



## Admissions Policy

### 1. INTRODUCTION

- 1.1 This policy has been written with regard to the QAA Quality Code Admissions Core Practice: The Provider has a reliable, fair and inclusive admissions system.
- 1.2 Norland believes that a diverse student community is of benefit to all. Norland is committed to widening access to, and participation in, Higher Education, by seeking to raise awareness and expectations so that all those who can benefit from the provision are able to access it.
- 1.3 Norland, in accordance with its values and charter, confirms its commitment to a comprehensive policy of equal opportunities in which individuals are selected, developed and otherwise treated on the basis of their relevant merits and abilities and are given equal opportunities within Norland. The objective of this policy is to ensure:
  - 1.3.1 That no applicant shall be treated less favourably than any other on account of their gender, sexual orientation, gender identification, marital status, civil partnership status, family responsibilities, race, colour, nationality, ethnic or national origins, citizenship, religion, political belief, membership (or non- membership) of a Trades Union (or other representative association of employees or students), disability, age or socioeconomic background.
- 1.4 Norland has a range of awards to support undergraduate degree applicants with the greatest financial need. Further information on the bursary scheme currently available can be found on the web site.
- 1.5 This policy should be read in conjunction with the Fitness to Practise Policy and Fitness to Study Policy, which can be found on the website. These policies outlines the requirements that those studying to work with babies, young children and their families must be physically and emotionally well enough to do so. They apply to the admission of students and to their continuing studies at Norland College.
- 1.6 To allow applicants to find out more about Norland, its courses and requirements for entry, we run a number of open days each year, which applicants are encouraged to attend. These open days will be publicised in a variety of places including the prospectus, the website and through social media. It is important to note that participation, or otherwise, in any of these events by an applicant does not form any part of our selection criteria.
- 1.7 Admissions decisions will be made on behalf of Norland by the Vice Principal. These decisions will be based on the applicant's performance during the interview day and the UCAS application form. Some applicants may be placed on hold until the interviews are completed.
- 1.8 Norland staff will communicate only with the applicant unless he or she has given consent for us to discuss their application with another person (e.g. a parent or guardian). Norland will accept notification of a 'nominated access individual' through the UCAS scheme.

### 2. SELECTION

- 2.1 In deciding whether to offer a place to an applicant, Norland will treat each application on its individual merits. It will take a range of information supplied in the submitted application into account when identifying an applicant's suitability for, and likely ability to meet the demands of, the programme for



which he or she has applied. Norland, at its discretion, may also take into account existing knowledge of an applicant or information provided in addition to that found on the application form. Norland will consider whether an applicant meets both the general academic entry requirements (section six below), as well as any applicable subject-specific requirements. Past and expected performance in academic qualifications will be used as one of the main indicators for this judgement. The applicant's personal statement will also be considered, especially when determining whether an applicant is suitably motivated and committed to following the programme applied for. Applicants are encouraged to send an additional personal statement, tailored specifically to Norland, should they wish to do so.

- 2.2** The supplied reference(s) will also be taken into account, particularly when looking at a candidate's achievements, abilities and skills.
- 2.3** The Admissions Managers will arrange interviews for applicants in order to assist in evaluating their suitability to meet the demands of their intended programme. Performance at interview will be used in conjunction with the submitted application, when making a decision. Norland will try to give at least two weeks' notice of the date of any interview to applicants.
- 2.4** Applicants who are not predicted to achieve the entry requirements will usually be rejected prior to interview but not before contacting them to verify data. Occasionally an applicant who is not predicted to meet the academic entry requirements may be invited to interview if their application demonstrates potential. This will usually only happen if the applicant has been poorly advised over their choice of further education or if there are extenuating circumstances which have impacted on their ability to meet the entry requirements.
- 2.5** An applicant who meets the general or standard entry requirements as indicated in our printed materials and on the website is not guaranteed an offer of a place.
- 2.6** An applicant will receive notification of Norland's decision on their application electronically from the College, and via UCAS. If he or she is to be made an offer of a place, the offer will specify any conditions of entry that they are expected to meet. The conditions of entry may include, but are not limited to, academic; non-academic e.g. completion of a DBS check or English language proficiency.
- 2.7** An applicant will be expected to respond to an offer online through UCAS.

