

EDA College



Admissions Policy

(Recruitment, Admissions, Selection and Widening Access & Participation)

RAS & WAP

2024-25

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1. Introduction

The policy, normally called Admissions Policy, will cover all the areas related to recruitment, admissions, selection and widening access and participation as envisaged in the OfS framework of registration and QAA quality code for the higher education.

The policy is a public document and therefore placed on the EDA College website for all our applicant audience and other stakeholders.

2. The purpose

The purpose of the policy is to provide information on the EDA College recruitment, admissions, selection and widening access and participation to all potential applicants, their advisors, parents and the public at large.

- a. The policy focusses on recruitment and admission of all the students in our different programmes delivered at EDA College in partnership with Birmingham Newman University.
- b. The policy adheres to the Birmingham Newman University regulations around the programme i.e. BSc Single Honors Business Management with Foundation Year.
- c. The policy is structured to conform to the best contemporary principles and practices set forth in UK Quality Code for Higher Education and guidelines provided in the OfS framework.
- d. The policy abides by the legal and statutory underpinnings in relation to equality and diversity, discrimination, data protection, freedom of information, consumer rights, human rights and other such documents and instructions issues by the Government and the statutory and professional bodies.
- e. The policy is a guidance to all EDA staff, applicants and other stakeholders on the procedures of admitting students to any of courses at EDA College.

3. Policy Focus Areas

The policy focusses on the following areas;

I. Equality and Diversity

The EDA College aims to create an environment of respect and dignity to all. It provides a culture of diversity within its community of staff, students, vendors and any other stakeholders. The College believes in an environment that is free from all types of discrimination, harassment, victimisation and bullying at all levels of its operations.

The EDA College is committed to equality of opportunity to all to secure a place in a programme of study, irrespective of; age, disability, gender reassignment, marriage and civil partnership, pregnancy

and maternity, ethnicity, religion or belief, gender or sexual orientation. Refer to the EDA College Equality and Diversity Policy for more details.

II. Recruitment, Admissions, Selection and Widening Access and Participation (RAS & WAP) Responsibility

The EDA College has a structured process of recruitment, selection and admissions of all the students with emphasis on widening access and participation in complete professional manners to all the applicants.

The recruitment and admissions are conducted in a coherent way by Admissions and Registry, Programme Faculty and the Marketing teams to make the whole process balanced and transparent. These teams are responsible for;

Determining selection criteria and setting up transparent assessment processes.

- Academic decisions and making offers to individual applicants, recording justifications for decisions and providing feedback as appropriate.
- Providing accurate and relevant information to prospective students.
- Communicating with applicants during the admissions process, providing information about the format of the interviews and post-application visit days and the nature of any assessment or selection practices.
- Ensuring admissions procedures are fair, consistently applied and compliant.
- Overseeing recruitment and admissions processes and ensuring prospective students are supported from initial enquiry to registration.
- Advising applicants on UCAS procedures.
- Inducting new staff into recruitment and admissions roles, providing appropriate instruction and support.
- Providing training on key topics and sharing best practice to ensure front-line staff can fulfil their role competently and, in a manner, consistent with this policy.
- Providing information on international qualification equivalencies ensuring fairness and consistency of interpretation.
- The provision of information, advice and guidance to prospective students from all backgrounds.

4. Student Recruitment

Student recruitment process in the EDA College is built on the following bases;

4.1 Information and Guidance

Information and guidance at the stage of recruitment will be guided by the following principles are EDA College;

i. Accuracy

- Information provided is accurate and detailed
- Courses and their structure in terms of duration, modes of assessment, associated fees and other costs must be available in a vivid manner
- The information is furnished by admissions, marketing and academic teams to be current, up-to-date and reliable at the point of enrolment.

ii. Transparency

- Multiple channels of information used to communicate courses details i.e. website, programme handbook, social media, prospectus, marketing brochures etc.

iii. Timeliness

- All the information on programme of study like entry requirements, selection criteria, assessment process, teaching and learning strategy, fees, funding, attendance requirements, professional accreditation and employability outcomes should be published and made available to potential application in timely manner preferably three months ahead of course start time.

4.2 Professional Standards in Recruitment

The EDA College recruitment and admission team are trained and committed to uphold professional standards governing the students' selection process keeping in mind the aspects of widening access and participation rules. Following aspects of professional standards are adhered to;

- High professional standards and a commitment to the provision of impartial advice and guidance and fair admissions.
- Integrity in interactions with prospective students and avoiding offering personal views or opinions on other UK HEIs.
- Developing knowledge of sources of information and advice about progression to higher education.

- Using promotional materials that provide a balanced and honest view of students experience at EDA
- Inviting for the events that provide free and impartial advice to prospective students.

