

Admissions Policy

POLICY DETAILS	
Policy Category:	Academic
Version Number:	V5
Approving Authority:	Academic Board
Approval Date	3 November 2025
Date Reviewed:	1 August 2025
Date of next review:	3 November 2026
Author:	Quality Coordinator
Owner (if different from above):	Principal
Version History	1. Aligned policy to fulfil UUK's Fair Admissions Code of Practice. 2. Updated Policy Details template: placed at the beginning only; added Approval Date. 3. Updated name to Admissions Policy. 4. Added Purpose section (replacing Introduction). 5. Added Scope section. 6. Added Policy Statement section. 7. Added Definitions section. 8. Added Roles and Responsibilities section. 9. Added 6.3.2 International Qualifications and UK ENIC Benchmarking. 10. Added 6.14 Conditional-Unconditional Offers. 11. Renamed section 7 to Appeals and Early Monitoring. 12. Added new section 8: Awarding Body and Franchise Role Clarity. 13. Added section 9: Agent and Partner Oversight. 14. Added section 10: Programme Information and Accessibility. 15. Added section 11: Ethical Practices. 16. Added section 12: Equality, Accessibility and Admissions. 17. Added section 13: References.
Related Policies / Procedures	Appeals Policy Self-Assessment Review Policy Equality, Diversity and Inclusion Policy Access and Widening Participation Statement
Effective Date:	3 November 2025

1. Purpose

1.1 The policy sets out the College's approach to ensuring a fair, transparent and inclusive admissions process that supports its strategic aim of delivering excellence in the student experience. It aligns with the UUK's Fair Admissions Code of Practice and the QAA UK Quality Code for Higher Education.

1.2 The policy outlines the standards, responsibilities and procedures that govern how applicants are selected and supported.

2. Scope

2.1 This policy applies to all higher education admissions managed by the College, including those delivered under franchise arrangements. It covers all aspects of the applicant journey, from enquiry through to enrolment, and applies to all applicants, regardless of mode of study, funding status, or point of entry.

2.2 It also applies to:

- All staff involved in admissions, recruitment and applicant support
- Approved education agents
- All marketing, communications and published materials related to admissions.

2.3 This policy does not apply to non-credit-bearing short courses, CPD programmes, or admissions managed entirely by a partner institution outside of delegated authority.

3. Policy Statement

3.1 The College is committed to ensuring a fair, transparent and inclusive admissions process that upholds integrity and complies with the Fair Admissions Code of Practice. Admission decisions are based on merit, potential, and ability to benefit from the programme, regardless of background or circumstance.

3.2 The College ensures applicants receive accurate information to make informed choices and that all admissions activity is conducted ethically, without undue pressure, and in full compliance with consumer protection legislation.

4. Definitions

Admissions Panel: A formal group responsible for reviewing applications and making admissions decisions

Applicant: An individual who has submitted an application to study on a higher education programme.

Awarding Body: A UK-recognised university or institution with Degree Awarding Powers that validates the higher education programmes delivered by the College.

CMA Guidance: Advice issued by the Competition and Markets Authority to ensure higher education providers comply with consumer protection legislation.

Conditional Offer: Offer subject to specified entry requirements or other conditions.

Conditional-Unconditional Offer: Prohibited practice where an unconditional offer depends on accepting it as a firm choice.

Contextual Offer: Offer that considers background factors such as school performance, disadvantage, or time in care.

Franchise Arrangement: Partnership where the College delivers higher education programmes on behalf of an awarding body.

Information, Advice and Guidance (IAG): Support helping applicants make informed choices about programmes and admissions.

Recognition of Prior Learning (RPL): Admission based on previous certified or experiential learning that is relevant and current.

Student Support Needs: Requirements arising from disability, health condition, or personal circumstance requiring adjustment.

Unconditional Offer: Offer made without conditions where entry requirements are already met.

5. Roles and Responsibilities

- **Academic Board:** Oversees the implementation and annual review of the admissions policy, ensuring compliance with regulatory and awarding body requirements.
- **Admissions Panel:** Makes final decisions on admissions, including RPL and reviews a sample of rejections to ensure fairness.
- **Programme Leads/Assessors:** Conduct applicant interviews, ensure the integrity of published programme information and report annually on admissions data.
- **IAG Team:** Manages applications, provides guidance and ensures clear communication with applicants.
- **Agents/Partners:** Must be approved, trained at the beginning of every intake, and subject to monitoring; not permitted to make admissions decisions.
- **Admissions Staff:** Ensure timely, ethical and transparent communication with applicants; process Student Finance verification and offer management.

