



RECRUITMENT AND ADMISSION POLICY

EFFECTIVE DATE : 10 NOVEMBER 2014
REVIEWED BY : QUALITY MANAGER
NEXT REVIEW : NOVEMBER 2020
POLICY NUMBER : QA-01

Recruitment and Admissions Policy and Procedures

Purpose/Scope

UK VERSITY aims to provide programmes of study at Higher National level for learners to achieve qualifications that enable them to progress in higher education or into employment. The Recruitment, Admissions Policy and Procedures has been written to ensure that the policy and procedures used to admit students are clear, fair, explicit and consistently applied and the process is transparent for applicants. It also meets the requirements of the accrediting body to ensure:

- Qualifications should be available to everyone who is capable of reaching the required standard
- Qualifications should be free from any barriers that restrict access and progression
- There must be equal opportunities for everyone wishing to access the qualification

Therefore, applicants require the ability to analyse key concepts, a thirst for learning, and an ability to work alone. The School will take appropriate steps to assess the potential of each applicant in order to make a professional judgement about their ability to successfully complete the programme of study and achieve the qualification

Definitions

- The Level 3 Courses are equivalent to the foundation year of the University courses.
- The Level 4 Courses are equivalent to the First year of a University Degree and is a level 4 qualification
- The Level 5 Courses are equivalent to the first two years of a University Degree and is a level 5 qualification
- Level 6 course is equivalent to third year of the university degree and is a level 6 qualification
- level 7 courses are equivalent to Master Degree of the university and is a level 7 qualification. As per OFQUAL, the Level 7 from ATHE is considered equivalent to PG Diploma or master degree from University,

Responsibilities

Course Leader: To ensure the student Handbook and the Programme Specification are up to date and accurately reflect the programme for which they are responsible.

Marketing & Sales: To ensure that all marketing and publicity materials are accurate, current, accessible and provide information to enable applicants to make informed choices about their options.

Marketing & Sales and Student Welfare Officer: To ensure that all the welfare advice is up to date and informative on issues including financial support, benefits and additional support where necessary.

They are also to ensure that the applications are processed in a timely fashion and given to the course coordinator prior to the student being int

Course Coordinator: Responsible for interviewing the student and using professional judgement to evaluate the ability of the applicant to successfully complete the programme and achieve the qualification.

Procedures

1. In order to apply for the course the applicant will fill in an application form online or complete a paper based application form in the school.
2. The application will be assessed and if the candidate fulfils the criteria they will be called for an interview
3. During the interview the candidate will have discussion and more information is provided about the programme and technical and academic aptitude will be assessed to determine their suitability for the programme.
4. Part of the interview process may include a piece of written work (250 words) or practical work to assess the ability of the candidate. This allows the course leaders to assess necessary skills (literacy, numeracy and ability to understand and use the musical instruments) and to look at preferred learning styles to best tailor the course to those undertaking it.
5. To enable candidates to successfully complete the programme they are required to have already achieved a certain level of education. The School therefore generally requires one of the qualifications below. However, sometimes potential students will have few prior qualifications but may have a significant amount experience in the music industry, or be able to demonstrate a particular creative

gift for the level of work. If you feel that the course is of interest and that you have sufficient experience in one of the two key strands of the course then potential learners are encouraged to apply.

Qualifications

- A Level 3 vocational qualification
- A minimum of 1 A Level in a related subject
- An advanced vocational qualification such as a BTEC National
- NVQ or Advanced Apprenticeship in a related area

NOTE: For mature students (over 25) practical experience will also be taken into consideration.

6. Following the interview candidate will be offer letter informing them of the outcome, which will be either:

Unconditional Offer	Where the candidate meets all the requirements for the programme for which they have applied
Conditional Offer	Where the candidate is required to achieve additional qualifications before being accepted, or where they are required to undertake an additional qualification while they are on the programme, such as additional classes in English.
Refusal	Where after consideration the School has decided not to offer the candidate a place on the programme that they have applied for, and the candidate will be given a rationale for the refusal

All staff involved in the admissions process receives training in the policies, procedures and criteria for student admissions to Higher Education and have clearly defined roles

Complaints and Appeals

Where the candidate wishes to question the decision of the School with regard to their application they have the opportunity to complete a Complaint form, which is available from Reception or through the post. This will be entered into the School Complaints procedure and it will be dealt with according to the procedures laid down.

Student Learning Agreement

1. Introduction

All members of the UK Versity Online community are expected to act reasonably at all times, to show respect for the wishes and views of others, to comply with training provider rules, to attend classes regularly and to apply themselves appropriately to their studies.

The following are the terms under which you agree to be a learner at UK Versity Online:

Attend all classes (as per timetable); there is a minimum requirement of 85%. Any exceptions will be for learners who have a medical reason, or other approved reason, that has been approved by the Principal, or other Director of UK Versity Online.

All learners will conduct themselves in a manner that enhances the learning environment of UK Versity Online. Learners must treat all members of UK Versity Online with respect.

All Learners will complete assessed work to the deadlines as agreed with their lecturers.

Learners will inform UK Versity Online at the earliest opportunity of any absence and the reason for that absence.

Learners agree to attend lessons on time, unless there are exceptional circumstances.

1.1 Examples of Unacceptable Conduct

The following are examples of conduct that will result in some disciplinary measure being taken (see also Student Code of Conduct). It is not an exhaustive or exclusive list.

- Poor attitude to studies
- Swearing /unacceptable language
- Persistent lateness
- Unsafe behaviour
- Misuse of any training provider computer system or facilities
- Cheating and Plagiarism
- Refusal to comply with training provider rules

1.2 Examples of Gross Misconduct

Gross misconduct is generally seen as misconduct serious enough to damage working relationships and trust between the training provider and the student. Gross misconduct shall include, but not be limited to:

- Threatening behaviour
- Attendance at training provider being under the influence of alcohol or drugs
- Theft or fraud
- Deliberate damage to property
- Possession of illegal substances
- Fighting or physical assault
- Bringing the training provider into disrepute
- Conduct which endangers others
- Misuse of email or the internet, including downloading or transmission of material which is defamatory, offensive, obscene, malicious, sexist or racist.

UK Versity Online aims to help and encourage students to achieve acceptable standards of behaviour.

All members of staff have the authority to bring lapses in behaviour to the attention of the student(s) concerned. UK Versity Online supports all staff in challenging unacceptable behaviour in students when and if it occurs.

Signed by student

Student signature:

Date:

Staff signature

Principal / Administration & Services Staff

Promotional Materials and Activities

UK VERSITY ensures that promotional materials and activities are accurate, current, and accessible and provide information to enable applicants to make informed choices about their options. Initial information about the programmes is made available on the UK VERSITY website (<http://ukversity.co.uk/>) through newspapers, leaflets to local community groups and centres, attendance at community group meetings and events. Further detailed information for prospective students is available from the Programme Specifications and the Student Handbook.

In addition, information is available regarding the range of Welfare Guidance and Support that is available to students, also what support is available to learners with particular needs as well as specific advice on sources for financial support, including student loans.

Prospective students are offered the opportunity to visit the organisation through open days, and informal visits to enable them to meet current staff and students. Open days are promoted throughout the year and prospective students can visit at any time by prior arrangement.

Policy reviewed annually