

Admissions Policy

Document version: V1

UK Quality Code		
This policy and procedure maps to the following external quality assurance frameworks:		
UK Quality Code for HE (New Code 2019)	<ul style="list-style-type: none"> • Expectation for quality: Core practices (1 and 3) • Advice and Guidance: admissions, recruitment and widening access – guiding principles (1, 2, 3, 4 and 6) 	
Other reference points	<ul style="list-style-type: none"> • <i>“The Admissions to Higher Education Review – Fair admissions to higher education: recommendations for good practice to Higher Education”</i> (Steven Schwartz, 2004). • Recruitment and Admissions and the good practice guides published by Supporting Professionalism in Admissions (SPA), 2012. 	
Document History		
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1. Introduction

1.1 London College of Contemporary Arts is committed to ensuring that its selection and admissions procedures are transparent, followed fairly, consistently and expeditiously, that information concerning applicants remains confidential between designated parties, and that decisions are made by those equipped and authorised to make the required judgements. All applicants are considered in terms of their eligibility to complete the course successfully.

1.2 This policy is consistent with good admissions practice in higher education, as defined in the Quality Assurance Agency's Quality Code and the Schwartz Recommendations for Good Practice and complies with current legislation affecting the admission of students.

2. Scope of the Policy

2.1 The Policy applies to admissions to all courses delivered at LCCA.

3. Aims and Objectives

3.1 This policy is intended to provide an overarching framework for College admissions policies and procedures. Through the implementation of the Admissions Policy, the College aims to:

- offer clear advice and guidance to prospective applicants to enable them to make informed choices and to apply to programmes appropriate to their interests, academic qualifications, and potential;
- provide a good experience through the commitment to applicants and the applicant process;
- encourage a wide range of applicants from different social, cultural, and educational backgrounds who can demonstrate the academic ability and the skills required to succeed in their chosen studies;
- provide a clear and transparent guide for staff and students in the selection and admission of students to London College of Contemporary Arts.

4. Admissions Principles

4.1 The College will admit students to its courses in line with the principles published in the "The Admissions to Higher Education Review – Fair admissions to higher education: recommendations for good practice to Higher Education" (Steven Schwartz, 2004)

- The College aims to ensure that its admissions processes are fair, open, transparent, and consistent.
- The College aims to admit anyone who has the ability to successfully complete and to benefit from the chosen course of study.
- The College strives to promote diversity and equality of opportunity for all applicants, regardless of background to gain admission to a course suited to their ability and aspirations.

- The College ensures that the operation of admissions processes and application of entry criteria are undertaken in compliance with the course requirements set out by the partner institution and/or awarding body as well as the Equality Act.

5. Disclosure of Criminal Conviction

5.1 Though declaring a conviction is not required as part of your application, applicants currently on licence are expected to make us aware of any conditions which may prevent them from fully engaging with the course and broader College community.

5.2 Where possible the College will undertake to make reasonable adjustments and will suggest alternative programmes of study where available if an applicant's licence conditions make their first choice of course impractical.

6. Entry requirement

6.1 The College sets out the minimum standards required for entry to all programmes. All course entry requirements, course content, duration and fees are published on the College website. The individual programme specifications define the entry requirements for each specific course. Entry requirements are reviewed and agreed by the Partner Institution to ensure a fair admissions system. Every applicant is considered individually in a holistic assessment using all the information available to us.

In all cases we are looking for:

- academic ability and potential;
- motivation and suitability for the chosen course;
- commitment and self-discipline to be able to successfully complete the chosen study.

7. Change of programme/programme discontinued

7.1 The College is committed to delivering the programmes that it is offered, however, if, due to unforeseen circumstances that the College determines a programme should be withdrawn or cancelled, then the College will give as much notice as possible to applicants who have accepted places, and will make every effort to offer alternative programmes to such applicants. If an alternative programme is unavailable or unsuitable then for applicants who have applied via UCAS we will support their substitution to another institution via UCAS.

8. Accreditation of Prior Experiential Learning (APEL)

8.1 The College has a procedure for applying the accreditation of prior experiential learning (APEL). Where programmes are validated by partner universities or by awarding bodies, procedures will reflect the requirements of the partner institution also, or entirely, depending on the partnership agreement. This ensures consistency of treatment for all students who may

claim APEL, either at the entry stage or during the course of the programme of study. The following is a summary of that procedure.

