

Admissions Policy and Procedure

1. INTRODUCTION

- 1.1** This policy has been written with regard to the Office for Students Sector Recognised Standards and 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 mission, 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:
- 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 bursary awards to support undergraduate degree applicants with the greatest financial need. Further information on the bursary scheme currently available can be found on the website. There are no bursary awards to support postgraduate study.
- 1.5** For admissions to undergraduate awards, this policy should be read in conjunction with the [Fitness to Practise Policy and Procedure and Fitness to Study Policy and Procedure](#), which can be found on the website. These policies outline the requirements that those studying to work with babies, young children and their families must be physically and mentally well enough to do so. They apply to the admission of students and to their continuing studies at Norland. Undergraduate applicants and students must be able to demonstrate that they can meet the Competence Standards for a Norland Nanny, as outlined in the [Norland Code of Professional Responsibilities](#), which can be read on the website.
- 1.6** To allow applicants to find out more about Norland, its courses and requirements for entry, we run a number of open events each year, which applicants are encouraged to attend. These open events include Open Days and Norland Unwrapped sessions, which are 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; however, applicants are encouraged to attend so that they gain a full appreciation of the commitment required to be successful in their studies at Norland.
- 1.7** Admissions decisions will be made on behalf of Norland by members of the Senior Leadership Team, usually a Deputy Vice Chancellor (Education and Research) and Pro Vice Chancellor (External Relations). For undergraduate applicants, these decisions will be based on the applicant's performance during the interview day and the UCAS application form, plus any other information shared with us by the applicant, their representatives or education establishment. Some applicants may be placed on hold until all interviews are completed. Where an academic

task is required, this will also be considered before making any offers.

- 1.8** Postgraduate applicants will be interviewed, and admissions decisions will be based on the application, personal statement, references and the applicant's performance during their interview. Where an academic task is required, this will also be considered before making any offers.
- 1.9** Norland staff will communicate only with the applicant unless they have given consent for us to discuss their application with another person (e.g. a parent or guardian or school/college). Norland will accept notification of a 'nominated access individual' through the UCAS scheme for undergraduate applicants.

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 they have 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 6 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.
- 2.2** Undergraduate applicants are encouraged to send an additional personal statement in addition to the UCAS statement, tailored specifically to Norland, if applicable.
- 2.3** The supplied reference(s) will also be taken into account, particularly when looking at a candidate's achievements, abilities and skills.
- 2.4** If an applicant is unable to obtain an academic reference they may be invited to undertake an academic task in lieu of the reference. This will only be offered if it is unreasonable to expect an accurate and current academic reference from the previous or current education institution.
- 2.5** All applicants who meet or are predicted to meet the entry requirements will be interviewed. No offers of a place will be made without an interview. 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 aim to give at least two weeks' notice of the date of any interview to applicants, although this may not always be possible.
- 2.6** Undergraduate 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 or if they have equivalent relevant experience. This will usually only happen if the applicant has been poorly advised over their choice of further education, if they are a mature applicant with significant relevant experience or if there are extenuating circumstances which have impacted on their ability to meet the entry requirements.

- 2.7** 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.
- 2.8** An applicant will receive notification of Norland's decision on their application electronically from Norland and, for undergraduate applicants, via UCAS. If they are 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 and non-academic e.g. completion of a DBS check; visa or English language proficiency.
- 2.9** Undergraduate applicants will be expected to respond to an offer online through UCAS. Postgraduate applicants will be expected to respond to an offer via email.

3. DEFERRED ENTRY

- 3.1** Norland understands 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. REAPPLICATION

- 4.1** Applicants who are unsuccessful may apply again in a subsequent year. Applications will be considered against the standard course entry criteria for that year of entry. The new application should demonstrate an improvement from the previous application.
- 4.2** Students who have previously exited from a programme on academic, professional or practical competence grounds will not normally be made any further offers on the same programme of study, unless very exceptional circumstances apply. Applicants would be expected to identify in their applications that they have previously been exited and provide information and/or evidence accounting for issues which had previously impacted on their attainment. Such cases would be considered at the discretion of members of the Senior Leadership Team, usually a Deputy Vice Chancellor (Education and Research) and Pro Vice Chancellor (External Relations).