6. Procedure

6.1 The Results Academic Board is responsible for the implementation of this procedure and, by review of policies, procedures and records, ensuring that applicants are not discriminated against on the grounds of protected characteristics as defined by the UK Equality Act 2010.

6.2 Results will only offer admission to applicants that meet the selection criteria set by our Awarding organisations. Applicants must also demonstrate appropriate levels of language proficiency and communication skills as per published entry requirements. Suitability is further assessed through a structured interview process.

6.3.1 Minimum entry requirements will be published on the Results website and in the prospectus.

6.3.2 International Qualifications and UK ENIC Benchmarking

Where applicants hold international qualifications, Results benchmarks these using UK ENIC to confirm equivalence with UK entry standards. The evaluation informs admissions decisions and is recorded in the applicant's file. UK ENIC data is used only to assess academic equivalence and does not replace interview-based assessment of suitability.

6.4 Recognition of Prior Learning (RPL) is considered for returning learners in line with the requirements of partner universities and Pearson.

6.5 Admission decisions are the responsibility of the College's Admissions Panel. The Admissions Panel meets at an interval of between six to eight weeks before the next group intake. The Admissions Panel is appointed by the Academic Board and consists of:

- The Programme Leader
- At least two members of the academic staff teaching on the programme.
- A member of Results administrative staff

6.6 Cohort intakes for the College HE programmes take place in January, May and September. Accordingly, the corresponding Admissions Panel meetings will be held in December/January and July/August.

6.7 Applicants who do not currently meet the College's published admission criteria will be advised of the decision and offered an IAG session with a Results specialist. Student applications that are unsuccessful will be retained for one year after notification from the Programme Leader of the decision to refer the applicant to Results Information and Guidance (IAG) services. After two years they will be disposed of.

6.8 Contextual Offers

6.8.1 The College is committed to widening participation and fair access for applicants from disadvantaged or underrepresented backgrounds.

6.8.2 Contextual factors are considered when an applicant shows potential but does not meet standard entry criteria due to circumstances beyond their control. These may include:

- Low-performing school or college
- Socioeconomic disadvantage (POLAR/IMD)
- Care experience
- Hardship or educational disruption
- Refugee or asylum status
- First-generation entry to higher education

6.8.3 Applicants must disclose verifiable contextual information during application or interview. The College records indicators and evidence, but only the awarding body determines contextual offers.

6.9 Applicants whose profiles meet the admission criteria for an HE programme will be offered a video or face-to-face interview, according to the applicant's preference, with the Programme Leader, or other tutor or manager at Results premises, to assess their suitability. Details of the interview will be recorded on a pro- forma (ref: Results HE Applicant Interview Form, HEADM2) and will be maintained by the Programme Leader for the duration of the applicant's HE programme. The purpose of the interview is to assess the suitability of the applicant to commence a programme of study.

6.10 Applicants who are not successful at the interview stage will be advised of the decision within ten working days of the interview and offered an IAG session with a Results specialist. Records relating to those unsuccessful applicants at the interview stage will be disposed of two calendar years after the interview process is completed.

6.11 The Admissions Panel will sample 10% of unsuccessful applications each quarter to review the related documentation to assess the Information Advice and Guidance service given, recommending improvements where appropriate.

6.12 Applicants who are successful at the interview stage will be required to provide evidence of all the academic qualifications claimed in their application for scrutiny by the Admissions Panel.

6.13 Following scrutiny by the Admissions Panel, applicants will be informed of the decision within ten working days of the panel decision.

6.14 Applicants who are successful at the Admissions Panel stage will be sent a letter (by email where appropriate) that informs the applicant of the panel decision. There are three possible outcomes:

6.14.1 Conditional Offer: The panel has assessed that the applicant will be ready to start the chosen programme provided certain conditions are met. The terms and conditions of the offer will be made clear to the applicant in their conditional offer letter.

6.14.2 Unconditional Offers

Unconditional offers are made by the partner university. Such offers are granted only where:

- The applicant has met all entry requirements at the point of application
- Contextual or mitigating circumstances have been formally assessed by the university

6.14.3 No Offer: The Admissions Panel has assessed that the applicant does not currently meet the requirements of the programme or is not satisfied with the applicant's ability to successfully study on their chosen programme. The Panel will indicate the reason(s) for decision (for example: academic grades too low, programme not suitable, or the panel is not convinced of the applicant's intention to study and/or comply with the requirements of the programme).

6.15 **Conditional-Unconditional Offers:** The College does not issue offers that depend on the applicant accepting them as a firm choice. All offers are based only on academic and admissions criteria, not applicant behaviour.