Stage 1: Marketing and recruitment: All marketing and course information makes clear the entry requirements for individual programmes or their equivalent, including work/sector-based experience.

Stage 2: Assembling the APEL claim: Student is asked to produce evidence of previous qualifications and/or a transcript of achievements by the admissions team.

Stage 3: Assessing the APEL claim: The admissions team is responsible for determining the relevance of any prior achievement in the case of entry with advanced standing or without threshold entry qualifications. Application form and supporting evidence is passed to the relevant Course Manager for mapping of learning outcomes, consideration and recommendations. The Head of School reviews the Course Manager's recommendation and approve or reject the claim on behalf of the College and will notify the Admissions department accordingly. (*Copies are sent to partner universities in line with their requirements and regulations*)

Stage 4: Approving the APEL claim and completing documentation: (non-university validated provision). The Course Manager reviews the evidence of prior learning and achievement, including experience-based learning, and drafts recommendation. APEL form is completed and passed to the Head of School for endorsement. If agreed, student accepted.

Stage 5: External verification/moderation where necessary: Where the evidence may be complex or requires the agreement of the awarding organisation or validating university, external moderation or verification will be sought before the student is notified of any outcome.

9. Admissions Feedback

9.1 Overview

9.1.1 Feedback in this context is defined as information about why an application was unsuccessful. Any unsuccessful applicant to the College may request feedback on an admissions decision.

9.1.2 The College is committed to fair, transparent, and consistent admissions practices, and it believes that providing constructive feedback about an unsuccessful application will help an applicant to achieve a successful outcome in the future.

9.1.3 Following the provision of feedback, an applicant will have the right to appeal the selection decision, providing that there are sufficient grounds for an appeal. A request for feedback does not constitute a request for an appeal against the academic or professional judgement of those who made the admissions decision. An applicant who wishes to make a complaint about the application process may do so provided that they have requested feedback and understand the reasons for rejection before submitting a complaint. Please note that the complaints procedure cannot be used to challenge an academic decision to refuse an admissions decision.

9.2 Procedure for Requesting Feedback

The following procedure should be used to request feedback regarding an unsuccessful application to the College.

9.2.1 Requests for feedback should be made in writing to the Admissions Department [admissions@lcca.org.uk] within 30 working days following notification of the original admissions decision.

9.2.2 Applicants should include their full name, UCAS number (where application was made through UCAS), full programme information applied.

9.2.3 Whilst admissions staff are able to provide general advice and information to candidates over the telephone, it is not always possible to provide detailed feedback by telephone.

9.2.4 The admissions office will respond in writing (usually by email) to each request for feedback within 30 working days of receipt of the request.

10. Appeals

10.1 Overview

10.1.1 A student has the right to appeal against unsuccessful application for admission. An appeal in this context is defined as a formal request for a selection decision to be reviewed.

10.1.2 An appeal will only be considered where there are adequate grounds, as set out below.

- Where there is substantial new information which, for good reason, was not made available either on the original application or during the selection procedure, and where that new information is significant and directly relevant to the original decision. Please note that the new information must relate directly to the original application and cannot include activities or achievements which have taken place or been ratified subsequently.
- Where there is evidence that the published Admissions Policy has not been followed.
- Appeals put forward on any other grounds will not be considered.

10.1.3 LCCA will not consider appeals that are based on errors made by external organisations, agencies or individuals. For example, inaccurate predictions of future grades; disputes about the grading of formal examinations; comments made by referees or agents.

10.2 Procedure for Appealing an Admissions Decision

10.2.1 The following procedure should be followed if an applicant believes, in line with the above guidance, he/she has grounds for appeal against an admissions decision.

10.2.2 An applicant should seek feedback from the College admissions office before deciding whether he/she has grounds to appeal the admissions decision. An appeal will not be considered until after an applicant has received formal feedback.

10.2.3 Appeals must be received within 30 working days following the provision of feedback from the College admissions office.

10.2.4 An appeal should be submitted in writing to the Head of Admissions in writing to [admissions@lcca.org.uk], stating clearly the grounds for appeal (as above) and outlining the case in full.

10.2.5 The Admissions Department will screen each submission in the first instance to determine if there are sufficient grounds for appeal, as set out above. If it is judged that there may be grounds for appeal, the Admissions will contact the relevant School to make arrangements for the appeal to be considered in full.

