



# Admissions Policy: Non-apprenticeship HE Programmes

2022/23

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## 1. Policy statement

- 1.1 University Centre Quayside (UCQ) aims to ensure equality of opportunity for applicants and for all students in teaching, learning and assessment. We strive to create and maintain a diverse community of students, employers and staff by encouraging access and participation.
- 1.2 UCQ does not accept admission applications through UCAS however for the purposes of this policy, UCAS recognise people over 21 as mature students and that some students may have few or no previous qualifications, and entry may be based on work experiences.
- 1.3 UCQ operates a procedure whereby a student can claim entry or academic credit for relevant previous study or learning experiences, known as Recognition of Prior Learning (RPL). The RPL Policy (AD-006) can be found on the UCQ website at <https://ucq.ac.uk/policies/>

## 2. Equality and diversity

- 2.1 UCQ is committed to providing an environment free from discrimination, bullying, harassment or victimisation, where all members of its community, including those that seek to apply to UCQ, are treated with respect and dignity. UCQ aim to create a culture of diversity within our community, providing a dynamic working and learning environment, where all members are valued for their contribution and individuality.
- 2.2 UCQ are committed to providing equality of opportunity for all, irrespective of:
  - age
  - disability
  - ethnicity (including race, colour and nationality)
  - gender (including gender reassignment, marital status, pregnancy or maternity)
  - religion, belief
  - sexual orientation (including civil partnership status)

UCQ's Equality and Diversity Policy is applicable to all applicants, students and staff, the full policy can be found at <https://ucq.ac.uk/policies/>

## 3. Entry criteria

- 3.1 UCQ will at all times seek to operate admissions onto non-apprenticeship HE programmes in a fair and transparent way. To apply, the **individual** must:
  - 3.1.1 Be over 21 years, be in suitable employment and have a minimum of 3-years' experience in an appropriate supervisory, line management or leadership role.
  - 3.1.2 Applicants must have achieved a minimum level two in English and maths prior to enrolment and be able to evidence certification.
  - 3.1.3 Be able to undertake their studies within the required timeframe, in accordance with the [Regulations for Validated Awards of the Open University](#).

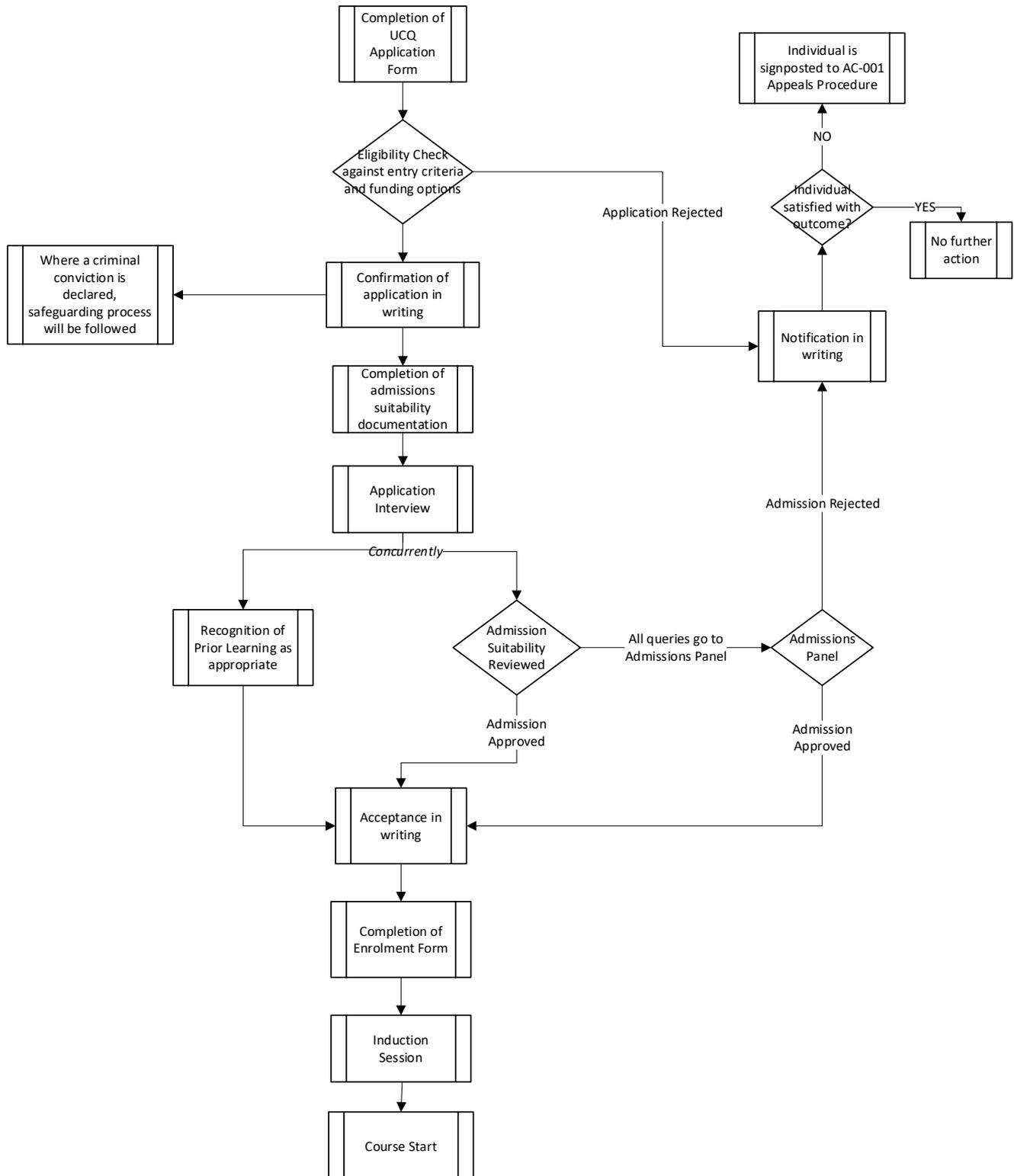
3.1.4 Meet the financial costs of the degree, as outlined at the start of the programme. This may involve applying for a student loan. Fees are applicable prior to the start of the programme.