5. Assessment of Applications

The students' applications at the time of selection and admission are assessed based on the following principles;

5.1 Fairness

The College treats all applicants fairly under the rules of equality and diversity, transparency, barrierless entry, and meritocracy through reliable and valid methods of assessment of every candidate/applicant.

5.2 Specified Selection Criteria

Criteria for selection of applications is based on academic and non-academic requirements for entry to the course in order to process them to the next stage i.e. admissions process. Following broad criteria is used for selection of applications;

5.2.1 All applicants for a course are assessed against the same entry criteria

5.2.2 Applications assessment methods may differ between courses however few elements are commonly considered;

- Prior academic achievement
- Past work experience
- All applicants are required to submit **Letters of Recommendation**:
 - **Working Applicants**: A letter from their workplace and an additional letter from someone who can provide a personal or professional recommendation.
 - **Non-working Applicants**: Two letters from individuals who can provide a personal or academic recommendation.
- Personal statement - submit a **Personal Statement** of **250 words**, detailing their motivation for applying and their relevant qualifications or experiences
- **Writing Diagnostic Test**: Applicants must complete a written diagnostic test to assess their writing skills.
- **Interview**: Applicants will participate in an interview with a member of the admissions team. This interview will be recorded for evaluation purposes. Interview is to assess suitability/intention to study.

- **English Language BKS B Test:** Applicants must pass the English BKS B test at Level 2 or above.

5.2.3 In cases where applicant's suitability is not accurately assessed through above criteria, the college may ask for alternative evidence to support their applications. Students in such situation will be contacted directly by the admissions team for additional information.

6. Entry Requirements

For entry requirement in the Foundation Year leading to a Degree Programme at EDA College, following considerations are important;

6.1 Academic Qualifications for Applicants

- Foundation Year applicants under the age of 21 must provide evidence of achieving **48 UCAS tariff points**.
- Applicants above 21, who do not meet the qualification requirement will be invited for the admissions process to discuss their prior professional or volunteer experience.
- The process to ensure the entry requirements are fulfilled will be completed in the assessment stage i.e. section 5.
- Following documents are required to confirm the entry requirements have been met;
 - ✓ Valid Passport / ID Card
 - ✓ Share Code / BRP (If applicable)
 - ✓ 2 Letter of Recommendation
 - ✓ Relevant Qualification (If applicable)
 - ✓ Personal Statement
 - ✓ Proof of Address
 - ✓ National Insurance Number (NINo)
- All applicants are considered based on their potential and actual academic achievement alongside aptitude to study at degree level.
- Applicants who do not meet the tariff will be invited to campus for an information session.
- In this session, applicants hear more about the programme and have the opportunity to discuss their prior experiences with the team.
- Applicants unable to attend will be contacted by phone for discussion of their relevant prior educational and work experiences. This conversation, which takes the place of the previous interview strategy, enables a two-way conversation between applicant and tutor regarding the purpose and form of the Foundation Year.

- Those with considerable work and life experience of a complexity that demonstrates an aptitude to study at degree level but with no formal qualifications may be accepted.
- Applicants would normally be expected to have some level two qualifications to demonstrate their academic ability, though not necessarily in Maths and English at the point of entry for the Foundation Year in Business Management.

6.2 Use of Contextual Data

In order to build up a full and rounded view of applicant achievement and potential, the College uses contextual data information to supplement undergraduate applications.

This applies to UK applicants under the age of 21 only.

Contextual Conditions

An applicant lives in a POLAR4 Q1 (Participation Local Area) or SIMD Deciles 1 or 2 postcode area. OFS website
An applicant attends an English school/college that is in the bottom 40% of Key Stage 4 or 5 results nationally (for at least two out of three previous years) or where fewer than 50% of pupils receive 5 GCSE's 9-4.
An applicant has spent any time in Care or as a Carer.

How we use the Contextual Data

- An individual's contextual data will be utilised to assess eligibility within the confirmation process. As mentioned in point 8, in the case of one contextual condition being met, one grade below the published typical offer level for the course(s) will be applied (equivalent to 8 UCAS tariff points). In the case whereby two or more contextual flags are met, two grades below the published typical offer level (equivalent to 16 UCAS tariff points) will be applied.
- If the application has been considered using one or more of the contextual admissions flags indicated in the table under point 8, the individual will be notified of this prior to the confirmation.

7. Applicants seeking to enter with Accreditation of Prior Learning/Experience

- Applicants may be considered through the accreditation of prior learning, which may be certificated or experiential. The admissions staff for the relevant course are responsible for determining the grounds on which accreditation is acceptable.

- Credit is allocated for evidence of achieving appropriate and assessed learning outcomes, rather than experience itself.
- Recognition of Prior certificated Learning (RPcL) credit will normally be accepted within a maximum of five years from the date it was awarded.
- Recognition of Prior experiential Learning (RPeL) will normally be accepted within a maximum of five years from the date of the most recent activity.
- Applicants are strongly advised to discuss their circumstances with the relevant academic Faculty or the Admissions team before submitting their application.