10.2.6 The Admissions Department will inform the applicant of the outcome of initial screening and, if appropriate, the anticipated timescale for consideration of the appeal. If there are no grounds for appeal, the applicant will be informed of this in writing (by email)

10.2.7 If an appeal is to be heard and additional information is required, the applicant will be informed in writing and provided with an appropriate deadline by which to submit the information.

10.2.8 An Appeals Panel convened at the College will consider appeals as appropriate. The Head of College will decide the membership of the Appeals Panel and will authorise that Panel to act in the name of the Head of College. Membership of the Appeals Panel will vary but may include a senior academic from the College/School, and an experienced member of admissions staff who was not involved in making the original decision.

10.2.9 The applicant will be informed in writing of the outcome of the appeal and given an explanation for the decision which has been reached. The decision of the Appeals Panel is final and there is no further right of appeal.

11. Admissions Complaint

11.1 Overview

11.1.1 Any applicant unsatisfied with their application experience can submit a formal complaint. A formal Admissions Complaint is a request for review of the application process, it is not a request for a review of an application decision made against entry requirements.

11.2 Grounds for Complaint

11.2.1 Complaints may only be submitted on grounds of:

- a) procedural irregularity;
- b) evidence of any action or decision which is not consistent with the College's Admissions Policy.

11.3 Procedure for making an admission complaint

11.3.1 A complaint must be made by the applicant. Complaints made by a third party will not normally be considered.

11.3.2 Applicants should normally raise the matter within 10 working days of the action causing concern.

11.3.3 Complaints should be sent to [admissions@lcca.org.uk] including your full name, course applied for, and details of your complaint. Upon receipt, the complaint will be acknowledged and forwarded to the appropriate manager for action.

11.3.4 The College will aim to respond to complaints within 30 working days although it may take up to 15 days.

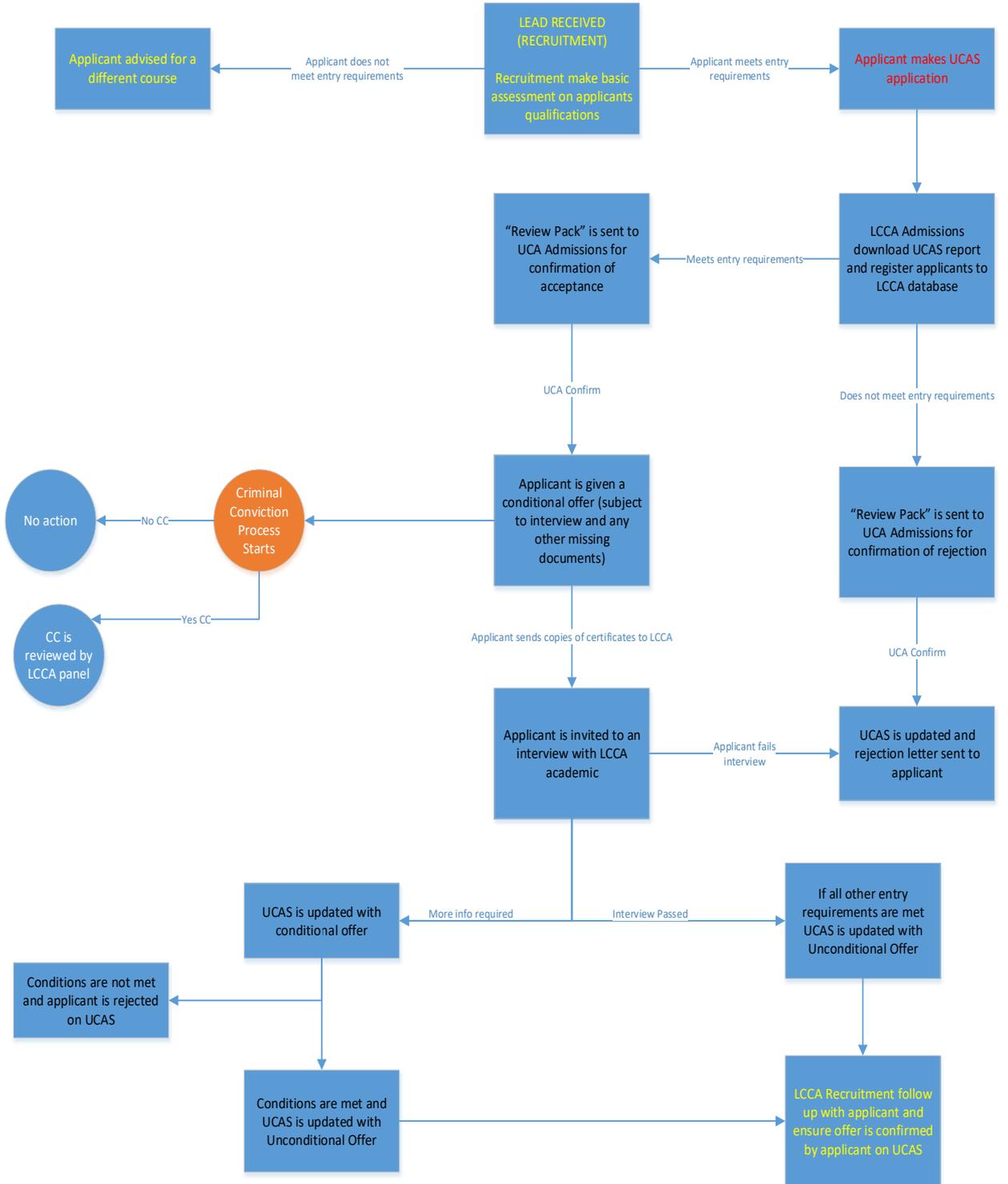
11.3.5 If the complaint is not resolved to the satisfaction of the prospective student through the above means, the complainant may then request a review by the Director of Admissions.