5. PUBLICATION OF ENTRY REQUIREMENTS

- 5.1** In line with the requirements of the Competitions and Markets Authority, Norland aims to provide clear, accurate and transparent information about its programmes, appropriate to the needs of prospective applicants, in both internal and external publications regardless of the medium (i.e. printed, audiovisual, online, etc), enabling applicants to make choices in an informed manner.
- 5.2** The main sources of information on entry requirements, and our standard offers, are:
- The Norland website
 - The UCAS website and entry profiles (undergraduate only)

- Norland open events

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

6. GENERAL ENTRANCE REQUIREMENTS

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

6.2 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.

6.3 In addition, Norland will normally expect an undergraduate applicant to have five General Certificate of Secondary Education (GCSE) grades at grade 4/C or better (or equivalent) including English Language and Mathematics.

6.4 Applicants for the postgraduate programme will usually be expected to have a bachelor's (honours) degree or international equivalent at 2:2 or above in a relevant discipline. Non-standard entry to the postgraduate programme will be considered for those with more than 5 years recent experience working with young children and their families or in a related early childhood role. Recent experience must have been undertaken within 10 years of entry to the postgraduate programme.

6.5 Due to the applied nature of the postgraduate programme, recent experience working with children would be beneficial for the duration of the programme. This can be either in paid or voluntary employment.

6.6 As the postgraduate programme is taught wholly online, postgraduate students will need regular access to a device (such as a laptop) with a microphone and camera, as well as a reliable internet connection.

7. INTERNATIONAL APPLICANTS AND NON-UK QUALIFICATIONS

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

7.2 As the postgraduate course is taught wholly online, and students will not be physically present in the UK to study, there will be no need for them to apply for a visa to enrol.

7.3 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.

7.4 For admissions to undergraduate awards, 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 Student Records, Data and Visa Manager to ensure you are booking the correct test. The Student Records, Data and Visa Manager, together with the Admissions team, is responsible for the provision of information, guidance and support processes for students applying for student visas.

7.5 For admissions to postgraduate awards, which are taught wholly online, overseas applicants must be able to demonstrate they have sufficient English language competence to complete their programme of study. Unless you are a national of a majority English speaking country, you will need to submit an English language qualification that's recognised by Norland. Your English language qualifications must have been achieved within two years of the course start date. If your first language is not English, but within the last two years you completed your degree in the UK, you may be exempt from our English language requirements. We accept: IELTS Academic with an overall band of 6.5 with no less than 6.0 in each component skill, or Pearson Test of English Academic (PTE Academic) with an overall score of 62 with no less than 59 in any element, or TOEFL iBT with an overall score of 90 with a minimum of 20 in all 4 components. We may accept other English language tests.

8. CONTEXTUAL OFFERS

8.1 For admissions to undergraduate awards only, Norland may issue contextual offers in certain circumstances. A contextual offer means an offer with a grade reduction 1 or 2 grades below the standard entry requirements. You may be entitled to a contextual offer if you are a care leaver, as defined in the Children (Leaving Care) Act 2000: 'someone who has been in the care of the Local Authority for a period of 13 weeks or more spanning their 16th birthday'.

9. DISCLOSURE AND BARRING SERVICE (DBS) CHECKS

9.1 Norland follows the Guidance issued by the Department for Education, "Disqualification under the Childcare Act 2006", and Childcare Regulations 2018. Applicants who are disqualified from working with children under this guidance will not be admitted to Norland. To see this Guidance in full, please go to: <https://www.gov.uk/government/publications/disqualification-under-the-childcare-act-2006/disqualification-under-the-childcare-act-2006>

9.2 For admissions to undergraduate and postgraduate awards, which both involve working with children, acceptance is subject to a satisfactory Disclosure and Barring Service (DBS) (formerly known as the Criminal Records Bureau) Enhanced Disclosure check. Postgraduate applicants based outside the UK will require equivalent overseas documentation.

9.3 After DBS clearance, all Norland undergraduate students and UK-based postgraduate students will be expected to register for the DBS update service. Postgraduate students based outside the UK will be required to register for an equivalent overseas service. A failure to do so will result in the student having to apply for another certificate and register with the update service.

