

Version Control Statement

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Owner:	Vice Principal	Review Lead:	Head of Academic Quality & Standards	
Amendments Since Approval:	Detail of Revision:		Date of Revision:	Revision Approved by:
	Correction: Replace Vice-Principal with Head of Student Affairs in Student Recruitment and Admission Policy.		March 2021	Academic Board
	Addition of Appendix A for international students.		April 2024	Academic Board
	Addition: International Students – “as well as international students requiring a student visa (Student Route). See Appendix A of this document for information pertinent to students requiring a student visa.”		April 2024	Academic Board
	Amendment of Admissions Criteria - paragraph 2.		June 2024	Academic Board
	Late applicants – remove specific date of “on time deadline”. International students – updated to include those with dual nationality, indefinite leave to remain, settled and pre-settled status. Interview and Selection – discrimination characteristics aligned with actual protected characteristics. Removed: “The interview will be conducted by telephone or other means in the event of travelling difficulties (e.g. overseas applicants)”. Offer-Making Process – addition of complaints process for applicants.		December 2024	Academic Board
	Application Process section added on page 2.		January 2025	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.

Futureworks will not set any arbitrary or unnecessary entry requirements which may result in direct or indirect discrimination relating to sex, race including colour, nationality, ethnic or national origin, disability, age, social background, gender reassignment, being married or in a civil partnership, being pregnant, 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.

Application Process

All applications must be made via UCAS.

Applicants may apply to UCAS through their school/college or as an independent applicant. The process for these is very similar and the UCAS system will guide applicants through their requirements. Applications received in this way will progress through Futureworks' admissions processes as stated in the Interview and Selection section of this policy.

Applications can also be made via an application form on the Futureworks website. Applicants will be contacted directly to discuss their application before progressing through Futureworks' admissions processes as stated in the Interview and Selection section of this policy. The Admissions Criteria remain the same for direct applicants.

Late applicants

Applications, which are received by the UCAS on-time deadline, 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 and those with Dual Nationality (UK + other) who do not require a visa to study within the UK. Applications are also accepted from those with indefinite leave to remain, pre-settled or settled status as well as international students requiring a student visa (Student Route). Futureworks can sponsor students or issue a Confirmation of Acceptance for Studies (CAS), which agrees to sponsorship. See Annex A of this document for information pertinent to those requiring a student visa.

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 age, disability, gender reassignment, marriage & civil partnership, pregnancy & maternity, race, religion & belief, sex, 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. 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 who have applied via UCAS will be made through the UCAS system. This will be supplemented by an offer letter and email 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.

Applicants who have applied via the Futureworks application form will be contacted directly by the admissions team to confirm the outcome of their application. Successful applicants will have their offer added to UCAS by our Admissions Officer. The offer will be added via UCAS' Record of Prior Acceptance (RPA) once an Unconditional Firm offer has been accepted by the applicant. Unsuccessful applicants will be informed of the reasons for their non-selection through direct correspondence from the admissions team.

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. If you are unhappy with any element of the application or admissions process, please contact the admissions team at admissions@futureworks.ac.uk. If you have applied for one of our courses but haven't been successful, whether this is pre or post interview, or even if you have not met the conditions of your offer and have been told we can't offer you a place, then you may submit an appeal, in writing, which should be sent to the admissions team at admissions@futureworks.ac.uk.

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.

Annex A

Student Recruitment & Admission Policy for International Students

Futureworks is committed to providing an excellent application and admissions experience for its international applicants. As such, our admissions process takes account of a range of qualifications from candidates around the world.

Futureworks holds a Student Sponsor License for international applicants over the age of 16. Where an applicant requires immigration permission to study in the UK Futureworks must ensure that they meet all additional criteria in compliance with our Student Sponsor License. These requirements will be considered during the admissions process, which will involve financial checks and a credibility interview. A student's place will not be confirmed unless immigration compliance conditions have been satisfied. If conditions are met the applicant is then required to accept their offer and pay a deposit, after which a Confirmation of Acceptance for Studies (CAS) will be issued. Where conditions are not met the student's offer will be withdrawn.

Futureworks will not set any arbitrary or unnecessary entry requirements which may result in direct or indirect discrimination relating to sex, race including colour, nationality, ethnic or national origin, disability, age, social background, gender reassignment, being married or in a civil partnership, being pregnant, religious or political beliefs, family circumstances or sexual orientation.

English Language Requirements

Applicants whose first language is not English are required to provide evidence of their proficiency in English as part of the admission process. Futureworks needs to be satisfied that an applicant holds or will achieve an appropriate proficiency in English before an offer of a place on a programme of study is made. In considering an application, Futureworks must be satisfied that proficiency levels in English are acceptable, both in terms of academic requirements and standards, and in relation to Home Office immigration requirements.

The standard level of English required for degree level study is an IELTS minimum overall score of 6.5 with a minimum score of 5.5 in each of the four component areas (Reading, Writing, Listening and Speaking). Futureworks will accept alternative qualifications to IELTS, a list of which is maintained by the Student Services Team. Futureworks considers a range of evidence of English language ability to determine whether or not an appropriate level of proficiency has been achieved and the Student Services Team provides advice on this to applicants.

Academic Progress

Immigration Rules stipulate that applicants who have previously studied in the UK must satisfy the Rules for Academic Progression. Generally, the Rules state that for a course to represent academic progress it must be at a higher level than the previous course studied with Tier 4 or Student Route (unless they meet the requirements to be exempt from this rule). The Student Services Team provides advice on this to applicants.