11.3.6 The Director of Admissions or his/her nominee shall investigate the complaint fully with relevant staff and/or a third party if it is deemed necessary and reply in writing within 30 working days.

11.3.7 The outcomes of the complaints reviewed by the Director of Admissions is final.

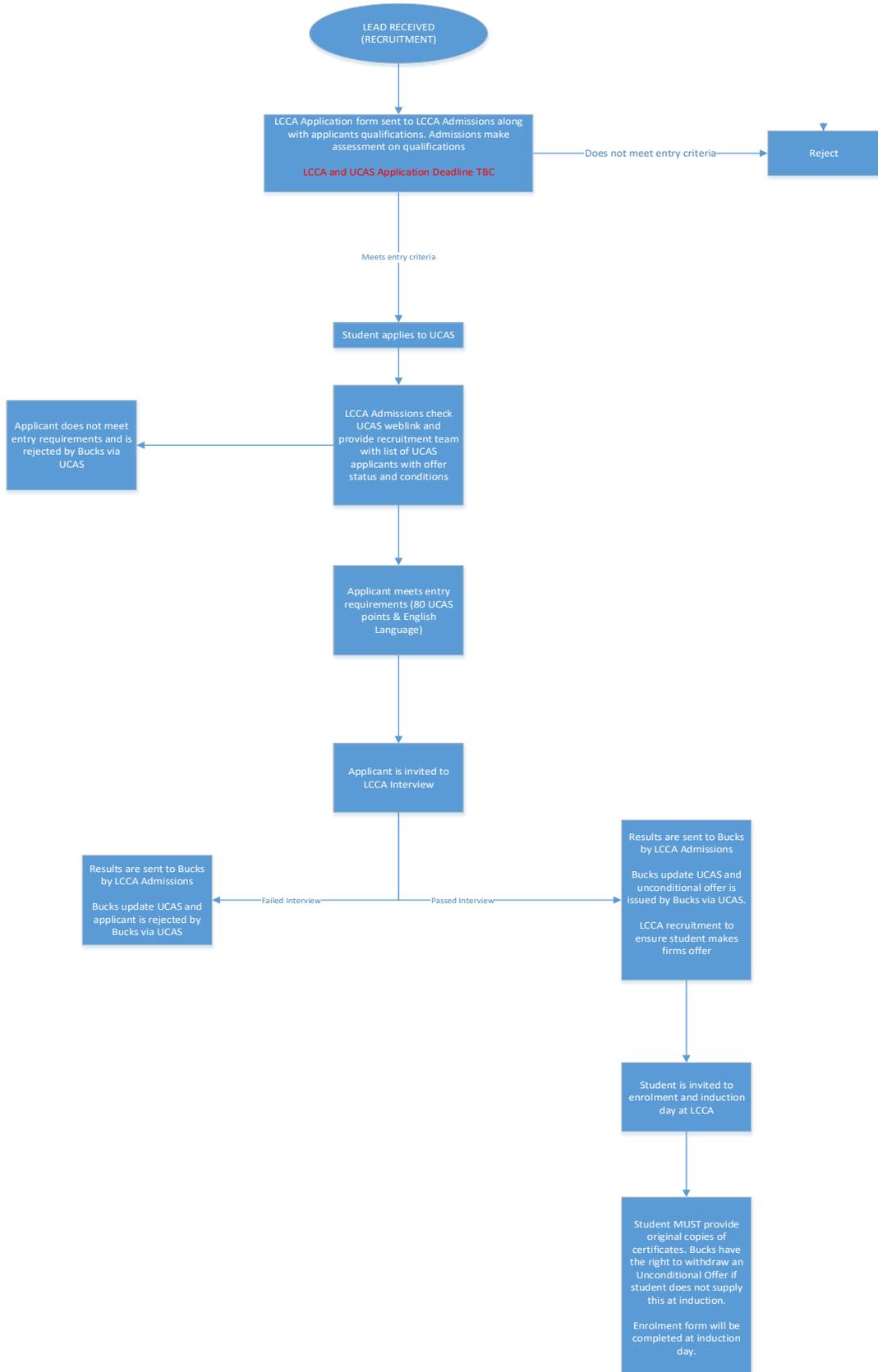
Additional Procedures

1. UCA Process Flow Chart



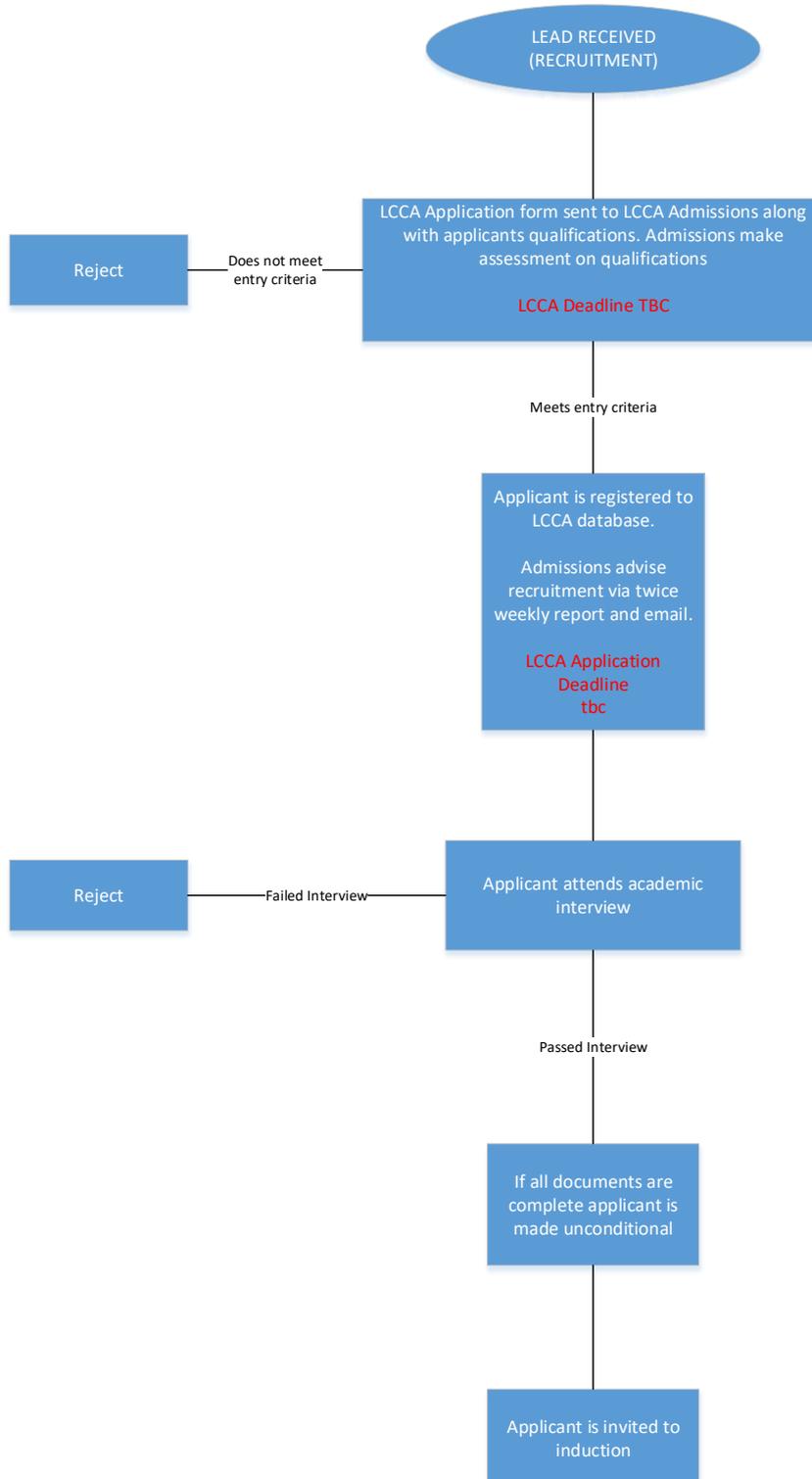
2. Bucks New Process Flow Chart

LCCA + Bucks Process Flow

