not trigger the 14-day right.

After the 14-day cancellation period has expired, you may still withdraw from the programme at any time, but tuition fee liability may apply in accordance with the Tuition Fee and Refund Policy. The 14-day right cannot be extended or reinstated once it has expired.

To exercise your right to cancel, notify the Registrar in writing by email, letter, or by completing the Cancellation Notice provided with your offer letter.

13. Enrolment and Registration

13.1 The Enrolment Process

Applicants who have accepted an offer (conditionally or unconditionally) must complete formal enrolment at the start of the academic year. Enrolment involves:

- Confirming personal details (name, address, date of birth, contact details)
- Confirming the programme and confirming continued commitment to study
- Providing original qualification certificates for verification
- Confirming funding arrangements (SLC loan application or self-funding)
- Completing the College's disability and equality monitoring form
- Agreeing to the Student Terms and Conditions
- Receiving and acknowledging the Student Handbook
- Completing any safeguarding or induction requirements

13.2 Enrolment Deadline

The enrolment deadline is published in the Academic Calendar each year (normally 30 September for September starters). Applicants who do not complete enrolment by the deadline without prior agreement with the Registrar may have their offer withdrawn. Contact the Registrar as soon as possible if you are unable to meet the enrolment deadline.

13.3 Registration with Birmingham Newman University

Following enrolment at EDA College, students will also be registered with Birmingham Newman University as students of the Awarding Body. This registration is managed by the Registrar on the student's behalf. Students will receive confirmation of their Newman University registration separately.

14. Deferred Entry

EDA College will consider requests for deferred entry (entry in a later academic year than the one applied for) from applicants who have a genuine reason for deferral (e.g. employment, travel, health reasons, family responsibilities). Requests for deferral must be submitted in writing to the Registrar.

- Deferral requests should be submitted as early as possible and in any case before the start of the academic year for which the offer was made
- Deferred places are subject to availability in the deferred year and are not guaranteed
- EDA College will normally grant deferral for one academic year; requests to defer by more than one year will be considered on a case-by-case basis
- The entry requirements and fees applicable to the deferred year will apply; these may differ from those applicable to the original year of application
- An applicant who defers and then does not take up their place will be required to submit a fresh application
- Applicants who defer are not normally required to reapply; their original application remains active for the deferred year

15. Applicants with Disabilities

EDA College is committed to ensuring that applicants with disabilities are not disadvantaged in the admissions process and are supported to access the programme that is right for them. The following commitments apply:

- Applicants with disabilities are welcome to disclose their disability on the application form or at any stage of the admissions process; early disclosure is encouraged to allow pre-entry support to be discussed
- EDA College will make reasonable adjustments to the admissions process for applicants with disabilities, including adjustments to the interview format, the provision of alternative information formats, and additional time to complete application requirements
- Disability will not be used as a ground for rejecting an application unless the College can demonstrate that the applicant would be unable to meet the essential requirements of the programme even with reasonable adjustments in place
- Where an applicant discloses a disability, the Registrar will arrange a pre-enrolment conversation with the Manager of Student Services to discuss support needs and begin planning for any reasonable adjustments needed from the start of the programme
- Applicants may request information about disability support at EDA College before applying or at any stage of the admissions process; this information will not be used in the admissions decision

Disclosing a disability on your application form does not disadvantage your application in any way. EDA College uses disclosure information only to ensure we can provide the right support. You may choose not to disclose a disability at the application stage and to disclose later, including after enrolment — though early disclosure helps us prepare your support in time

16. International and EU Applicants

16.1 Entry Requirements

International and EU applicants are welcome to apply to EDA College. Entry requirements for international applicants are the same as for UK applicants but may be satisfied by equivalent international qualifications. The Registrar will assess the equivalence of international qualifications using UK NARIC / ENIC guidance. Where there is doubt about the equivalence of international qualifications, the applicant may be invited to an interview to demonstrate their academic potential.

16.2 English Language Requirements

International applicants whose first language is not English must demonstrate English language proficiency at the level specified in Section 5.2. Evidence of English language proficiency must be submitted with the application or before the enrolment deadline.

16.3 Student Visa

EDA College is currently seeking registration with the Student and Migrant Workers route (Student visa). Applicants from outside the UK who require a Student visa to study in the UK should check EDA College's current Student sponsor status before applying. EDA College will provide up-to-date information about Student visa requirements on its website.

16.4 Tuition Fees for International Applicants

International applicants (those who are not classified as Home students for tuition fee purposes) may be charged different tuition fees from those published for Home students. International fee rates will be confirmed to applicants at the time of offer. International applicants are not eligible for Student Finance England Tuition Fee Loans.

