



## Recruitment Policy

### 1. Introduction

FCGE believes that a diverse community is an essential part of its core values, and that diversity amongst its student body enriches learning and teaching. This Admissions Policy sets out the means by which the College will encourage and welcome applicants with different educational and social backgrounds.

- 1.The Policy relates to all programs offered by the College.
- 2.The College is committed to ensuring that no student with potential to meet its entry requirements is deterred from applying. All applications are considered and evaluated on the basis of individual potential.
- 3.This policy is consistent with good admissions practice in higher education, as defined in the Quality Assurance Agency's Quality Code.
- 4.Responsibility for oversight of and changes to this Admissions policy rests with the Academic Board.

### 2. *Aims:*

- 5.The admission policy is guided by the College's Strategic Plan, Development Objectives and Operating Plan, which states "the mission of FCGE is to offer access to higher education to people from the widest possible range of backgrounds, enabling them to transform their lives through the acquisition of the knowledge and skills that they need to succeed in their chosen careers".
- 6.The admission policy is designed to secure a good match between the abilities and aptitudes of the applicant and the demands of the College programs, thus leading to the selection of students who can reasonably be expected to complete their studies successfully.

### 3. *Policy:*

1. All prospective students (i.e. - candidate) must complete a College application form (electronic or hardcopy) and supply all relevant documents.
2. All admission decisions are made by the admission team which are represented by persons nominated from academic and administration



departments.

3. All admission tutors/admission officers are trained, so that they can make a sound admission decision which is underpinned by reference to transparent and justifiable criteria.

4. Admission decisions made by the admission team of the College are fair, clear, explicit and are implemented consistently.

5. To make the College admission policy and procedures clear and are entry requirements which are used in making the admission decision.

5. All admission decisions will be made and communicated to students within reasonable time (e.g. - 2-4 weeks).

6. Any potential student, who is unhappy about a decision made by the admission team, can make an appeal to the College which should be reviewed by an independent admission officer.

7. All admission policy and procedures to be reviewed every year and any changes to be consulted with those who are involved in making decisions and who are responsible for delivering the programs.

7. To support the College's mission, it is the College's policy not to create unnecessary barriers for students to pursue higher education qualifications. The overarching principle of the College is to assess whether a student is able and intend to complete the course.

#### 4. *Widening Participation*

1. FCGE is committed to widening participation and to promoting wider access to

Higher Education. There are no admissions requirements which advantage or

disadvantage any group of applicants and the college is fully committed to treating



all applicants within the admissions cycle fairly.

2. Applications are welcomed from students irrespective of background. Policies and practices for the recruitment and admission of students are designed to secure a good match between the abilities and aptitudes of the student and the demands of the program. The diversity and wealth of experience that its students contribute to the life of the college is highly valued. The College seeks to broaden the pool of candidates at undergraduate level by raising awareness and expectations of prospective applicants in line with its Widening Participation Strategy.

#### 4 *Admission Criteria and Selection:*

1. General academic entry requirements
2. The College welcomes applications from appropriately qualified students offering a wide range of qualifications.
3. The College does not discriminate against applicants who have re-taken part or all of a qualification and will treat an achieved or predicted

qualification grade in the same way irrespective of whether or not re-takes are involved.

4. Awarding bodies are responsible for setting the entry criteria for their programs. Decisions on applications are made by admission team on behalf of the program leaders. For all programs, the selection process will take into account:
  5. the student's potential to succeed in his or her chosen program of study;
  6. actual or expected academic or professional qualifications and grades
  7. relevant work or other experience;
  8. references (usually academic, but also professional where relevant to the proposed program);
  9. Academic interview; qualifications in the use of the English language;
  - 10 Evidence of availability of finance.

The College is committed to providing accurate and appropriate pre-entry information to support prospective students in order to ensure that they are able to make an informed decision about whether to apply. The College's website and printed publications provide clear information and guidance on all entry requirements

and grades (UK QC Chapter B2).



The College welcomes applications from those with vocational qualifications, who are returning to education, who do not have the specified formal qualifications and those who are not applying directly from or within a year of leaving school or College, who have non-standard qualifications or who request work or life experience to be taken into account as part of their application.

In addition to academic qualifications the College will consider whether the applicant is suitably motivated to successfully complete their chosen course. The College considers the personal statement and reference as additional supporting information.

#### **5 Confirmation:**

1. On receiving an application, the candidate will be issued with an acknowledgement within 10 working days, however, during busy periods, particularly during Christmas closure, the turnaround time may be extended.
5. Where possible decisions will normally be made within 2 to 3 weeks and offers dispatched either electronically via online application system and/or directly through the post. The final admission decision for the BTEC and DET programs rests with the College.
6. The College reserves the right to correct errors where they have been made in the communication of decisions and offers. However, an offer made in error where all conditions have been satisfied will only be withdrawn with the applicant's consent.

