



Version Control Statement

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	Correction: Replace Vice-Principal with Head of Student Affairs in Student Recruitment and Admission Policy.		March 2021	Academic Board

Student Recruitment and Admission Policy

Principles

This Policy relates to all applicants for Futureworks programmes. Where applicants are applying for a higher education programme validated by a partner university, the regulations of the relevant university will also apply.

Futureworks recognises the contribution made by individuals with a wide range of backgrounds and experiences. We are committed to the promotion of equality, diversity, inclusivity and a supportive environment for all. Therefore, Futureworks aims to ensure universal access to its programmes, and recognises the importance of the recruitment and selection process in achieving this.

This Policy is underpinned by this commitment to diversity, inclusivity and equal opportunities and is geared towards those applicants, who will derive most benefit from their proposed programme as demonstrated by their academic aptitude, motivation and commitment. Futureworks recognises its responsibility to admit those applicants who can demonstrate that there is a reasonable expectation that they will benefit from studying at Futureworks.

In the setting of this Policy, Futureworks has taken input from the Quality Assurance Agency's revised UK Quality Code for Higher Education.

Admissions Criteria

Entry requirements can be found on the Futureworks website and in our Admissions Guide. They may include experience, aptitudes, abilities, qualifications and other specific entry requirements.

Entry requirements will be defined by the essential requirements of the programme. Futureworks will not set any arbitrary or unnecessary entry requirements which may result in direct or indirect discrimination relating to gender, colour, ethnic or national origin, disability, age, social background, religious or political beliefs, family circumstances or sexual orientation.

Programmes leading to professional recognition or awards offered by external awarding authorities may have additional entry requirements. These will be stated alongside entry requirements that are set by Futureworks.

Advanced entry onto a programme may be offered, subject to the approval of the Head of Student Affairs or Head of School. This may be on the basis of accredited prior learning or accredited prior experiential learning (AP(E)L).



Where applicants are returning to education after employment or other experience, their application will be considered against the standard entry criteria of the programme to which the application has been made. We recognise that these standard selection measures may not enable all applicants to demonstrate fully their suitability for their chosen programme. Where appropriate, the admissions team will seek and consider alternative evidence in order to give all applicants equal consideration.

Not all applicants who have achieved, or are predicted to achieve, grades within the typical offer range for their chosen programme will be made an offer. The admissions team take a wider, holistic assessment of applicants, taking into consideration their personal statement and reference as well as academic achievement. Applications are also considered against the strength of other applications received for the same programme.

Late applicants

Applications, which are received by the UCAS on-time deadline of 15 January, will receive full and equal consideration. Applications which are received after this date will be considered on an individual basis if there are still places available on the relevant programme.

Deferred entry

Applications will be considered for entry into the upcoming academic year as well as applications seeking deferred entry for a future academic year.

International students

Futureworks welcomes applications from UK and EU/EEA/Swiss national citizens who do not require a visa to study within the UK.

Applicants with criminal convictions

Applicants with declared unspent criminal convictions will be subject to assessment by Futureworks senior management in relation to Futureworks' duty of care to the wider community. Where Futureworks judges the risk to the community is significant, admission may be refused.

Students with a Disability and/or Learning Difficulty

The admissions of students with disabilities and/or learning difficulties is based on a judgement that the student can be reasonably expected to fulfil the learning outcomes of the programme to achieve the award, and the reasonable availability of necessary and appropriate support. Applicants are strongly encouraged to disclose disability-related information within the application process. Failure to do so may mean that Futureworks cannot put appropriate support arrangements in place for the start of the programme. Futureworks may require further information from the applicant regarding anticipated support needs in order that a considered admissions decision can be made. Admission or enrolment may be refused or deferred if, following a formal assessment of need, provision of the adjustments required by the applicant are deemed to be unreasonable by Futureworks, or cannot reasonably be provided at that time.

Interview and Selection

Applicants are treated solely on the basis of their merits, abilities and potential, and are not discriminated against as a result of gender, colour, ethnic or national origin, disability, age, social background, religious or political beliefs, family circumstances or sexual orientation. The criteria for selection is that the applicant meets the experience, aptitudes, abilities, qualifications and any other specific entry requirements required for the programme, and demonstrates the motivation and commitment to benefit from the programme. The degree to which the applicant meets the criteria will be judged by one or more of the following methods via the application form/documentary evidence/interview/test/portfolio:



- Experience.
- Aptitudes.
- Abilities.
- Qualifications.
- Any other specific entry requirements required for the programme.
- Demonstration of the motivation and commitment to benefit from the programme.

Applicants may be invited to attend an interview. The interview will be conducted by telephone or other means in the event of travelling difficulties (e.g. overseas applicants). Student Services will monitor the admissions process to ensure that it is operating satisfactorily, to ensure equity of treatment, non-discrimination and consistency, and to identify areas for enhancement.

Offer Making Process

All applicants will receive correspondence from the admissions team regarding the status of their application.

Offers for successful applicants will be made through the UCAS system. This will be supplemented by an offer letter from the admissions team detailing any conditions attached to the offer. Unsuccessful applicants will be informed of the reasons for their non-selection through UCAS/direct correspondence. Due to the high volume of applications, further detailed information on unsuccessful applications will not be available. Where an applicant has been unsuccessful, an alternative programme may be offered. Any alternative offers will be made via UCAS and through correspondence from the admissions team. The Head of Student Affairs will review all unsuccessful applications to ensure there are no patterns of discrimination evident in the rejected applicants.

Withdrawal of an offer

Futureworks reserves the right to withdraw an offer of a place if:

- Information provided by an applicant proves to be false; and/or
- An applicant is shown to have been involved in activity that is not compatible with membership of the Futureworks community, or is not compatible with being a student on the programme to which they have applied.

Programme Transfers

If a student wishes to transfer to a different programme within Futureworks, they should discuss this with their Programme Leader. Requests will be accommodated, where possible.

Changes to Programmes and Termination of Programmes

Significant changes to advertised programmes between an offer being made and enrolment will be conveyed to applicants as a matter of priority. Where Futureworks decides to terminate a programme before enrolment (e.g. because of insufficient student numbers), the successful applicants will be informed and Futureworks will make alternative study recommendations. Where applicable, any funds paid to Futureworks will be refunded.

Appeals and Complaints

Appeals against an admissions decision or complaints about the operation of the admissions process should be made in writing to Student Services, who will investigate the appeal/complaint and convey the outcome.