17. Mature Applicants

EDA College particularly welcomes applications from mature students (aged 21 or over at the commencement of study). Mature applicants often bring valuable life experience, professional skills and motivation that can enrich the learning community and that may be better indicators of academic potential than formal qualifications alone.

17.1 Assessment of Mature Applicants

For mature applicants, EDA College will assess the application holistically, taking into account:

- Formal qualifications held (however long ago they were obtained)
- Work experience, including professional development, training, and career progression
- Voluntary experience, community involvement and other relevant activities
- The personal statement, including the applicant's motivation, self-awareness and communication skills
- An interview where this would add to the picture (mature applicants without formal qualifications will normally be interviewed)
- Any RPL claim (see Section 9)

17.2 Access to Higher Education Diploma

EDA College recognises the Access to Higher Education Diploma (AHED) as a suitable qualification for entry to its degree programmes. Applicants with an AHED at the required level will be considered on the same basis as applicants with A-levels or BTECs. An interview may additionally be offered to AHED applicants.

17.3 Mature Applicants Without Formal Qualifications

Mature applicants who do not hold formal qualifications at Level 3 or above may still apply. Such applicants will normally be assessed through:

- An interview to assess academic potential, motivation and readiness for higher education study
- A written exercise to assess written communication skills
- A portfolio demonstrating relevant work experience or prior learning
- References from employers or other professionals who can attest to the applicant's potential

EDA College's Foundation Year is strongly recommended for mature applicants without formal Level 3 qualifications, as it provides structured preparation for degree-level study.

18. Applicants with Criminal Convictions

EDA College considers applications from people with criminal convictions on an individual basis. Having a criminal record does not automatically disqualify an applicant. EDA College is committed to giving applicants with convictions a fair opportunity to access higher education.

18.1 Self-Declaration

EDA College asks all applicants to disclose any criminal convictions that are not spent under the Rehabilitation of Offenders Act 1974. Applicants do not need to disclose spent convictions (with limited exceptions — see below). The self-declaration section of the application form provides guidance on what must be disclosed.

18.2 Assessment Process

Where an applicant declares a criminal conviction, the Registrar will assess the declaration in accordance with the following principles:

- Only convictions that are directly relevant to the programme of study and to the safety of the College community will be taken into account in admissions decisions
- EDA College will consider the nature and seriousness of the offence, the time elapsed since the offence, the applicant's circumstances at the time, and any evidence of rehabilitation
- EDA College will not automatically reject an application on the grounds of a criminal conviction; each case will be considered individually
- The applicant will be given an opportunity to provide additional information about their conviction before a final decision is made

18.3 DBS Checks

EDA College does not routinely require DBS checks as part of the admissions process for standard programmes. Where a programme includes a work placement in a setting regulated under the Safeguarding Vulnerable Groups Act 2006 (e.g. a health or social care placement), a DBS check may be required before the placement commences. This will be specified in the programme information.

Applicants who provide false or misleading information about their criminal record on the application form may have their offer withdrawn or their enrolment terminated. Please read the self-declaration guidance on the application form carefully and seek advice from the Registrar if you are uncertain what to disclose.

19. Fraudulent or Misleading Applications

EDA College takes the integrity of its admissions process seriously. Submitting a fraudulent, false or deliberately misleading application is a serious matter that may have significant consequences for the applicant.

- Where EDA College identifies that an application contained false or misleading information before an offer is made, the application will be rejected and the applicant may be barred from reapplying
- Where false or misleading information is identified after an offer has been made but before enrolment, the offer will be withdrawn
- Where false or misleading information is identified after enrolment, the student's enrolment may be terminated under the Student Disciplinary Procedure, and the College may seek to recover any SLC tuition fee funding received in respect of the student
- Where the false information involves fraud (e.g. submitting forged qualification certificates), EDA College may refer the matter to the police and/or to the relevant awarding body
- Where false information was provided to the SLC in connection with a funding application, EDA College is required to notify the SLC

20. Equality, Diversity and Inclusion in Admissions

EDA College's admissions process will be conducted in accordance with the Equality Act 2010. EDA College will not unlawfully discriminate against applicants on the basis of any protected characteristic, including age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, or sexual orientation.

