

# Student Recruitment Policy and Procedures



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## Student Recruitment Policy and Procedures

### Policy Statement

LPTC ensure that its Recruitment, selection, and admission policies and procedures adhere to the principles of fair admission. They are transparent, reliable, valid, inclusive and underpinned by appropriate organisational structures and processes. The policy and procedures are aimed to support LPTC in the selection of students who can complete their programme.

Recruitment, selection, and admission policies are informed by the strategic priorities of the college. LPTC promote a shared understanding of their approach among all those involved in recruitment, selection, and admission.

### 1. Aims of the Policy

- 1.1 Selection processes for entry into LPTC are underpinned by transparent entry requirements, both academic and non-academic, and present no unnecessary barriers to prospective students.
- 1.2 Recruitment, selection and admission processes are conducted in a professional manner by authorised and competent representatives of the college.
- 2.2 LPTC is committed to provide clear information to the prospective students on how the recruitment, selection and admission process will be conducted and what prospective students must do.
- 2.3 LPTC aims to assist prospective students in making informed decisions about higher education, thereby ensuring that they are placed on the right course and a smooth transition is made from prospective student to current student.
- 2.4 LPTC recruit students who have the real aspiration in studies and can successfully complete their chosen course.
- 2.5 LPTC have procedures for handling admissions appeals and complaints about recruitment, selection and admission that are fair and accessible. Appeals procedures are conducted expeditiously and in accordance with a published timescale as per the college's admissions appeal policy.
- 2.6 LPTC inform prospective students, at the earliest opportunity, of any significant changes to a programme to which they have applied. Prospective students are advised promptly of the options available in the circumstances.

- 2.7 An open and transparent admissions process whilst ensuring protection issues are paramount and its duty of care to both staff and students thereby committing to equality and diversity.
- 2.8 LPTC monitor, review and update their recruitment, selection and admission policies and procedures, to enhance them and to ensure that they continue to support the provider's mission and strategic objectives. LPTC determines the frequency with which monitoring, and review are undertaken.
- 2.9 LPTC determine how decisions and the reasons for those decisions are recorded and conveyed to prospective students.
- 2.10 The admissions team follows the process which is accessible and understandable to all students and is compliant with the College's Equal Opportunity Policy and Disability Statement, by providing ample support services.

## **2. Scope of the Policy**

- 2.1 This Policy is relevant to any individual applying to the College to study on a course or programme
- 2.2 This Policy aims to set out the standards for the College admission processes.
- 2.3 It includes the re-enrolment of existing students who might have deferred their studies for a term due to any extenuating circumstances.
- 2.4 It covers all the systems and procedures involved in the information and guidance involved in admissions process.
- 2.5 The College in its admissions processes is compatible with the law.

### **3. Who should be aware of this policy?**

- 3.1 All staff should be aware of this Policy.
- 3.2 The admissions team is responsible to ensure that this policy is followed.

## **4. How will we achieve this Policy?**

- 4.1 Offer impartial information advice and guidance to applicants.

- 4.2 Where possible, provide information to students with a disability in alternative formats to assist in the enrolment process and ensure that all applications are dealt effectively and efficiently.
- 4.3 Provide information and assess learner supports that are needed in relation to:
- Student care
  - Financial support
  - Additional learning support
  - Counselling
  - Career guidance and Connections support.
- 4.4 Provide clear and up to date course information, including:
- Course structure/entry requirements
  - Financial implications
  - Assessment methods
  - Progression routes
  - Tutorial support
  - Health and safety requirements
  - Student entitlement.
- 4.5 All full-time applicants and substantial part-time students will have an initial assessment to determine the appropriate level of study prior to enrolment.
- 4.6 All full-time applications will be given an interview where applicable.
- 4.7 Work to maintain the Matrix Quality Standard.
- 4.8 Ensure that no student is treated less favourably on the grounds of disability, sexuality, gender, age and ethnicity.
- 4.9 Provide, as appropriate initial assessment.
- 4.10 Provide an environment which allows all potential applicants to declare whether they have a disability, in compliance with equality act.
- 4.11 Provide an environment which allows all potential applicants to disclose mental health issues and identify support requirements.
- 4.12 Ensure that all data collated during the admissions process will be confidential, as per the data protection policy and be stored no longer than necessary and shared on a need to know basis, prior to discussion with the individual student.

