



# **MORLEY COLLEGE LONDON**

## **Student General Admission Policy**

<b>POLICY OWNER:</b>	Vice Principal (Student Engagement)
<b>FINAL APPROVAL BY:</b>	Governing Body
<b>Policy Category:</b>	Student
<b>Approved by Policy Committee:</b>	23 May 2024
<b>Approved by Governing Body:</b>	15 July 2024
<b>Review Date:</b>	15 July 2027

## 1. Introduction, Purpose and Scope of Policy:

Morley College London is committed to ensuring equality of opportunity and freedom from discrimination for all students and prospective students. The College highly values the diversity of its students and prospective students and the range of their experiences that enriches college life. We welcome applications from persons with right of abode, as well as international applicants (see [Appendix 1](#) for the International Applicant Admissions procedure) and seek to widen participation and broaden the pool of potential applicants by raising awareness, particularly but not exclusively in its local community. The admissions process will encompass a range of services, from the provision of information about programmes and services, through to the point of enrolment.

## 2. Equality and Diversity Analysis Screening

In accordance with the College's Equality, Diversity and Inclusion Statement, the development of this policy complies with the Equality Act 2010 in ensuring due regard to eliminating discrimination, advancing equality of opportunity and fostering positive relations.

An equality analysis has been completed to ensure the policy does not affect different groups protected from discrimination.

## 3. Applicability

This policy applies to applicants on the following courses:

- Unaccredited courses (including those requiring an entry test such as an audition, portfolio, interview etc.)
- Accredited courses (Entry Level to Level 2)
- Advanced Learning courses (Level 3)
- Study Programmes for 16-18 year old students

Information regarding admissions to Higher Education (HE) courses can be found in the [HE Admissions Policy](#).

## 4. Definitions

**Advanced Learning:** the term refers to all accredited courses leading to a nationally recognised qualification at Level 3 of the Regulated Qualifications Framework (RQF), e.g. Access Diplomas, BTEC Level 3 etc.

**Awarding organisation:** also known as an examination board, which sets examinations and awards recognised qualifications, such as GCSEs, A/T-levels, BTECs etc. It formally recognises the learning outcomes (knowledge, skills and/or competences) of an individual, following an assessment and/or an examination.

**Recognition of Prior Learning (RPL):** an assessment process that involves assessment of an individual's relevant prior learning (including formal and informal learning) in order to give credit for learning outcomes a student has already achieved. RPL means applicants can start their course at the appropriate level and reduce the amount of credits/units or content they need to study to gain a qualification.

**Recognition of Prior Experiential Learning (RPEL):** process by which relevant experiential learning is assessed and accredited. Experiential learning includes the knowledge and skills acquired through life experience, work experience and study which are not formally documented through a recognised qualification.

**Unaccredited learning:** refers to all those courses that do not lead to a nationally recognised qualification and do not include a formal assessment or examination at the end of the course. At Morley, however, many unaccredited courses, including those of year-long duration, are mapped against one of the RQF levels (1-7) to indicate the level at which students on a given course are expected to operate.

## **5. Statutory and regulatory requirements**

The student admission criteria for all accredited courses at the College are in line with the requirements set by the relevant awarding organisation.

## **6. Policy Objectives**

The objectives of this Policy are to ensure that:

- The admissions process provides a responsive and student-focused service, ensuring all applicants receive the appropriate information, advice and guidance that they need to apply for and enrol on the appropriate programme.
- All prospective applicants will have access to impartial pre-entry information, advice and guidance about programmes, including fees and funding, so that informed decisions can be made. Applicants should ensure that they have sufficient information on which to base decisions about programme acceptance and necessary support.
- The admissions process for entry onto programmes is clear to prospective students.
- All applicants are considered on an equal basis, taking into account (where required) their academic record, potential for study, references, personal statement and relevant creative or technical experience or aptitude.
- Programmes and services will be promoted actively in the community to widen access and increase participation in line with the College's commitment to widening participation.