3.1.5 All applicants will receive an interview prior to application approval.

### **3.2 Prior qualifications**

3.3.1 An assessment of the applicant's prior learning will be undertaken prior to commencement of the programme. Please refer to the UCQ Recognition of Prior Learning (RPL) Policy (AD-006) for further information: <https://ucq.ac.uk/policies/>

## 4 Admissions process



## 4.1 Application

- 4.1.1 There is no opening or closing dates for applications.
- 4.1.2 The applicant must complete an application form (available upon request from [admissions@ucq.ac.uk](mailto:admissions@ucq.ac.uk)). The applicant will also be required to complete BKSB numeracy and literacy initial assessments (<https://www.bksb.co.uk>). These initial assessments are separate to the English and maths requirement outlined in section 3.1.2.
- 4.1.3 To maintain UCQ's safeguarding arrangements, all applicants must declare on their application forms whether they have any unspent criminal convictions. If this is declared, the applicant will receive SA-004 Applicant Letter for Conviction Disclosure and QD OPS 005 Disclosure of Unspent Criminal Offences Form for completion. The completed form will be sent to the Designated Safeguarding Lead for review and subsequent action where required.
- 4.1.4 The completed and signed documentation must be returned to UCQ and confirmation of receipt will be provided within two working days. The HE Admissions Manager can be contacted on 0191 275 5015 or [admissions@ucq.ac.uk](mailto:admissions@ucq.ac.uk) for further questions regarding the application process. The application form and tests should be completed in full. If this is not the case these will be returned to the applicant for completion.
- 4.1.5 The HE Admissions Manager will assess the initial eligibility of the applicant before arranging interview with the academic team.
- 4.1.6 NB: Applications cannot be processed unless an application form is completed in full.**

## 4.2 Suitability check

- 4.2.1 If all initial eligibility criteria has been met, the applicant will be asked to submit suitability information to support their application. The suitability check is designed to:
- Establish a sound understanding of the prior attainment, experience, and existing skills, knowledge and behaviours of the apprentice
  - Understand any difficulties or barriers that may challenge full engagement in learning and timely achievement of the target standard, so that relevant support plans can be put in place.
  - Establish whether the programme is appropriate for the individual.
  - Inform the creation of the Individual Learning Plan
  - Inform any related fees for the programme
  - Inform the information, advice and guidance provided to individuals where it is found the programme is not appropriate for them.
- 4.2.2 As outlined in TLA-015 Initial Assessment for Work-based Learning Process, the assessment may include a review of:
- Career aspirations and suitability
  - Learning difficulties

- Potential barriers to learning
- Personal behaviours and effectiveness
- RPL
- Qualifications and achievements
- Job role, experience and support

### 4.3 Interviews

4.3.1 Interviews will be held to further ascertain an applicant's suitability to undertake the programme; the applicant will be notified in writing within 10 working days of the application being received.

4.3.2 Interviews will be conducted by the Academic Programme Lead (APL) and Lead Professional Assessor (LPDA), or other suitable members of the HE Team. The interview will collect additional information to form a detailed and coherent assessment of an individual's experience and abilities.

4.3.3 The interview will cover the following areas of discussion:

- Job role and experience
- Qualifications and achievements
- Employer arrangements and support
- RPL
- Career aspirations and suitability
- Potential barriers to learning
- Learning difficulties

### 4.4 Additional work

4.4.1 Where UCQ receives more eligible applications than places they are able to accommodate, all eligible applicants will be asked to carry out an additional piece of work such as a research activity. Prior to commencement of the research activity, the applicant will be provided clear marking criteria. All marking will be undertaken by a member of the Academic Programme Team.

### 4.5 Review and decisions

4.5.1 The Admissions Team will review the application in a way that is consistent with UCQ's [Equality and Diversity Policy](#) (GP-001).

### 4.6 Offers

4.6.1 All applicants shall be contacted by UCQ within 20 working days of their *finalised* application being received; this includes completed suitability checks and RPL documentation where applicable). If successful, a Letter of Acceptance will be sent to the applicant or provided in person by a UCQ representative.

