



Ruskin College
Oxford

HE ADMISSIONS POLICY

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1.0 External reference points:

UK Quality Code - Advice and Guidance Admissions, Recruitment and Widening Access

https://www.qaa.ac.uk/docs/qaa/quality-code/advice-and-guidance-admissions-recruitment-and-widening-access.pdf?sfvrsn=3628c181_

AIM Awards <http://www.aimawards.org.uk/resources/centre-handbook-and-forms/>

Data Protection Act 2018, obligations under Article 5 of GDPR, Competition and Markets Authority (CMA) UK higher education providers - advice on consumer protection law.

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/428549/HE_providers_-_advice_on_consumer_protection_law.pdf

Open University regulations: Validated Awards Regulations for Validated Awards of The Open University <https://www.ruskin.ac.uk/wp-content/uploads/2020/06/06.19.20-regulations-for-validated-awards-single-awards-revised-june-2018-b...-2.pdf>

Newman University Collaborative Provision Handbook <https://www.ruskin.ac.uk/wp-content/uploads/2019/03/regulatory-framework-sept-2017-newman-uni.pdf>

2.0 Introduction

The College's Mission is 'To provide the best level of education and inclusion opportunities to adults - particularly those who may be excluded or disadvantaged - and to transform the individuals concerned along with the communities, groups and societies from which they came'.

Ruskin College is committed to considering applications from all potential learners. This will be done consistently, without prejudice and in ways that will enable learners to make an appropriate and informed course choice.

3.0 Scope

This policy relates to all potential learners, applying to any course regardless of gender, religion, belief, race, gender identity, disability or age.

Ruskin College is committed to ensuring that:

There is equality for all and no applicant is disadvantaged for any reason, including race, gender, age or disability

It gives impartial guidance that will lead all prospective learners to be placed on programmes where they will have the best chance of success and will be able to progress towards their declared goals

The admissions process is consistent and that staff receive appropriate training

The requirements of the Data Protection Act 1998 is complied with at all times during the Admissions process.

Equality and Diversity: Ruskin College is committed to promoting equality of opportunity for all students. In order to do this, we will work towards eliminating all discrimination and harassment against all students. At all times the college will promote positive attitudes towards all students and take steps to meet their needs, as applicable.

Data Collection: Data will be collected from the application form and held securely on the College Information System in accordance with the Data Protection Act 2018.

4.0 Definitions Responsibilities

The Academic Registrar and the Student Services Manager have overall responsibility for Admissions and will:

- work with the marketing team to ensure that clear and consistent information is available for applications
- enable staff involved in admissions staff to be trained
- work with admissions staff to arrange interviews in good time and ensure the interviewing staff are available
- work with the admissions staff to offer places appropriately to applicants
- ensure any decision not to offer a place is fair and in the interests of the applicant and/or other learners
- work with any students who are registered on a programme that has been closed to find them a suitable alternative

The admissions staff will work with the Academic Registrar and the Student Services Manager to organise the process by:

- planning student interviews
- organising admissions events
- keeping accurate data
- answering day to day queries

Information, Advice and Guidance (IAG): Ruskin College is committed to ensuring that all potential learners have the right to expect free, independent and accurate information about all available programmes and routes to their chosen careers. The College enables this by providing accurate and detailed information on the courses offered on its website (www.ruskin.ac.uk), in its prospectuses, and courses leaflets to cover the qualifications they lead to and the following information:

Entry grades or other entry criteria

How the course is organised

Indicative times and days on which the course takes place and where it is held

Teaching and assessment requirements

Support available for learners with disabilities, learning difficulties and/or medical conditions

Arrangements and costs for work experience, if appropriate

Approximate costs of studying and the financial help available

Access to 24+ Advanced Learning Loans and Higher Education Loans available through the Student Loan Company

Running open days and taster days for any external prospective students wishing to talk to staff who can provide information, advice and guidance

Teaching and learning facilities including, workshops, information technology, the library and other resources

In partnership with the National Careers Service we provide impartial careers advice to help support our learners with their next steps

5.0 Procedure

All applicants for long courses (10 weeks plus) will be offered an interview with a tutor/s who has knowledge of their area of interest. Applicants may be required to do a free-writing task/exercise or other initial assessments. The interviewer has the authority to offer a place at the College.

All applicants for short courses (under 10 weeks) will be offered the opportunity of talking to and sitting down face- to-face with appropriate staff from the Marketing or Short Course Team.

Entry requirements will be clear and unambiguous and can vary from course to course and programme to programme. They will be published in the promotional literature such as the prospectus and on course pages on the website. The applicant will be made aware of any additional requirements at the Admissions Interview and/or in the offer letter.

Additional Needs and Additional Support requirements: All applicants will be given every opportunity to declare any additional needs. It will be made clear to applicants that this information will be used to put in place any support they may need whilst at College.