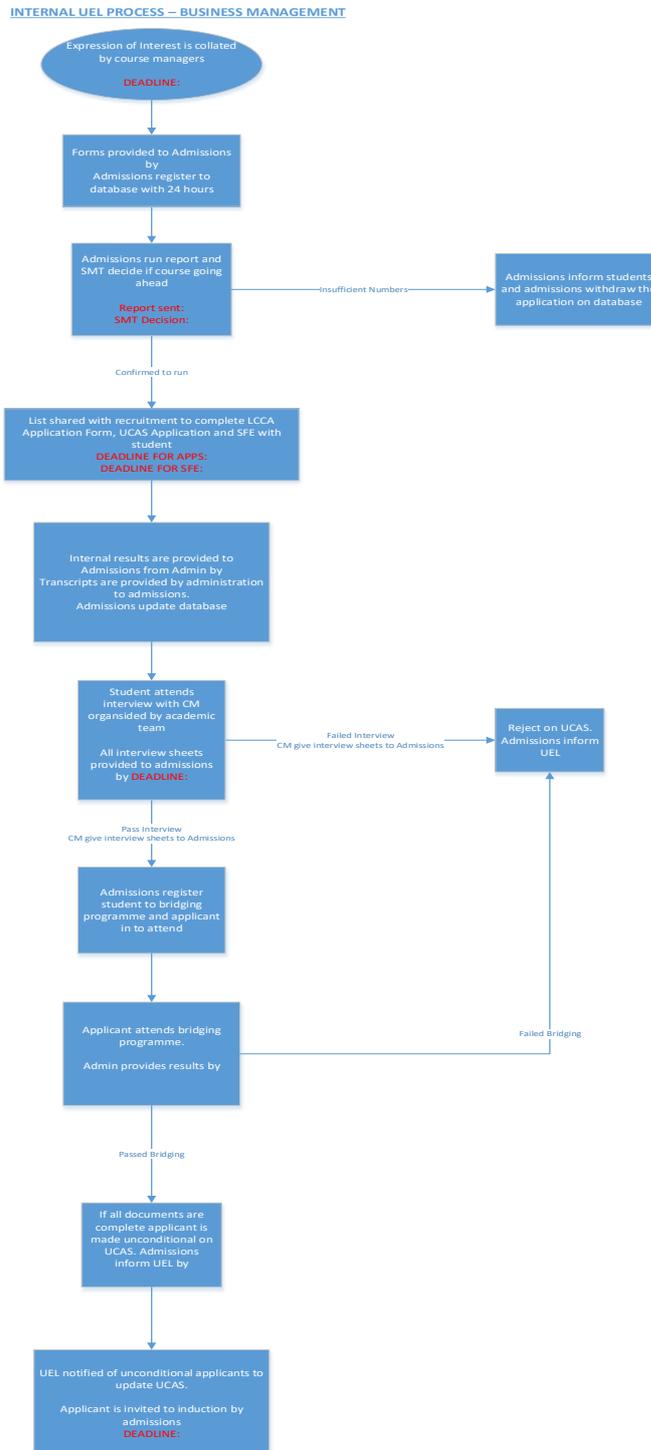


3. Foundation Process Flow Chart

Foundation Admissions Process Flow



4. UEL Process Flow Chart (Internal LCCA Applicants)



5. UEL Process Flow Chart (External Applicants)

EXTERNAL UEL PROCESS – BUSINESS MANAGEMENT