### **3. DEFERRED ENTRY**

- 3.1** Norland recognises the advantages that some undergraduate students can gain from a "gap year, and therefore welcomes applications for admission for the following year. We also understand that an applicant's personal circumstances may necessitate a change to their intended year of entry.
- 3.2** Admissions staff will consider deferred applications using the same selection process as for applicants for the current year. A successful applicant will receive correspondence from Norland, using the supplied contact details, in the interim.
- 3.3** Norland will normally only defer an offer of a place for one year. Applicants wishing to defer a place for a second year will usually be required to submit a new application.

### **4. PUBLICATION OF ENTRY REQUIREMENTS**



**4.1** Norland aims to provide clear, accurate and transparent information about its programmes, that is appropriate to the needs of prospective applicants, in both internal and external publications regardless of the medium (i.e. printed, audiovisual, world wide web, etc), enabling them to make choices in an informed manner.

**4.2** The main sources of information on entry requirements, and our standard offers, are:

- The Norland website
- The UCAS website and entry profiles
- Norland Open Days

**4.3** Changes made to entry requirements or standard offers since the publication of printed materials will be communicated as soon as possible via Norland's and UCAS website. These sources should therefore be considered the most up-to-date and applicable.

## **5. GENERAL ENTRANCE REQUIREMENTS**

**5.1** Norland welcomes applications from students holding a broad range of qualifications. We will use independently published guidelines and rankings recognised within the United Kingdom higher education sector, such as UK NARIC and UCAS, when considering the equivalence of qualifications.

**5.2** As a minimum, applicants for full-time undergraduate programmes will be expected to have been educated to General Certificate of Education Advanced level (GCE A level) or equivalent in other qualifications.

**5.3** In addition Norland will normally expect an applicant to have five General Certificate of Secondary Education (GCSE) grades at grade 4/C or better (or equivalent) including English Language and Mathematics. For those intending to go on to study as Early Years or Primary Teachers, a GCSE in Science at grade 4 or above is also recommended.

## **6. INTERNATIONAL APPLICANTS AND NON-UK QUALIFICATIONS**

**6.1** Norland welcomes applications from international communities and all backgrounds. We hold a Student Sponsor Licence, which means we can sponsor a limited number of international students to obtain a Student Visa to study with us.

**6.2** Non-UK qualifications are accepted but they must be equivalent to, or higher than, our minimum entry requirements. Equivalency must be verified by the National Information Centre for global qualifications and skills for the United Kingdom (UK ENIC). UK ENIC is operated and managed by Ecctis Ltd and provides the only official source of information on international qualifications for individuals wishing to study in the UK.

**6.3** Overseas applicants must be able to demonstrate they have sufficient English language competence to complete their programme of study and to meet the required criteria to apply for a Student Visa. **Applicants with English as an additional language** must have a SELT (Secure English Language Test) and you must prove you can read, write, speak and understand English to level B2 on the Common European Framework of Reference for Languages (CEFR) scale. To meet this requirement, Norland requires IELTS for UKVI (Academic) test with an overall band of 6.0 with no less than 6 in each component skill, or equivalent. Before you book your test, please contact the International Students Manager to ensure you are booking



the correct test. The International Students Manager, together with the Admissions team, is responsible for the provision of information, guidance and support processes for students applying for student visas.

## **7. DISCLOSURE AND BARRING SERVICE (DBS) CHECKS**

- 7.1** Because studying for an early years degree involves a considerable amount of time spent working with children, acceptance is subject to a satisfactory Disclosure and Barring Service (DBS) (formerly known as the Criminal Records Bureau) Enhanced Disclosure check or relevant procedures from the applicant's home country.
- 7.2** Norland follows the Guidance issued by the Department for Education, "Disqualification under the Childcare Act 2006", issued in June 2016. Applicants who are disqualified from working with children under this guidance will not be admitted to Norland College. To see this Guidance in full, please go to [https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/528473/Disqualification\\_under\\_the\\_childcare\\_act\\_June2016.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/528473/Disqualification_under_the_childcare_act_June2016.pdf)
- 7.3** After DBS clearance, Norland students will be expected to register for the DBS update service. A failure to do so will result in the student having to apply for another certificate and register with the update service.
- 7.4** Overseas applicants will need to obtain criminal record clearance from their home country, as will UK applicants that have lived outside the UK during the last 5 years.

