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ADMISSIONS POLICY

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1. Policy Statement

1.1. Activate Learning welcomes applications from prospective students from all backgrounds, who are committed to their learning and to making a positive contribution to our learning community.

1.2. Through our broad curriculum offer at Activate Learning, we will enrol applicants who meet the specified entry conditions and if we believe they have the potential to succeed on their course. Details of entry requirements and how to apply for our further education, higher education, adult learning and apprenticeship courses can be found on our website:

Further Education - Activate Learning

Higher Education - Activate Learning

Adult Learning - Activate Learning

Apprenticeships - Activate Learning

1.3. We are committed to providing applicants with timely, accurate and complete information, advice, and guidance to support their application decisions and administer easy-to-use,

transparent, and fair arrangements for joining Activate Learning.

1.4. If you need Career support, access to Counselling or Financial support, please review our Careers support and Supporting You webpages where you can access further advice and guidance and complete an enquiry form if you require further information. Our Safeguarding at Activate Learning website also provides helpful advice, guidance and an opportunity to discuss any concerns you may have with a member of our Safeguarding team.

2. Purpose

2.1. To provide clarity for staff and students about the principles by which Activate Learning admits students and to signpost relevant policies and procedures.

3. Scope

3.1. This policy applies to applicants for further education, distance learning, online, higher education and apprenticeships at Activate Learning and its subcontracted provision.

4. Definitions

4.1. An applicant is a prospective student who applies, indicating their intent to join a program at Activate Learning and goes through a joining process, which includes all activities from application through to enrolment.

5. Commitment Statement

5.1. Activate Learning will publish clear and accurate information about courses, career pathways, qualifications, and the entry requirements by which we admit applicants.

5.2. Provide information about fees, funding and any financial support, bursaries, or loan schemes when the information becomes available.

5.3. Provide opportunities for potential students to find more information via phone, online via our website, chatbot, live chat, email, in-person at events and at interviews, where relevant.

5.4. Provide applicants with information and advice throughout the admissions process and refer any applicant to the Careers Service for guidance if appropriate.

5.5. Create a user-friendly and fair application process with clear and accurate communication throughout in line with our Equality and Diversity Policy

5.6. Provide a highly supportive environment and encourage applicants to let us know about their support needs including if they have a learning difficulty, disability, mental health condition or Education Health Care Plan (EHCP). We will involve Support and Inclusion Service and/or Group Student Support who will review the case and put arrangements in place to meet their individual needs, in line with our Equality and Diversity Policy. If we are unable to make reasonable adjustments, we will inform the applicant as soon as possible and provide support to find the most suitable provision.

5.7. Act in accordance with our Safeguarding and Prevent Policy, keeping the safety of students and staff as a primary concern. We will not admit an individual if they pose too great a risk to other students' safety or to the maintenance of a constructive learning environment, acting with information from within the organisation and partner agencies.

5.8. Welcome applications from all members of the community. A criminal conviction does not automatically prevent an applicant from studying with us, and all applications are considered fairly and on an individual basis.

5.8.1. We do require all applicants and learners to declare any relevant unspent criminal convictions or cautions, under the Rehabilitation of Offenders Act 1974 and if necessary, we will carry out a risk assessment to see if the level of risk can be managed. Some courses may require a DBS (Disclosure and Barring Service) check. See our Criminal Conviction procedure for more information.

5.9. Comply with UK Visa and Immigration regulations and check that every student has the right to study in the UK throughout the whole period of their study. We will not admit any student without the right to study and will withdraw students whose right to study has expired or if they have provided inaccurate information. We will confirm a student's immigration status with the home office if required.

5.10. Enrol once the student has, in line with the Fees Policy, either:

- paid any fees due
- agreed a fee payment instalment plan
- provided a sponsor letter
- provided details of their learning loan or tuition fee loan

5.11. Comply with all relevant funding regulations to ensure students are enrolled correctly and ask every student to sign a Learning Agreement.

5.12. Offer and admit applicants to courses on which they have a reasonable chance to succeed and progress. We will not enrol an applicant on a programme which is unsuitable, and our Admissions and Careers teams will work with them to find a more suitable option.

5.13. Accept and process applications from higher education[1] applicants applying for the recognition of prior learning in line with our Higher Education Recognition of Prior Learning (RPL) Policy and Procedure.

5.14. Carry out any necessary pre-start skills checks, including English, Mathematics and practical skills, and in some cases assessing their fitness to study where relevant; see our Fitness to study and reside Policy. All applicants are advised to check the course information page on the website for specific pre-requisites for their chosen course.