4.6.2 All successful applicants will be required to attend a formal induction session prior to their official start date. A member of the Programme Team will be present at this session to provide all necessary information, advice and guidance (IAG).

#### 4.7 Unsuccessful applications

4.7.1 Should an application be unsuccessful the applicant will be notified in writing explaining the outcome in general terms. If the applicant is not satisfied with this response they may appeal the decision through the Appeals Procedure (AC-001). This procedure is available from the UCQ website <https://ucq.ac.uk/policies/>

### 5 Questions and additional feedback

5.1 Further information about UCQ can be found at [www.ucq.ac.uk](http://www.ucq.ac.uk)

5.2 Additional questions or feedback can be emailed to [admissions@ucq.ac.uk](mailto:admissions@ucq.ac.uk)

## 6 Initial equalities impact assessment

<b>Department:</b> All	<b>Completed by:</b> Tara Henderson, Head of Policy & Governance	<b>Date of initial assessment:</b> 27/05/2021
<b>Area to be assessed:</b>	AD-002 Admissions Policy (non-apprenticeship HE provision)	
<b>Existing or new policy/procedure:</b>	Existing	
<b>What evidence has been used to inform the assessment and policy? (please list only)</b>		
<b>External guidance and requirements:</b> <ul style="list-style-type: none"> <li>➤ Quality Assurance Agency (QAA) Quality Code: Admissions, Recruitment and Widening Access</li> <li>➤ Equality Act 2010</li> <li>➤ Data Protection Act 2018 and the GDPR</li> </ul> <b>Internal guidance and requirements:</b> <ul style="list-style-type: none"> <li>➤ UCQ Access and Participation Statement</li> <li>➤ Equality and Diversity Policy</li> <li>➤ Data and Privacy Policy</li> <li>➤ Safeguarding Policy</li> <li>➤ Consultation with Senior Leadership Team</li> </ul>		

<b>1. Describe the aims, objectives or purpose of the policy/procedure</b>	<p>This Policy sets out UCQ's non-Apprenticeship admissions arrangements.</p> <p>UCQ aims to ensure equality of opportunity for applicants and for all students in teaching, learning and assessment. UCQ strives to create an environment whereby students are treated solely on the basis of their academic achievement, ability and potential, regardless of age, religion, ethnicity, gender, family or marital status, sexual orientation or disability. UCQ do not accept admission applications through UCAS.</p> <p>UCQ operates a procedure whereby a student can claim academic credit for relevant previous study or learning experiences, known as Recognition of Prior Learning (RPL). The RPL Policy (AD-006) can be found on the UCQ website at <a href="https://ucq.ac.uk/policies/">https://ucq.ac.uk/policies/</a></p>
<b>2. Which stakeholders/groups are intended to benefit from this policy/procedure?</b>	Applicants

<p><b>The Equality Act 2010 requires public bodies to have ‘due regard’ to the need to:-</b></p> <p>(1) Eliminate unlawful discrimination, harassment and victimization</p> <p>(2) Advance equality of opportunity between different groups; and</p> <p>(3) Foster good relations between different groups</p>		<p><b>3. Could the policy/procedure have a disproportionately negative effect impact in terms of the aims set out in (1) to (3) of the Act on any of the protected characteristics?:-</b></p> <p><b>High</b> <b>Medium</b> <b>Low</b> <b>No effect</b></p>	<p><b>4. Briefly explain how the policy/procedure furthers or prevents the aims set out in (1) to (3).</b></p>	<p><b>5. If there is a disproportionately negative impact on any protected characteristics, can it be justified on the grounds of promoting equality or any other reason? If yes, please explain.</b></p>
<b>Protected characteristics</b>	<b>Age</b>	Low	Minimum age requirement imposed	Criteria imposed under UCAS definition of mature student.
	<b>Disability</b>	Low	Suitability criteria applies to all applicants	Only applicants deemed capable of completing the programme can be admitted
	<b>Gender</b>	No effect	Not applicable	Not applicable
	<b>Gender reassignment</b>	No effect	Not applicable	Not applicable
	<b>Marriage and Civil Partnership</b>	No effect	Not applicable	Not applicable
	<b>Pregnancy and Maternity</b>	No effect	Not applicable	Not applicable
	<b>Race</b>	No effect	Not applicable	Not applicable
	<b>Religion or Belief</b>	No effect	Not applicable	Not applicable
<b>Sexual Orientation</b>	No effect	Not applicable	Not applicable	

<p><b>6. Has there been any consultation/engagement with the appropriate protected characteristics?</b></p>		Yes. See full Equality Analysis for consultation details
<p><b>7. What action(s) will you take to reduce any disproportionately negative impact, if any?</b></p>		None required
<p><b>8. Based on the information in sections 1 to 7, should this policy/procedure proceed to Full Impact Assessment? (recommended if one or more ‘High’ under section 2)</b></p>		Yes due to socio-economic impact of policy.
<p><b>Assessor signature:</b></p> 	<p><b>Approved by:</b> Michelle Elliott</p> 	<p><b>Date approved:</b> 05/08/2021</p>