20.1 Training

All staff involved in the admissions process — including the Registrar, admissions officers, programme leaders and interviewers — will receive training in:

- Equality legislation and its application to admissions
- Unconscious bias in admissions decision-making
- Contextual admissions and widening participation
- Reasonable adjustments for disabled applicants

20.2 Positive Action

EDA College may use positive action in admissions in the following ways:

- Targeted outreach and marketing to communities that are underrepresented in higher education
- Contextual offers to applicants from disadvantaged backgrounds (Section 8)
- Taster days, open days and information events targeted at groups underrepresented in EDA College's applicant pool
- The tie-break provision under s.159 of the Equality Act 2010, where two equally qualified applicants are being considered for a limited place and one belongs to a group that is underrepresented in the College

20.3 Equality Monitoring

EDA College collects equality monitoring data from applicants at the application stage. This data is used to monitor the diversity of the applicant pool and to identify any disparities in admission rates between different groups. The data is not used in admissions decision-making. Equality monitoring data is reported to the EDI Group and the Academic Board annually.

21. Widening Participation and Contextual Admissions

EDA College's Access and Participation Plan (APP) set out the College's targets and strategy for improving access, continuation, completion and progression for students from groups that are underrepresented in higher education. Admissions is the first stage of this journey.

EDA College's widening participation activities in admissions include:

- School and community outreach: visits to schools, colleges and community organisations serving underrepresented communities
- Open days and taster events: at EDA College and in community venues, designed to be welcoming and accessible to applicants who may not have considered higher education
- Partnership with community organisations: working with organisations that support refugees, care leavers, prison leavers, adults returning to education, and other groups facing particular barriers
- Pre-application support: offering pre-application guidance to applicants from underrepresented groups, including help completing the application form and personal statement
- Contextual offers: as described in Section 8, making offers to applicants whose circumstances mean their qualifications do not fully reflect their potential
- Guaranteed interview scheme: all applicants who meet the minimum entry requirements and identify one or more contextual factor on their application will be offered an interview as part of the assessment process

22. Admissions Appeals and Complaints

22.1 Right to Request Feedback

All applicants who receive a rejection decision are entitled to request feedback on their application. Feedback requests must be made in writing to the Registrar within 10 working days of receiving the rejection notification. The Registrar will provide written feedback within 10 working days of receiving the feedback request.

22.2 Admissions Appeal

An applicant who believes that their application was not assessed in accordance with this policy or that EDA College's admissions process was applied unfairly or with procedural irregularity may submit a formal admissions appeal. An appeal is not a mechanism for reconsidering an academic judgement — it is a means of challenging a procedural failing in the admissions process.

Grounds for an admissions appeal:

- There was a procedural irregularity in the assessment of the application (e.g. the wrong entry requirements were applied, or contextual factors were not considered when they should have been)
- The admissions decision was affected by bias or discrimination
- New evidence is available that was not available at the time of the original application and that would materially have affected the decision

Admissions appeals must be submitted using the Admissions Appeals and Complaints Form (Appendix D) within 20 working days of the rejection decision. Appeals will be reviewed by the Vice Principal (Academic), who was not involved in the original decision. The Vice Principal will respond in writing within 15 working days.

22.3 Admissions Complaints

Complaints about the admissions process (as distinct from appeals against admissions decisions) should be submitted using the form in Appendix D and will be handled in accordance with EDA College's Student Complaints and Academic Appeals Procedure. Applicants who are not satisfied with the outcome of an internal complaint about admissions may refer the matter to the Office of the Independent Adjudicator (OIA) at www.oiahe.org.uk.

22.4 External Escalation

Where an applicant believes that EDA College has discriminated against them on the grounds of a protected characteristic in its admissions process, they may contact the Equality and Human Rights Commission (EHRC) at www.equalityhumanrights.com or seek advice from Citizens Advice.

23. Data Protection in Admissions

EDA College processes personal data provided by applicants during the admissions process in accordance with UK GDPR and its Data Protection and Privacy Policy. Applicants' personal data will be:

- Used only for the purposes of assessing the application, communicating an admissions decision, and (where the applicant is admitted) administering enrolment
- Held securely and accessed only by staff with a legitimate need
- Retained for 6 months after the admissions decision for unsuccessful applicants, and for the duration of the student's studies and 6 years thereafter for successful applicants
- Not shared with third parties beyond Birmingham Newman University as Awarding Body, the Student Loans Company (where relevant) and any other bodies with a legitimate role in the admissions or registration process

Applicants have the right to access personal data held about them and to request correction of inaccurate data. Requests should be directed to the Data Protection Officer using the contact details in the College's Privacy Notice.

A full Applicant Privacy Notice, setting out how EDA College processes applicants' personal data during the admissions process, is published on the College website.