## **8. MATURE STUDENTS**

- 8.1** Norland welcomes applications from mature students and may waive the general entrance requirements where evidence of their potential to complete the chosen programme of study successfully is provided. Applicants who have been out of formal education for a number of years, normally three years or more prior to the date of admission, will normally be expected to show evidence of recent academic study in order to be considered for admission. In such cases Norland would accept, for example, a GCE A level or an Access to Higher Education Diploma. Alternatively, an academic task may be set and assessed as part of the admissions process.

## **9. ADMISSION TO UNDERGRADUATE PROGRAMMES ON ASSESSMENT OF PRIOR (EXPERIENTIAL) LEARNING (APL/APEL)**

- 9.1** Acceptance of prior learning for credit purposes is at the discretion of Norland. Certificated credit obtained from another institution can be recognised in one of two ways:
- Exemption from individual modules within a programme or
  - Transfer of credit and marks in substitution for modules within the programme that count towards the classification of that programme.
- 9.2** Those wishing to explore the APL/APEL process should refer to the Accreditation of Prior Learning policy, available on Norland's website.

## **10. FEEDBACK**

- 10.1** Norland strives to treat all applicants fairly and without prejudice. As we are not able to offer a place to all applicants, Admissions staff will normally record the reason(s) for rejection on an applicant's file. An opportunity to request feedback on the reason for rejection will be offered to the applicant,



electronically via UCAS .

- 10.2** Should an applicant ask for more in-depth feedback. Norland will, wherever possible, answer the request.

## **11. CONFIRMATION AND ENROLMENT**

- 11.1** Norland will confirm an applicant's place on a programme when he or she meets all the conditions set out in their offer within the timescale stated in the offer.

- 11.2** Norland will send all successful applicants confirmation of their place on the programme, as well as a step by step guide to the admissions process and information to help them settle in during the first few weeks of term. This information may be sent in hard copy or by electronic means.

## **12. RESPONSIBILITY OF THE APPLICANT**

- 12.1** Norland expects that an applicant will, in line with the UCAS regulations where applicable, provide full and accurate information in order to be considered for admission. Applicants suspected of submitting, or found to have submitted, false information will be referred to UCAS.

- 12.2** Norland reserves the right to withdraw an offer of a place if fraud is discovered following an applicant receiving an offer.

## **13. CHANGES TO PROGRAMMES**

- 13.1** If there is a significant change to a programme of study between the publication of the Prospectus and the start of the programme to which an applicant has applied, Norland will notify applicants as soon as possible indicating the options available to them. Significant changes may include:

- Substantial changes to the content of the programme applied for
- Changes regarding the status of the programme (e.g. validation by a professional or statutory body)
- Discontinuation of a programme of study.

## **14. APPEALS AND COMPLAINTS**

- 14.1** Should an applicant wish to lodge a complaint concerning the application process or an appeal against an admissions decision, he or she should follow the Admissions Appeals Procedure, which can be found on Norland's website.

- 14.2** We will not normally alter an unsuccessful decision should an applicant's actual performance be greater than was predicted at the time of their application.

## **15. INTERACTION WITH AN APPLICANT**

- 15.1** Norland is committed to ensuring that any interaction with an applicant is conducted in a professional, courteous and respectful manner and it expects that any communication from an applicant or their representative is conducted in the same way.

- 15.2** Applicants, and their representatives, should note that Norland will not tolerate inappropriate behaviour towards its employees. Hostile, aggressive or otherwise inappropriate behaviour will be viewed



seriously and may prejudice the consideration of an application, appeal or complaint.

**15.3** Norland will usually warn an applicant or representative that their behaviour is felt to be inappropriate, and that action may be taken, but where the behaviour is particularly inappropriate no warning may be given.

**15.4** This policy will be reviewed regularly by the Academic Board and updated as appropriate.

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