## **7. Policy statement**

This Policy applies to the admission of any applicant for a programme of study provided by Morley College London other than Higher Education programmes. It applies to all students and prospective students including those aged 16-18 and adults.

The College is committed to recruitment and admissions processes which are fair, unbiased, explicit and implemented consistently across its range of provision. Therefore, through the implementation of this Policy, the College aims to place applicants on appropriate programmes with the support necessary for them to succeed.

## **8. Implementation of Policy**

### **8.1 Accuracy of information**

The admissions procedure and information, advice and guidance about programmes and entry requirements will be clearly outlined in the published College information. All due care will be taken to ensure that all communications to potential students are clear, unambiguous and accurate at the time of publication, both online and in print.

Admissions information published electronically and in hard copy will be subject to approval by the relevant Programme Area Manager who will ensure the accuracy and consistency of

course titles, entry requirements and compliance with awarding organisation requirements (where relevant).

## **8.2 Changes to published information**

The College makes no guarantee of the availability of any course, and it has the right to close, cancel or make changes to programmes as a result of changes in funding or staffing or for any other reasonable cause. Whilst the College will do everything it can to avoid the closure or cancellation of a course, if necessary the College will assist applicants with alternative choices and will notify all candidates, regardless of the stage of enrolment, at the earliest opportunity.

## **8.3 Entry requirements**

Information, advice and guidance for applicants is available online, at the College's open days, or via the Student Services Team through email, telephone or in person at one of the College Centres. A list of entry requirements for different types and levels of qualifications is provided in [Appendix 2](#).

The College is responsible for setting the entry criteria for its programmes. In the case of accredited courses, this will be in line with awarding organisation requirements and national standards (eg for T-levels). In the case of unaccredited courses applicants must be able to demonstrate an interest in and commitment to the course, as well as the skills needed to succeed (which may in some cases be evidenced by successful completion of a course at a lower level or via an interview, an audition, an entry test or the submission of a portfolio of work)

It is the responsibility of all applicants to provide full and accurate information as part of the admissions process and to notify Student Services of any changes or corrections to their original applications and contact information provided.

For accredited courses (Entry Level to Level 3), there is no automatic right to Recognition of Prior Learning (RPL) or Recognition of Prior Experiential Learning (RPEL). Any recommendations to gain approved credit through the RPL or RPEL process must be agreed on a case by case basis by the relevant Programme Area Manager, in accordance with individual awarding organisation guidelines. In all cases it is the responsibility of the applicant to ensure that they meet any entry requirement of the course and that the course meets their particular needs by reading the course outline and seeking advice and guidance from the College.

## **8.4 Students with special or specific educational needs.**

All prospective students who declare a learning difficulty or disability will be advised of the support available to them by the Student Services Team. If an applicant chooses to disclose a disability at any stage of the admissions process, the information will remain confidential and will only be shared with relevant staff with the individual's consent. Support is available throughout the application process.

Students with an Education Health Care Plan or EHCP, will be invited to consultation meetings with relevant stakeholders including parent/guardian and the relevant home local authority.

The College's [Student Support Policy and Fitness to Study Procedure](#) outlines the universal support offered to all students attending the College, and provides details of the specific support available to students enrolled on accredited programmes.