9.4 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. It is recommended that this process is started as early as possible to avoid delays which may impact on learning.

9.5 A place at Norland remains conditional until the appropriate clearance has been received.

10. MATURE STUDENTS

10.1 Norland welcomes applications from mature students. For admissions to undergraduate awards, Norland may waive the general entrance requirements where evidence of an applicant's potential to complete the chosen programme of study successfully is provided. Undergraduate 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.

11. ADMISSION TO PROGRAMMES ON ASSESSMENT OF PRIOR (EXPERIENTIAL) LEARNING (APL/APEL)

11.1 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.

11.2 Those wishing to explore the APL/APEL process should refer to the [Accreditation of Prior Learning Policy, available on Norland's website](#).

12. FEEDBACK

12.1 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 (for undergraduate applicants) and via email (for postgraduate applicants).

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

13. CONFIRMATION AND ENROLMENT

13.1 Norland will confirm an applicant's place on a programme when they meet all the conditions set out in their offer within the timescale stated in the offer.

13.2 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.

14. RESPONSIBILITY OF THE APPLICANT

- 14.1** Applicants are responsible for providing Norland with fully accurate, complete and true information in order to be considered for admission. It is also the applicant's responsibility to provide additional information when requested to do so.
- 14.2** Norland will investigate any applicant suspected of including false, plagiarised, incomplete or fraudulent information as part of the application and admissions process. Norland may request additional information to fully assess the application.
- 14.3** If Norland finds evidence that the applicant has submitted fraudulent, inaccurate, incomplete, false or misleading information, Norland may withdraw or cancel the application or any offer at any point in the admissions cycle. This will include withdrawing registration of the applicant has been admitted onto a programme and registered as a student.
- 14.4** For undergraduate applicants, Norland will notify UCAS if any part of the application is found to be fraudulent or misleading, to avoid anyone benefitting from an unfair advantage and securing a place by deception.
- 14.5** Norland uses plagiarism detection software to assess the optional additional personal statement for undergraduate applicants, the postgraduate personal statement, and any academic task, if requested. For undergraduate applications, UCAS uses plagiarism detection software to assess the standard personal statement required and will notify Norland if an application has been highlighted.
- 14.6** Norland requires applicants to sign a declaration against plagiarism, including AI-generated content, that their personal statement, optional additional personal statement (for undergraduate applicants only), and any academic task is original and not substantially written by AI, which is considered academic misconduct. Applicants may make appropriate use of AI tools as prompts for ideas or structure, but not for writing the core content. Interviews are used to provide further information about your suitability to study at Norland. Any use of AI tools during an interview hinders this approach and is therefore prohibited. If there are serious concerns that your interview did not represent your true capabilities, this may put your application at a disadvantage.

15. CHANGES TO PROGRAMMES

- 15.1** If there is a significant change to a programme of study between the publication of course advertising and marketing information 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.
- 15.2** Applicants may choose to be released from their offer and acceptance should they so wish, following significant changes to the programme.

16. APPEALS AND COMPLAINTS

- 16.1** Should an applicant wish to lodge a complaint concerning the application process or an appeal against an admissions decision, they should follow the [Application Appeals and Complaints Policy and Procedure](#), which can be found on Norland's website.
- 16.2** 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.

17. INTERACTION WITH AN APPLICANT

- 17.1** 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.
- 17.2** 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.
- 17.3** 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.
- 17.4** This policy will be reviewed regularly by the Academic Board and updated as appropriate

Document Control Information	
Policy title:	Admissions Policy and Procedure
Summary description:	Provides an overview of the admissions policy and process to offering a place to an applicant.
Relates to staff/ student (include Set), NQN or Norlander:	This policy and procedure relates to staff involved in admissions decision-making and applicants applying to study at Norland
Version number (e.g. V1.0/EB/DD-MM-YY):	V9.0/DB/12-03-2026
Owner:	Pro Vice Chancellor (External Relations)
Housekeeping updates only:	Yes
Approving body:	Academic Board
Related Norland documents:	N/A
Date of approval:	12 th March 2026
Date of effect:	As above
Frequency of review (i.e. annually or every 2 years):	Every 2 years
Date of next review:	March 2028
Upload to website:	Yes