Refer the EDA College RPL Policy available at the college EDAN.

8. Applicants with additional support needs

- EDA College welcomes applications from individuals with additional support needs.
- We operate procedures to ensure that these applications will be considered appropriately and that applicants with additional support needs will be provided with appropriate support for the application process and their subsequent study.

Refer the EDA College Disability and mental health related policies available at EDAN.

9. Applicants with Special Circumstances

Applicants with special circumstances that have affected previous study or are likely to affect academic performance in current studies should provide this information at the point of application.

If these circumstances are encountered after the submission of an application, applicants should inform the Admissions team as soon as possible.

Special circumstances cannot be considered after an adverse decision has been made where prior notification could have been made. Where special circumstances have already been taken into account, we will not be able to make further allowances.

10. Applicants Seeking Deferred Entry

Applications for deferred entry are assessed against the same entry requirements and considered equally to other applications at up to the point of confirmation.

Deferred entry where possible is normally granted for one year only and two years maximum, at the discretion of Admissions staff.

Applicants whose first language is not English and who are required to present English language qualifications should ensure that the test results will be valid on the date of registration.

11. Applicants Wishing to Reapply

Applicants who are unsuccessful may apply again in a subsequent year or cohort. Applications will be considered against the standard course entry criteria for that year of entry.

The new application should demonstrate an improvement from the previous application.

12. Applicant Behaviour

- EDA College has a diverse population and expects all interaction between applicants, representatives of applicants, student and staff to be conducted with courtesy and respect.
- We do not tolerate inappropriate behaviour towards members of our community. Examples of inappropriate behaviour include hostile or aggressive behaviour or the act of offering a bribe or financial inducement.
- Inappropriate behaviour will be viewed seriously and may prejudice the further consideration of an application, appeal or complaint.
- Applicants will usually be warned by the College when their conduct is such that action is being considered.
- In exceptional cases, e.g. a threat to a member of staff, then no warning needs to be given before action is taken.

13. Fraud, Omission and Plagiarism

- Applicants may not omit any requested or relevant information, make any misrepresentation (for example, through plagiarism) or give false information at any point of the application process including after an offer is made.
- Should this occur the College reserves the right to dismiss the application, withdraw an offer of a place and/or revoke your registration.
- The College may also, in accordance with its obligations, notify external organisations about any suspected misrepresentation.
- Original documents are required during the admission process. Decision makers are trained in detecting and dealing with fraudulent documents.

14. Transition from Applicant to Student

14.1 Registration

While applicants are able to apply to a number of courses at the College, they are only able to register on one full time course in any one year.

The students registered with the EDA College as a partner with Birmingham Newman University are also registered with the University receive the registration numbers allocated by Newman.

14.2 Enrolment

After the registration is complete, the University sends the enrolment emails to all Registered students at EDA College and expects them to complete their enrolment using online portal link asap.

Until the enrolment is complete with the University, the students at EDA College will not be eligible for claiming fees and funds to be paid to the University and for their own maintenance.

15. Tuition Fees and Funding

There is an expectation that students will have sufficient funds to pay tuition fees and living expenses during their period of study, and applicants are asked to give details of their funding at the points of application.

Applicants are bound by the College/University's regulations on the payment of fees and the consequences of non-payment.

16. Feedback, Appeals and Complaints

We aim to consider all applications fairly and effectively against the published entry criteria and in line with our procedures.

16.1 Feedback

- The College is required to record reasons for admissions decisions together with any supporting information.
- Feedback is provided to all unsuccessful applicants.
- If the applicant is unhappy with the feedback provided, they can make a further request, in writing (by email or letter), including details of the applicant's full name, date of birth, home address, and the programme they have applied for.
- A request for feedback should come from the applicant or from someone that the applicant gives express and voluntary consent, in writing to act on their behalf, such as a school advisor or parent.

16.2 Appeals and Complaints

- The College aims to consider all applications equally, fairly and effectively in line with our procedures. If an applicant is not eligible for a place on their chosen course, but meets the entry criteria for a similar one, they will be automatically considered for this.
- All applicants who are offered an alternative course will receive specific communication explaining the reasons they have been unsuccessful on their initial choice and details of the entry requirements for the alternative course offered.
- If an applicant is dissatisfied with the outcome or treatment of their application, the concerns should be raised first with the Admissions team.
- Where the concerns remain, the applicant is advised to use the College Appeals and Complaints Procedures: Students Complaints (including applicants), all details can be found here: www.edacollege.co.uk

17. Monitoring and Review

- This policy and related recruitment and admissions procedures and practices across the EDA College are overseen by the Quality and Compliance Team.
- Activities or developments that have implications for the policy are considered at each meeting of the Quality and Compliance Team.