The Student Services Manager will work closely with the Admissions Team to ensure that the support provided for applicants is appropriate for their needs and will enable them to succeed at College.

Applicants will be given the opportunity to declare any additional needs on the application form. Applicants will be asked again during the interview process to ensure they have every opportunity to disclose any additional needs of which they are aware. If appropriate the College will make contact with a previous school or other agency to ask for information which

will help us put in place this support. More information can be found here:
<https://www.ruskin.ac.uk/wp-content/uploads/2020/01/Support-for-Students-with-a-Disability-Policy.pdf>

Late Admissions

New applications for full time courses received after the 31st May annually will be added to a waiting list. Applications will be acknowledged in the usual manner and applicants invited into college for an interview. It may not, however, be possible to offer applicants a place on their chosen course until the Induction period has begun and the number of applicants converting to enrolments is clear. Applicants will be informed of this at interview.

Previous Convictions As part of its duty of care to the college community and to the staff and student population, Ruskin College asks applicants to disclose information about any relevant unspent criminal convictions during the application process. Convictions with a sentence of 4 years or less will become spent after a certain period of time. This period is known as a 'rehabilitation period'. Its length depends on how severe the penalty was.

Further information about spent and unspent convictions can be found in the relevant section of the gov.uk website www.gov.uk/exoffenders-and-employment

(As these time limits may be subject to change applicants should satisfy themselves that they are complying with current requirements). If an applicant has a previous criminal conviction this will be considered on an individual basis. Outcomes of this consideration may vary and will depend on the offence and the course applied for. DBS checks and Safeguarding rules will be adhered to prevent unsuitable people from working with vulnerable groups, including children.

Certain convictions will lead to a refusal of a place on some courses. This includes, but is not limited to convictions concerning: any kind of violence including (but not limited to) threatening behaviour, offences concerning the intention to harm or offences which resulted in actual bodily harm; Sexual offences, including those listed in the Sexual Offences Act 2003; The unlawful supply of controlled drugs or substances where the conviction concerns commercial drug dealing or trafficking (drug offences only involving possession are not relevant offences); Offences involving firearms; Offences involving arson; Offences involving terrorism.

This list is not definitive but seeks to outline the sorts of offences for which a conviction will be considered relevant by the College. All disclosures are treated confidentially and restricted to relevant members of staff. If you have an unspent conviction but are unsure if it will be relevant, you may disclose this conviction confidentially and we will advise whether we consider it to be relevant. If it is not relevant, no further action will be taken.

Other convictions will be carefully considered before a decision about an offer of a place is made and may limit placement opportunities.

If a conviction is not disclosed and subsequently comes to light the College may withdraw an offer of a place. Applicants are required to inform the college immediately of any unspent convictions and this requirement applies to any new convictions that occur at any point during the application process, including once they are in receipt of an offer. This requirement also applies once enrolled. When an unspent criminal conviction is declared as part of the application process, an assessment of risk to the safety and/or reputation of the college and its community is carried out by the Student Services Manager (and where necessary a small panel of experienced staff - which may include representatives from external bodies if required for professional courses).

Exclusion from the College: The College reserves the right to reject the application of an individual who has previously been excluded from Ruskin College or another educational institution.

6.0 Outcomes

The Student Services Manager will send an email to all applicants for long courses, usually within five working days. Detailed information about keeping in touch with the College in between the offer of a place at the College and enrolment will be emailed after the offer has been accepted. This information ensures prospective students are kept up to date with College developments.

Long course offers will usually be based on:

The applicant reaching the required entry standards for the programme

The applicant having a satisfactory reference (in the case of school or college leavers this will normally be someone at their most recent educational establishment. References will be used to inform decisions and to put in place any support needs).

Health check (for relevant programmes and residential students).

Disclosure and Barring Service checks (DBS) (for relevant programmes)

The applicant being able to demonstrate funding being in place prior to enrolment.

7.0 Refusal of an offer

The College may refuse an applicant a place if they feel that it is not in the interest of the applicant or of other members of the course. The College will always seek to place an applicant on a course which will give them a realistic chance to succeed and achieve.

An applicant who is refused a place because the level and content of the course does not match their needs will either be advised of another course in College that is more suitable for them or advised of another institution that may have a course that more closely matches the applicant's needs.

It will always be made clear to the applicant why a place is not being offered.

8.0 The Right of Appeal

The refused applicant will have the right of appeal, in the first instance to the Academic Registrar, within four weeks of the date of the decision. The Academic Registrar can be contacted using registrar@ruskin.ac.uk

The Administrative Appeals Policy and Procedure can be accessed at:

<https://www.ruskin.ac.uk/wp-content/uploads/2020/06/Admin-Appeals-and-Complaints-Ruskin.docx-1.pdf>