## **8.5 Application and decision making procedure**

- 8.5.1 Applicants will have access to timescales and processes associated with each stage of the admissions journey. The college will respond to applications according to this information and timeline.
- 8.5.2 The College aims to ensure that admissions enquiries received via telephone, email, letter or in person are responded to within five working days. In the case of a course requiring submission of an application form, the College will respond to applications within a maximum of ten working days of receipt. On submission of an application form, applicants can request information about the progress of their application at any stage. Should there be a case where applicants need to be interviewed, they will be notified of the outcome of their interview within ten working days of the interview. In the event that criteria for entry are not met, wherever possible, an appropriate alternative offer will be made to the applicant. Where the college cannot adhere to the advertised timescales will be in the case of an interview or assessment day 'no-show'. In such an event the applicant will be invited in a further two times.
- 8.5.3 Should an application be unsuccessful the applicant may request further information from the Student Services Team. The applicant or progressing learner does not have the right to appeal the College's decision unless they believe that this policy has not been applied correctly in the processing of their application. If this is case, they can write to the relevant Centre Principal fully stating the reasons for their appeal. Applicants will receive a reply within 15 working days of the original appeal date. Unsuccessful applicants may also refer to the College's Complaints Policy and Procedure, available on the College website, if they believe the process leading to this decision was not implemented appropriately.
- 8.5.4 Where applicants apply for an accredited course which is identical to one they have already completed or part-completed at Morley College London or another institution, or is of a lower level than their highest formal qualification (in the same subject area) admission onto that course will be at the discretion of the Head of School taking into account potential funding implications and the educational benefit to the applicant.
- 8.5.5 There may be reasons why the College is unable to enroll applicants. Applicants who are found to have falsified any part of their application or submit a fraudulent application may have any offer of a place withdrawn. In such cases the College reserves the right to reject future applications.
- 8.5.6 In accordance with the Rehabilitation of Offenders Act 1974, applicants are expected to disclose unspent convictions. A criminal conviction will not necessarily bar entry on to a course. The College however has a duty of care to its staff and students, and for convictions of a serious nature where the applicant might pose a threat, the College reserves the right, following risk assessment and consideration of the steps that might be taken to mitigate any risks, to deny the applicant admission to the course. Detailed information on this process is contained within the College's [Safeguarding and Prevent Policy for Children and Vulnerable Adults](#).
- 8.5.7 The College positively encourages applications from candidates from a diverse range of backgrounds, experience and ages, including those with disabilities. The College's Equality, Diversity and Inclusion Statement aims to ensure that all applicants participate in a fair and equal process for selection, and that selection is undertaken solely on the basis of assessed ability to succeed on the course that the applicant has chosen.

8.5.8 All those who work with children or vulnerable adults on placement as part of a course are required to undertake an Enhanced Disclosure through the DBS. It is the position of the College that these checks are completed within the first 6 weeks of the course and the process shared with students (and parents as required) through the enrolment and induction phase. Students are encouraged to disclose at interview/enrolment any information that could prevent their ability to complete a placement.

8.5.9 In the case of applicants for whom English is an additional language, the Programme Area Manager must obtain assurance of the applicant's ability to function at the appropriate level for the course being applied and in such cases English Language initial assessment of the applicant (regardless of the course being applied for) may be required.

### **8.6 Study Programmes for 16-18 year-olds**

We provide a range of specialist courses for 16-18 year-olds (study programmes) at our North Kensington and Chelsea Centres, taught in excellent facilities by experienced and supportive lecturers ranging from Level 1 to Level 3.

Our student advisors will help young people to identify the best study options to enable them to realise their potential and can be contacted via our website, email or telephone. Potential students can also attend one of the 16-18 College's Open Days advertised on the College website throughout the admission period to talk to an expert who will take them through the application process.

16-18 year-old students will be enrolled onto all the components that make up a study programme; this is built around a core aim based on the prospective student's career aspirations and a number of complementary elements that prepare students for their next step in life including Essential Skills and Work Experience.

### **8.7 Unaccredited courses for 16-18 year-olds**

The College receives no funding for students who are under 19 on unaccredited courses – however they may in some circumstances be enrolled on unaccredited courses at the North Kensington and Chelsea Centres at the College's discretion and they would not be charged course fees, though all material, trips, etc. fees would be payable. All proposed enrolments of under 19 students on unaccredited provision need to be approved in advance by the Chief Finance Officer and by the relevant Centre Principal to ensure an appropriate risk assessment is carried out. No students under 18 will be accepted to study at the Waterloo Centre where the curriculum offer is exclusively for adult students.

### **8.8 Enrolment procedure for unaccredited courses not requiring an application process (interview, audition etc)**

These courses can be enrolled on directly using the eCommerce platform. Where students arrive to enrol in person, they should be guided through the eCommerce process and encouraged to use this platform for all future enrolments.