#### **6 Applicants with Disabilities and Additional Needs:**

9. The College is committed to achieving equal opportunities for all of its students and actively encourages potential students who may be disabled or who may have an additional need to make an application to study here. The College continues to ensure that disabled students meet their full academic potential and are not discriminated against either during the admissions process or in their subsequent time as students at the College by reason of being disabled or having an additional need.
7. Students should ensure that they have sufficient information on which to base decisions about program acceptance and necessary support. Whilst every effort will be made to accommodate an individual's needs for support, in exceptional



circumstances it may not be possible to make reasonable adjustments to enable a program to be accessed.

7 *Entry requirements:*

8. For learners who have recently been in education, the entry profile is likely to include one of the following:
  - 1.A Level 3 qualification in an appropriate vocational area (e.g.Business, Hospitality and Catering, Travel and Tourism);
  - 2.A BTEC National Certificate or Diploma in Business Studies, Hospitality Supervision, or a similar discipline.
  - 3.A GCE Advanced level profile which demonstrates strong performance in a relevant subject or an adequate performance in more than one GCE subject. This profile is likely to be supported by GCSE grades at A\* to C;
  - 4.Other related level 3 qualifications such as an Access to Higher Education Certificate awarded by an approved further education institution;
  - 5.Related work experience;
  - 6.Mature learners may present a more varied profile of achievement that is likely to include extensive work experience (paid and/or unpaid) and/or achievement of a range of professional qualifications in their work sector.

8 *Specific requirements*

9. In addition to the above, individual programs within the College may set minimum entry requirements for levels of attainment, particularly in English Language and/or Mathematics. This information will be clearly stated within entry requirements for specific program such as Level 2.

9 *Other criteria*

10. In addition to academic qualifications, when selecting candidates the College will also take into account information provided within the personal statement and reference, particularly where this reveals extenuating or mitigating circumstances which may have affected academic performance.
11. The College recognises that applicants may have gained experience which in some cases may be deemed equivalent to formal qualifications and may take this into account when considering applications. Applicants should supply full details of any such relevant experience as part of their application.



12. The College reserves the right not to consider an applicant for entry if the entrant has previously been withdrawn from the College on academic grounds or due to submission of fraudulent documentation.
  13. Any declaration of extenuating circumstance should be referred to the College's Programme Manager for initial consideration.
2. English Language Requirement for BTEC HND Programmes: Source: "FAQs on English expectations", site: <http://qualifications.pearson.com/en/qualifications/btechigher-nationals/about.html>

Students are expected to be able to demonstrate English language comprehension at a level equivalent to IELTS (International English Language Testing System) 5.5 to be able to study BTEC Higher Nationals.

The FCGE expectation of IELTS 5.5 applies to all students recruited to level 4 and above levels qualifications after 1st January 2015 (a higher expectation applies for level 6 and level 7). The College is required to satisfy itself that the students have been recruited with integrity and that they will be able to cope with the rigour of the program.

A centre can adopt its own internal English test. It is for the Centre to satisfy itself that the student's score is commensurate with IELTS 5.5, but the expectation is not limited to the use of IELTS.

All students seeking admission to FCGE (including EU and Overseas) are asked one of the following:

4. To provide recent evidence that their command of spoken and written English is at IELTS 5.5 (or equivalent) adequate for the program of study for which they have applied. The expectation can be met using other English language tests such as Pearson PTE, City & Guilds, Cambridge and ESOL etc.
5. Evidence of English language proficiency is not needed for students who have studied in English for the final two years of school (e.g. GCSE).
6. Completed a school leaving qualification containing English, which FCGE considers to meet the CEFR B2 level in all four skills prior to the proposed date of enrolment.
7. The College is permitted to adopt its own internal English language test to judge whether students meet this standard. It is for the College to satisfy itself that



the student's score is commensurate with IELTS 5.5, but the expectation is not limited to the use of IELTS. The College reserves the right, in individual circumstances, to specify an additional language requirement for an applicant.

3. Functional Skills Test

4. All students seeking admission may be required to go through the following tests and interview. The objectives of the functional skills test is to assess students ability and the objectives of the interview is to assess the candidate's intention to study the program.
5. The functional skills test consists of a number of questions Math, English and IT. This is followed by the College Admission Interview by Academic Team.