- 4.13 Ensure that applicants are not admitted to the College unless their abilities, aptitudes and qualifications are commensurate with the requirements of the course.
- 4.14 Scrutinise the applicant's academic achievements, the spread of subjects studied, level of competence in any specific subject required for the course.
- 4.15 Reserve the right to refuse admission to potential students on the following grounds:
- Insufficient qualifications for the course or programme they have applied to join.
  - If an applicant has an unspent criminal conviction (which means that the College, in its reasonable opinion, considers that the applicant will endanger the College's duty of care to staff and students) or there are any other relevant issues.
  - If an applicant will endanger the College's duty of care to staff and students as assessed through the College's Risk Assessment procedure.
  - Specific physical, medical, social or curriculum needs which the college is not safely able to meet.
- 4.16 Provide unsuccessful applicants with a right of appeal which can be made within 10 working days from the notification of the application refusal and the appeals will be considered by a panel convened by the management, whose decision is final.
- 4.17 Provide careers guidance at both informal and formal interview stages.
- 4.18 Ensure that any significant change in course arrangements (e.g. discontinuation, changes in content, cost or location) is communicated to the prospective student.
- 4.19 Ensure that students are not admitted to the College unless they agree to abide by the College rules of conduct and, if appropriate, individual learning agreement.
- 4.20 Facilitate nonstandard entry to HE provision, particularly for mature students, based upon previous experience, skills, aptitude, motivation and basic literacy and numeracy skills and, where appropriate, based on industry guidelines.
- 4.21 Reserve the right to refuse entry to a particular programme due to:

- Resource limitations
- Student numbers
- Course viability
- Location
- Deception or misrepresentation
- Outcome of a risk assessment and, where appropriate, will advise on an alternative programme of study.

## **5. How will we evaluate and review this policy?**

- 5.1 The effectiveness of the implementation of this Policy will be reviewed by the College Management Team.
- Applications data
  - Enrolment data
  - Student Perception of Course questionnaires
  - Analysis of success data
  - Equality and Diversity data linked to admissions, enrolments, retention and achievement.

## **6. Responsibilities**

- 6.1 The Principal is responsible for ensuring the review of the Policy.
- 6.2 The Head of Administration officer is responsible for the production of up to-date and accurate course leaflets, course information and student course handbooks.
- 6.3 The Director of Admissions is responsible for the entire admissions processes, to be followed in a timely manner based on the set criteria.
- 6.4 The Head of Marketing is responsible for production of promotional materials, designed to ensure applicants can make informed decisions.
- 6.5 Customer Services ensures a responsive and efficient enrolment process is in place.
- 6.6 Customer Services will ensure all enquiries and applications are effectively and efficiently dealt with.

## 7. Student Recruitment Procedures

### 7.1 Application stage and procedure

#### 7.1.1. Stage 1

Prospective students who are interested in studying with us can submit the enquiry or the pre-admissions support form to get more information about the courses that we provide. Their requests will be addressed by the admissions officers/advisors and will be provided with all relevant information, advice and guidance necessary for selecting the eligible course of their interest. The students are thoroughly briefed about the entry requirements for the course and evidence to be submitted to establish their eligibility of meeting entry requirements.

#### 7.1.2 Stage 2

The students are required to apply either online through our website or make a paper application by submitting all the required documents as per the eligibility criteria set forth by the awarding body for the respective courses and with any additional information/evidence sought by the college.

The Eligibility Criteria may differ for different countries when compared to the UK's Qualification and Credit Framework (QCF), Regulated Qualifications Framework (RQF) levels. The comparison of the qualification level is made as per UKNARIC recommendations. Every student's documents are cross verified with originals and copies are filed in their respective files, in the form of soft copies and hard copies.