### **8.9 Enrolment procedure for unaccredited courses requiring an application process (interview, audition etc)**

Applicants should check the relevant entry requirements and admission procedures via the College website, or by contacting the relevant Programme Area to discuss course requirements and content and decide whether the course is suitable for them.

### **8.10 Application procedure for all accredited Entry Level-Level 2 courses**

Applicants should complete and submit an application form either in person or online or register to attend an assessment or Open Day via the College website or the Reception at one

of the College Centres. The applicant may be invited to attend an interview and/or initial assessment, and/or provide proof of qualifications.

### **8.11 Application procedure for all Advanced Learning courses**

Applicants should complete an application form online. The applicant may be invited to attend an interview and initial assessment with the relevant Programme Area Manager.

## **9. Communication and training**

This Policy is made available to all students and prospective students via the College website and to all staff via the College intranet. All staff involved in the admission process will be suitably qualified to provide information, advice and guidance and/or will have expertise in carrying out student assessment depending on their role in the process.

## **10. Monitoring and Reporting**

Responsibility for setting overall targets for admission to the College and approving the target number of places available for each course lies with the Senior Leadership Team. Senior leaders have responsibility for overseeing the implementation of the Student General Admission Policy and administration of the recruitment process. Ensuring that targets are met overall rests operationally with the Heads of School and Programme Area Managers.

Programme Area Managers will be the member of staff responsible for admissions on each course. They may involve other members of curriculum staff (such as Subject Tutors or Senior Tutors).

The admissions process contains procedures which will enable the monitoring and evaluation of the quality of the College's provision. Applicant and enrolment statistics will be monitored annually in relation to sex, ethnicity, age and disability for each course and reported to the Academic Board and the Curriculum and Quality Committee of the Governing Body.

The admissions process is monitored through feedback, student representative meetings and surveys and, where necessary, appropriate action is taken to address areas for development identified.

This Policy and the related selection criteria will be reviewed annually to ensure that individuals are selected and treated solely on the basis of their relevant merits and abilities. The Policy will be substantially reviewed every three years ahead of approval by the Governing Body.

## **11. Related References, Policies, Procedures, Forms and other Appendices**

The following policies are referred to within this Policy and are available on the College website and intranet:

- [Equality, Diversity and Inclusion Statement](#)
- [HE Admissions Policy](#)
- [Complaints Policy and Procedure](#)
- [Student Support Policy and Fitness to Study Procedure](#)
  
- [Appendix 1](#) provides information on international applicant admissions procedures.
- [Appendix 2](#) provides information on the entry requirements of different types and levels of qualification.
- [Appendix 3](#) provides information on the application, recruitment and enrolment process for both advance application and open enrollment

## Appendix 1: International Applicant Admissions Procedure

Morley College London is not a licensed sponsor and does not accept applications from, or offer sponsorship to, people currently living outside the UK. The College does not provide sponsorship or admission letters to applicants from outside the UK in support of visas which facilitate living in the UK and studying at the College.

All applicants should:

- Be able to prove to the College's satisfaction that at the time of application they are legally and ordinarily resident in the UK
- Have the legal right to remain in the UK until the end date of the course/s on which they have applied for.

For an applicant to be classified as a Home applicant, they must be ordinarily resident in the UK for three years preceding the first day of the course.

Applicants who do not meet this criteria, or have restrictions on their stay, are classified as international applicants. This includes those who are in the UK on a Student Visa (Tier 4) during the whole or part of the three years preceding the start of the course. A visa itself does not constitute ordinary residence.