4. Commitment to Fairness, Transparency and Consistency

4. To ensure a fair and consistent admissions process, the College will ensure that the following principles are adhered to:
  - 1.All programmes will clearly state their entry criteria, including academic qualifications, along with appropriate experience and skills required for entry 14.1.2. Entry criteria will be easily accessible through our prospectus and available on the FCGEwebsite.
  - 2.Applicants will be informed in general terms how they can demonstrate their achievements (both academic and experiential) and motivation to study
  - 3.The College will provide clear information on required entry grades or grade ranges.
  - 3.When assessing the merit and potential of applicants, selectors may also take into account the context of academic achievements by reference to data on school performance.
5. Where programs include interviews or tests as part of their selection criteria the College will make this explicit to candidates and provide details on how the interviews will be conducted and the criteria used to select successful candidates. The College does not normally require candidates to provide additional written



work to supplement an application, although in individual cases the College may request this and will explain the reasons for such a request.

#### 6. Feedback to applicants

Entry to the College is competitive and for many programs the College receives more applications than there are places so not every applicant will receive an offer of a place.

Where candidates are unsuccessful, feedback will be available upon request.

#### 7. Late applications

Later applications will be considered on an individual basis if there are still places available on the relevant program

#### *13.5 The application in context*

Evidence of contextual factors will not necessarily mean that preference will be given to candidates, as each case will be considered on its individual merits. However, in cases where there is clear evidence that contextual factors have affected performance and achievement, and where the applicant is able to demonstrate motivation and potential to achieve, the College will consider this as part of its holistic assessment of the application, and take it into account in deciding whether to make an offer, and the level of offer to be made.

The College recognises that non-academic excellence adds value and that students who excel in non-academic areas (such as sport or music) can make a specific additional contribution to the College. We may therefore take into account nonacademic excellence in our offer-making process.

#### *14 Applicants declaring a disability*

The College would usually expect reasonable adjustments to have been made to assessments to allow it to consider academic achievement against the same criteria used for applicants not declaring a disability. However, if an applicant or referee feels that reasonable adjustments made during assessments were not sufficient to allow fair consideration of an applicant declaring a disability, this should be made clear as part of the application with supporting evidence provided if appropriate. The College will then consider this information when making a decision on the application.

#### *15 Responsibility of applicants in the application process*

It is the responsibility of applicants to provide full and accurate information in an application and to notify the College of any changes or corrections to the original application.

By accepting an offer of admission, the applicant agrees to abide by the Rules and Regulations of the College.



In the light of additional information which was not available at the time of selection, an offer may be amended or, in exceptional circumstances, withdrawn. The College also reserves the right to correct errors where they have been made in the communication of decisions and offers. However, an offer made in error where all conditions have been satisfied will only be withdrawn with the applicant's consent.

The College reserves the right to exclude a candidate who is considered on justifiable grounds to be unsuitable for a place on a particular programme according to individual circumstances.

#### *17. The offer-making process*

Where a candidate has applied for one programme and is not successful, an alternative programme may be offered.

An offer, whether conditional or unconditional, will be made in good faith taking into account information as supplied by the applicant and/or referee at the time of the application. In some circumstances, an offer may be conditional upon non-academic requirements e.g. Police checks which are deemed satisfactory.

#### *18. Record keeping duties*

The College will keep admissions documentation for all students who enrol/register at the College for the duration of their studies and for six years after.

#### *19. Appeal against Admission Decision*

19. Any applicant who wishes to obtain feedback regarding the decision made in respect of his or her application for admission should contact the Programme Manager for all programmes/courses.
20. The College will accept an appeal against an admission decision only in circumstances where an applicant alleges and can provide evidence that prejudice or bias has influenced an outcome, or where it is alleged that procedural irregularities may have occurred during the admissions process. An appeal relating to academic judgment will not be accepted.
21. Applicants seeking to make an appeal must do it in writing within five working days of receiving confirmation of the application decision.
22. Appeals should be addressed to the HE Operations Manager, with evidence supporting the grounds of the appeal, in order that the case may be systematically reviewed. The relevant circumstances will then be investigated in full. An appeal hearing may be arranged if necessary. This will normally take place within ten working days of receiving the appeal.



23. Should a mutually acceptable resolution not be reached through this process, the applicant can request for a final review of appeal by the Principal of the College, who will normally within ten working days issue a formal written judgment to the applicant.
20. *Disclaimer*
24. The College reserves the right to make variations to program contents, entry requirements and methods of delivery, and to discontinue, merge or combine programs, both before and after a student's admission to the College, if such action is reasonably considered necessary by the College.
25. In the event that, prior to the student commencing the first term of study, the College discontinues the program, the student may either:
1. Transfer to such other program (if any) as may be offered by the College, which the student is qualified subject to Principals approval.
  2. Withdraw from the College without any liability for fees.
26. If in these circumstances the student wishes to withdraw from the College and to enroll in a course at a different College, the College shall use its reasonable endeavors to assist the student.