24. Monitoring and Review

EDA College will monitor its admissions data annually and report the findings to the Academic Quality Committee and the Academic Board. Monitoring will include:

Data Point	Breakdown	Frequency	Reported To
Applications received	By programme, by protected characteristic, by contextual factor	Annual	Academic Board; EDI College
Offers made	By programme, offer type (conditional/unconditional), by contextual factor	Annual	Academic Board
Acceptance rate	By programme, by protected characteristic	Annual	Academic Board; EDI College
Conversion rate (offer to enrolment)	By programme, by protected characteristic	Annual	Academic Board
Rejection rate	By programme, reason for rejection, by protected characteristic	Annual	Academic Board; EDI College
RPL applications and outcomes	Volume, by programme	Annual	Academic Board
Contextual offer rate	Volume, outcomes (acceptance, progression)	Annual	Academic Board; EDI College; APP
Admissions appeals and complaints	Volume, grounds, outcomes	Annual	Academic Board
Time to decision	Average working days from complete application to decision	Annual	Academic Board

This policy is reviewed annually by the Vice Principal (Academic) and the Registrar and approved by the Academic Board. Material changes to entry requirements or admissions criteria will be communicated to prospective applicants before those changes take effect.

Appendix A: Entry Requirements Schedule 2025/26

The entry requirements below apply for programmes commencing September 2025. Entry requirements are reviewed annually. The most current requirements are always published on the College website.

Programme	UCAS Tariff Points (indicative)	A-levels	Vocational (e.g. BTEC)	Foundation / Access	Minimum English	Other
Foundation Year (Business)	40–72 points (E–C at A-level)	2 A-levels at E–C	BTEC National Diploma at Pass–Merit	N/A	GCSE English at grade 4 (C) or equivalent	1-year relevant work experience considered as alternative
BSc (Hons) Business Management	72–120 points	2 A-levels at C or above	BTEC Extended Diploma at Merit or above	Access to HE Diploma (pass)	GCSE English at grade 4 (C) or equivalent	Mature applicants considered on portfolio/interview

International Equivalents (selected)	Equivalent to UK GCSE Grade 4 English	Equivalent to 2 A-levels at grade C	Notes
International Baccalaureate	Higher Level English B grade 4	IB Diploma total 26 points or above	IB Certificate subjects considered individually
European Baccalaureate	Score of 6.5 in Language 1 or 2	Overall score of 75%	Subject to subject-by-subject review
Indian CBSE / ISC Board	75%+ in English	75%+ overall in best 5 subjects	Individual subject review required
Pakistan HSSC	B in English	B average across best 5 subjects	Individual review required
West African Senior School Certificate	C6 in English	3 credits or above in relevant subjects	Individual review; ENIC guidance used

For qualifications not listed above, the Registrar will assess equivalence using ENIC (formerly UK NARIC) guidance and will confirm the outcome to the applicant. International applicants are encouraged to contact the Registrar before applying if uncertain about their qualification equivalency.

Appendix B: Contextual Admissions Framework

This framework sets out EDA College's approach to contextual admissions in detail, including the factors considered, the evidence required and the typical adjustment to entry requirements.

B1 Contextual Factors

Contextual Factor	Definition	Evidence Source / How Identified
Free School Meals (FSM)	Receipt of Free School Meals at any point during secondary education	Self-declaration on application form; supported by reference or school letter where available
Care-experienced / care leaver	Current or previous local authority care; including looked after children, care leavers and those who have been in care at any point since age 14	Self-declaration; local authority care leaver confirmation; personal statement
First generation higher education	Neither parent or carer holds a degree-level qualification (Level 6 or above)	Self-declaration on application form
Low household income	From a household with income below £25,000 per annum (or equivalent indicator)	Self-declaration; proxy indicator (e.g. FSM eligibility; postcode-based deprivation measure)
Educational disadvantage	Attended a school or college with below-average progression to higher education (defined as below the national average for the region)	School attended identified from application; cross-referenced with DfE school performance data
Significant caring responsibilities	Unpaid caring responsibilities for a family member that materially affected educational attendance or achievement during secondary education	Self-declaration; personal statement; supporting reference
Significant educational disruption	Long-term illness, family upheaval, displacement or refugee status that caused significant disruption to secondary education	Self-declaration; personal statement; medical letter or equivalent where available
Asylum seeker or refugee status	Current asylum seeker or recognised refugee	Self-declaration; documentation as available

B2 Contextual Adjustment

Where an applicant identifies one or more contextual factors on their application:

- They will be guaranteed an interview as part of the assessment process
- Their application will be assessed holistically, with greater weight given to the personal statement, reference and interview performance
- A contextual offer of up to one grade below the standard entry requirement may be made where the applicant demonstrates sufficient potential at interview
- Offers of a Foundation Year place may be made as an alternative pathway where the applicant has strong potential but is not yet ready for degree-level entry

B3 Post-Admission Support for Contextual Entrants

EDA College is committed to ensuring that students who enter through the contextual admissions route receive the support they need to succeed. Contextual entrants will be:

- Proactively identified by the Manager of Student Services at enrolment
- Offered a pre-induction support session before the start of the programme
- Given priority access to additional academic support in the first term and monitored by the Personal Academic Tutor for early signs of academic difficulty, with proactive outreach if concerns arise.

Appendix C: RPL Assessment Criteria

This appendix sets out the criteria used to assess Recognition of Prior Learning (RPL) applications at EDA College.

C1 Certificated RPL Assessment Criteria

Criterion	Detail
Authenticity	The qualification or certificate must be genuine and verifiable; EDA College will verify all certificated RPL claims with the issuing institution or awarding body
Currency	The qualification should normally have been obtained within the last 10 years for credit to be awarded at the same level; older qualifications may be considered where the knowledge and skills remain current and relevant
Level equivalence	The level of the qualification must be equivalent to or above the level at which credit is being claimed; UK Level 5 credit cannot normally be awarded for a qualification achieved at UK Level 3
Learning outcome mapping	The learning outcomes of the prior qualification must map substantially (normally at least 60%) to the learning outcomes of the module or stage of the programme for which credit is claimed
Volume	The credit value of the prior qualification must be sufficient to justify the credit claimed; a single A-level cannot normally justify a full year of degree-level credit

C2 Experiential RPL (APEL) Assessment Criteria

Criterion	Detail
Relevance	The experience must be directly relevant to the learning outcomes of the module or stage for which credit is claimed
Level of learning	The applicant must demonstrate, through the portfolio and/or interview, that the learning achieved through experience is at the appropriate level for the credit claimed
Sufficient depth and breadth	The experience must have been sustained and substantial enough to generate the depth and breadth of learning claimed; a brief or superficial involvement in a relevant area is unlikely to justify credit
Evidence quality	Portfolio evidence must be organised, legible, relevant and clearly referenced to specific learning outcomes; generic reflections without specific examples are not sufficient
Verification	Where possible, evidence should be supported by third-party verification (e.g. an employer letter, professional reference, client testimonial)

C3 RPL Portfolio Guide

An RPL portfolio for experiential learning should include:

- A reflective personal statement mapping the applicant's experience to specific module learning outcomes
- A CV or work history demonstrating the depth and duration of relevant experience
- Work products, reports, projects or other artefacts produced in the course of the relevant experience
- At least one third-party reference from a line manager, client or professional colleague who can verify the applicant's level of competence
- Any certificates, licences or professional registrations relevant to the experience

Appendix D: Admissions Appeals and Complaints Form

Use this form to submit an admissions appeal or an admissions-related complaint. Submit to the Registrar by email or in person within 20 working days of the decision or event you are appealing / complaining about.

SECTION A: YOUR DETAILS	
Full name	
Date of birth	
Email address	
Phone number	
Programme applied for	
Application reference number (if known)	
Date you received the decision you are challenging	
SECTION B: TYPE OF REQUEST	
Please tick:	<input type="checkbox"/> Admissions Appeal (challenging a rejection or conditional offer decision on the grounds in Section C) <input type="checkbox"/> Admissions Complaint (about the admissions process, not the decision itself) <input type="checkbox"/> Feedback Request (requesting written feedback on a rejected application)
SECTION C: GROUNDS (for admissions appeal)	
Please tick the ground(s) on which you are appealing:	<input type="checkbox"/> Procedural irregularity in the assessment of my application <input type="checkbox"/> Bias or discrimination in the admissions process <input type="checkbox"/> New evidence available that was not available at the time of application
Please explain in full the basis for your appeal or complaint (attach additional pages if needed):	
What outcome are you seeking?	
Please list any supporting evidence attached:	1. 2. 3.
SECTION D: DECLARATION	
I confirm that:	The information in this form is accurate and complete to the best of my knowledge. Signature / Name: _____ Date: _____
FOR OFFICE USE ONLY	
Date received	
Type (appeal / complaint / feedback)	
Assigned to	
Date of response	
Outcome	