The students can apply for the course along with the following documents prior to the admission:

- (a) Passport size photographs (recent)
- (b) ID Proof [Copy of Passport/Nationality Identity Card/full UK Driving licence)
- (c) Qualification documents (Authorised English translation required if the certificate(s) and the transcript(s) are in the native language)
- (d) Work experience letter or reference from the employer or proof of self-employment if applying as a mature student
- (e) English language ability evidenced by a Secured English Language Test (SELT) / assessment test conducted by the college

- (f) Proof of address and residency in the UK
- (g) Statement explaining the reason to study the selected course (Statement of Purpose) and
- (h) CV

#### 7.1.3 Stage 3

The UK/EU students must prove their English language proficiency by means of a Secured English Language Test (SELT) or by appearing for an assessment test conducted by the college, after the submission of all relevant documents as mentioned above. Scoring a 50 % in each component of English and maths is essential. The English tests and interview are aimed to ensure that the students offered an admission have at least a CEFR B2 level of competency. The college assessments sheets are approved by the Director of Studies of UK College of English (UKCE).

Irrespective of the material submitted and by taking part in the assessment test, all students are required to appear for an interview. Students' eligibility,

intentions to pursue the course, suitability etc. are assessed during the interview.

The students' certificates are verified by the interviewing officer and copies are obtained for documentation. The educational documents are cross verified with UKNARIC and / or reference checks are being made accordingly. In case where a student has been considered on the basis of varied profile of achievement in the form of work experience/skills, they are required to demonstrate the same with a supporting evidence from the employer.

#### 7.1.4 Stage 4

Students who fulfil the eligibility criteria will be issued with a conditional offer of place; and after the payment of their course fees, will be offered an unconditional place that leads to the enrolment on the selected course.

The tuition fees can be payable by Bank Draft or the payment can be made to our bank account (details in the offer letter). If the students are financially supported by any public funding bodies, or any other sponsorships, confirmation from the relevant body is required for the unconditional offer and enrolment.

Students can also seek assistance from our authorised student recruitment representatives for the submission of their applications to the

college. Our marketing team work closely with these representatives, ensuring that they are able to provide valid information on courses, from the application procedure and admission deadlines. Students can contact our marketing team to confirm whether a representative is authorised by the college or not.

Those who apply directly to the college will be assisted by our course advisors from the marketing team. These advisors give the initial support to the applicants and guide them through the process by liaising with the admissions officers.

## **8. Post Admission Procedures**

Once the applicant meets the requirements set forth by the awarding body as well as the college, they are offered a place that enables a smooth transition to becoming a current student. The applicant who receives an offer letter will be followed by an induction invitation. The induction enables the student an opportunity to meet their peers, to have guided tours organised by the student representatives and are also provided with all the relevant information, support and guidance on pastoral as well as academic support needs.

Induction programme includes a detailed Admin and Academic Induction. The admin side covers the details about the college, facilities, transportation and other support systems. During the academic induction, students are explained about the academic support facilities, E learning, teaching and learning processes and assignments. Students are encouraged to introduce themselves to others and a few icebreakers are organised to make them comfortable and get familiar with the academic environment.

The College obtains student feedback on the Induction sessions. The feedback received from students are analysed and relevant actions for changes are initiated by the Head of Administration and shared with relevant departments.

The enrolment forms, the student files and all relevant documents will be scrutinised further and once it is established that the file is complete by meeting all the conditions as per the conditional offer letter, the students will be issued with identity cards and are enrolled for the teaching sessions.

The time tables for the respective scheduled classes will be handed over during the induction. Students attending their main course may be expected to attend additional workshops at different stages of their course, simultaneously with their main course of study, in order to develop their General, Academic or Business English communication skills.

Documents used with reference to this procedure:

1. Enquiry and pre-admissions support form
2. Entry requirement check list
3. Application form
4. Copies of student documents
5. UKNARIC verification and proof of other related checks
6. Student assessment summary
7. Induction checklist

## **9. Procedures for the applicants who are returning to education**

We encourage the applicants who are returning to education after employment. The applications from these aspirants will be considered against the standard entry criteria of the course that they are interested in; and demonstrating their suitability for the chosen course.

As an ethical institution LPTC recognise the importance of considering **prior learning** and will not force applicants to go through a course of learning when they already have the knowledge, understanding and competence to meet the assessment criteria. The applicants are required to provide requisite evidences as well as a varied profile of achievement to meet the entry requirements, which could be in the form of relevant work experience. The applicants may also require demonstrating that they meet the required knowledge, understanding and skills by undertaking an assessment test within the subject area they are intending to study with us.