Where an applicant is classified as an international applicant, the fee charged may be higher than the Home fee, as stated in the Course Guide, unless:

- They have Humanitarian Protection (HP), Discretionary Leave (DL) or Exceptional Leave to Enter or Remain (ELE/ELR), Leave Outside the Rules, or they are the spouse or civil partner of such a person.
- They have received Settled Status within the three years immediately preceding the start of the course.
- They are the spouse or civil partner of a person with Settled Status, and have been married/in a recognised civil partnership and resident in the UK for one year or more.
- They are asylum seekers who have legally been in the UK pending consideration of their claim by the Home Office for longer than six months.
- They are asylum seekers refused asylum but eligible for and granted support under Section 4 of the Immigration and Asylum Act 1999.
- They have Refugee Status in the UK.
- They have been granted Stateless Leave under Section 33 of the 1971 Immigration Act, or are the spouse/civil partner of such a person and have been since the date Stateless Leave was granted, and have been ordinarily resident in the UK since Stateless Leave was granted.

For applicants who fall into these categories the Home fee will apply. International applicants cannot claim concessionary fees, support from the Bursary Fund or Childcare fund.



## Appendix 2: Entry Requirements of Different Types and Levels of Qualification

Below is an indicative summary of qualification entry requirements for accredited courses offered at Morley College London. Details about specific qualifications will be provided on application and via the relevant course outline.

Level	Qualifications	Entry Requirements
ENTRY 1	English, Math, ICT, ESOL	None
ENTRY 2	English, Math, ICT, ESOL	Relevant Entry 1 qualification
ENTRY 3	English, Math, ICT, ESOL	Relevant Entry 2 qualification
LEVEL 1	Level 1 Certificate, Diploma, Awards etc.	Entry level qualification or similar academic experience
LEVEL 2	Level 2 Certificate, Diploma, Awards, GCSE	3 GCSEs grade 3 (for cert) 4 GCSEs grade 3 (for dip)
LEVEL 3	Access to Higher Education Diplomas, Level 3 Certificates and Diplomas	A total of 4 GCSEs <sup>1</sup> grade 4 including English and/or Maths or equivalent L2 qualifications
LEVEL 4 <sup>2</sup>	HNC, Foundation Degree yr1, Cert. HE	Access Diploma or a relevant Level 3 Diploma
LEVEL 5	HND, Dip HE, Foundation Degree yr2	HNC, Foundation Degree yr1, BA Yr1 (with agreed APL)
LEVEL 6	BA top-up year	HND, Foundation Degree yr2

For some adult and Higher Education courses Previous Experiential and Accredited Learning can be taken into consideration.

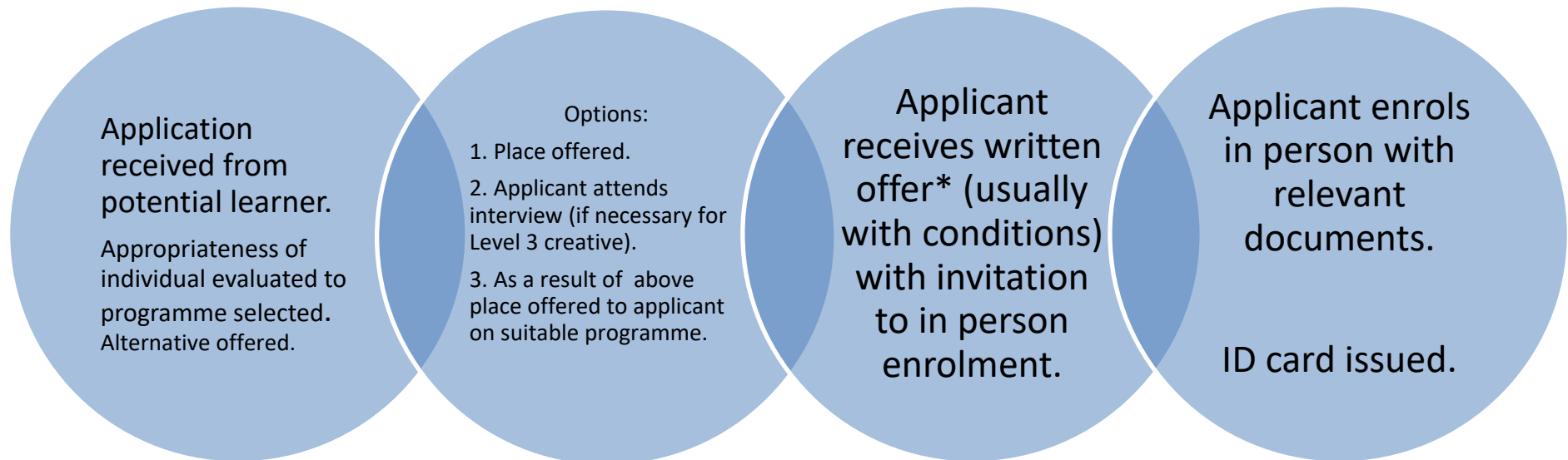
In addition, some specialist courses (whether accredited or not) may also require an interview, an audition, an entry test or the submission of a portfolio of work.