5.15. Recruit appropriately to a provision designed for a particular group. Courses for students aged 14-16 and Access to HE (Higher Education) courses will remain age restricted.

5.16. Where a mature applicant is considering a programme primarily designed for learners aged 16–19, this will be made clear to the applicant as part of the admissions process. Some programmes are specifically designed around the educational, developmental, support and progression needs of young people aged 16–19 and, where applicable, learners up to 25 years old with an Education, Health and Care Plan (EHCP) for whom this type of provision is appropriate. These programmes are delivered within the relevant post-16 funding and curriculum framework.

5.16.1. Applicants who fall outside the intended age range will normally be advised about alternative programmes or provision that may be more appropriate to their age, circumstances, learning needs and intended outcomes.

5.16.2. Where an applicant outside the usual age range considers that the programme is appropriate for their circumstances, their application will be considered on an individual basis.

5.16.3. Where appropriate, entry to a programme may be restricted where this is necessary to ensure that the programme remains appropriate for its intended learner cohort and complies with relevant funding, curriculum and legal requirements.

5.17. Activate Learning aims to deliver all advertised programmes and will only make changes when necessary. If a programme must be withdrawn, for example due to low enrolment, affecting educational quality and student experience, we will notify applicants at least one

[1] Those applying to study a Higher National Certificate, Higher Technical Qualifications, Higher National Diploma, Foundation Degree or BA/BSc (Hons) top-up Degree taught by Activate Learning.

month before the start date and make every reasonable effort to offer an alternative, such as a similar course, application support for another institution, and a refund of any fees paid in line with the Fees Policy.

5.18. Reserve the right to decline an application if a student has outstanding fees, academic grounds or a disciplinary exclusion for the previous year. The faculty Executive Director's decision will be final.

5.19. Where automated decisions are made, applicants reserve the right to request a review of such decisions, which will be completed by a human. All of our correspondence includes the relevant points of contact to use in such situations. Applicants will always be informed if a decision that directly affects their application has been automated via our email correspondence.

5.20. Provide an opportunity, if an applicant is dissatisfied with the service provided or with the application decision, to make a complaint through our Complaints procedure in line with our Compliments, Comments and Complaints Policy

6. Responsibilities

6.1. The faculty team is responsible for working with Marketing to ensure that information about their courses is complete, accurate and inspires prospective students about the benefits to them of continuing learning.

6.2. The Advice and Admissions team is responsible for administering the admissions process for apprenticeships, further and higher education students, and the decision on an offer will be appropriate to students and standard course entry requirements.

6.3. The faculty team is responsible for confirming admissions decisions outside of standard entry criteria.

6.4. Group Administration sends any admissions related communication requested by the Advice and Admissions team.

6.5. Group Student Support and Student and Inclusion Service are responsible for providing specialist information, discussing support needs, and making arrangements to provide support on the programme and during the application process, as required. For further information about the support we provide for applicants, please see our Starting your course and Supporting You webpages.

6.6. The applicant is responsible for providing accurate information to support their application including information about support needs and their immigration status.

6.7. The Advice and Admissions team will notify any applicant for a higher education (HE) programme if their programme is cancelled within one calendar month of the programme starting, or if there are changes to the programme description and/or fees, we will notify you in writing within 10 working days of the change being made asking for your agreement to the changes. If you do not agree with the changes, you may withdraw your application and any fees you have paid to us will be refunded in full. Please see our Higher Education Terms and Conditions for further information.

7. Relationship with other policies

7.1. This Policy should be read in conjunction with the following Activate Learning Policies:

- Safeguarding and Prevent Policy
- Student Criminal Convictions Procedure
- Student Health and Wellbeing Policy
- Recognition of Prior Learning Policy
- Recognition of Prior Learning Procedure
- Equality and Diversity Policy
- Student Fees Policy
- Fitness to Study and Reside Policy
- Customer Compliments Comments and Complaints Policy
- Residential Statement of Principles and Practice
- Higher Education Terms and Conditions

8. Procedures

8.1. The procedure for applying varies according to the type of course applied to:

- Procedure for Further Education Student Admissions
- Procedure for Online Part-time Courses
- Procedure for short, non-funded course admissions (Direct Enrolment)
- Procedure for Higher Education Admissions

- Procedure for Apprenticeship Admissions
- Procedure for RHS Admissions
- Procedure for Residential Student Accommodation Admissions

If you require this document in an alternative format, please contact complianceteam@activatelearning.ac.uk