6.16 Applicants are given at least two weeks to respond to an offer, unless an external deadline (such as visa processing) applies. The College reserves the right to reject or defer late applications.

6.16.1 Deadlines communicated to applicants must be based on procedural or legal requirements (e.g. visa processing, funding cycles or intake scheduling). They must not be used to pressure applicants or create false urgency. All communications must allow applicants reasonable time to make informed decisions.

6.17 For students that are supported by Student Finance, the Admissions Team will carry out due diligence before issuing an admission letter to successful applicants that have responded affirmatively to their offer letter.

6.18 For privately funded students, the Admissions Team will issue an admission letter only upon receipt of the first tuition fee deposit.

6.19 Successful applicants who have met all the conditions described in this procedure will be sent an admissions letter.

6.20 Information (New Student Information Pack) sent to successful applicants, by the College, prior to the start of their programme must include:

6.20.1 A Student Handbook for the Programme. This will include information about the College's Student Support Services

6.20.2 Details of programme induction.

6.20.3 A list of units showing Tutors and their contact details, including any online videos available to introduce tutors and support learning.

6.20.4 Contact details for the student's Personal Tutor.

6.20.5 Contact details for the Programme Leader.

7 Appeals and Early Monitoring

7.1 If an applicant wishes to appeal any decision relating to their application, they must follow the Appeal Policy.

7.2 At a point approximately two weeks after the start of the teaching programme for a student, the Programme Leader will review attendance at live events and use of the Virtual Learning Environment by the student in order to identify students who have not engaged and therefore considered at risk of non-completion. Students falling into this category will be contacted and offered support and guidance.

7.3 Information from admissions data will be collected by Programme Leaders for presentation at the Annual Review of Programme, Policy and Procedures.

8. Awarding Body and Franchise Role Clarity

8.1 The College delivers higher education programmes in partnership with UK universities that hold Degree Awarding Powers. The awarding body is responsible for the academic standards, final qualification and setting admissions policy and procedures for its registered students.

The College is responsible for:

- Recruitment and admissions (within its delegated authority)
- Teaching, learning and assessment
- Ongoing student support.

All offers are made by the College under delegated authority. Applicants will be informed about:

- The awarding body (e.g. in different sources including offer letters, website and promotional material, etc)
- The College's responsibilities
- The structure of the franchise arrangement.

9. Agent and Partner Oversight

9.1 The College ensures that all admissions information provided by agents is accurate and consistent.

- All third-party agents must be formally approved and use authorised materials.
- An approved agents register is maintained and reviewed quarterly.
- Agent training is mandatory at agreed intervals.
- Monitoring includes sampling agent communications, reviewing applicant feedback, and checking compliance.
- Any misconduct will result in corrective action or removal from the approved register.

9.2 Applicants applying through an agent are informed of responsibilities at each stage of the admissions process.

10. Programme Information and Accessibility

The College complies with CMA guidance and provides accurate, accessible and current programme information.

- Programme details are published on the College website and in approved marketing materials.
- Key information includes entry requirements, qualification awarded, course structure, fees, study location and material changes.
- Information is written in clear language.
- Applicants are informed of any significant changes after an offer and may request advice or withdraw.

11. Ethical Practices

11.1 The College prohibits financial or material incentives within the admissions process unless full terms are published in advance.

11.2 Marketing and admissions staff receive regular training to prevent inducement or pressure tactics.

11.3 All applicant communications must be clear, timely and in plain English.

11.4 Recruitment materials and events are reviewed annually to ensure they are neutral, fair and free from pressure. Findings are reported to the Academic Board.

11.5 Only trained Results staff or panels may make admissions decisions.

11.6 Agents are not permitted to make offers.

12. Equality, Accessibility and Admissions

The College supports applicants with disabilities or long-term conditions by:

- Removing or reducing barriers to admission
- Making reasonable adjustments during interviews and assessments
- Encouraging early disclosure of support needs
- Training staff to respond appropriately in line with the Reasonable Adjustments and Fair Access to Assessment Policy.

13. References

Competition and Markets Authority (2023). *UK higher education providers – advice on consumer protection law*
<https://assets.publishing.service.gov.uk/media/6475b2f95f7bb7000c7fa14a/Consumer-law-advice-for-higher-education-providers.pdf>

QAA. (2024). *UK Quality Code for Higher Education* <https://www.qaa.ac.uk/the-quality-code>

UK ENIC. (2025). *Statement of Comparability*. [Statement of Comparability | UK ENIC](#)

Universities UK. (2024). *Fair admissions code of practice*.
<https://www.universitiesuk.ac.uk/sites/default/files/field/downloads/2024-07/Fair-admissions-code-of-practice.pdf>