<sup>1</sup> For students without GCSEs at Level 4 and above, the decision on whether to permit enrolment will be based on the student's potential to success on the programme.

<sup>2</sup> The qualification entry requirements for Level 4, 5 and 6 are shown in this table to demonstrate the progression opportunities. The admissions requirements for courses at those levels is outlined in the HE Admissions Policy.

## Appendix 3: Application, recruitment and enrolment process

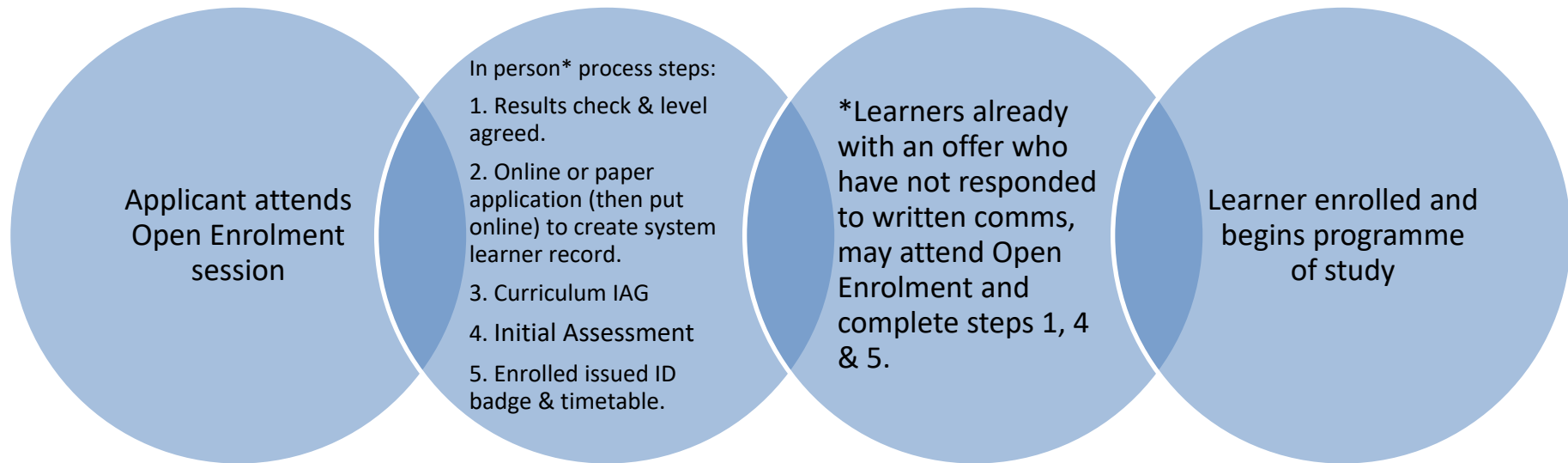
Fig 1. Advance application



\*opportunity to accept their offer, and to attend a 'placeholder day'.

**All students with an EHCP will require a formal interview as part of the consultation process with Student Services, Curriculum and their Local Authority**

Fig 2. Open enrolment.



**All students with an EHCP will require a formal interview as part of the consultation process, with Student Services, Curriculum and their Local Authority.**