



Stratford College London

Admissions Policy and Procedure

Policy Version Number		SCL/APP/ APR2025/03
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Record of Revisions to Policy		
Date	Details	Approved by
1 st MAY 2018	REVISED AFTER QAA REVIEW	BOD
23 May 2021	Reviewed	BOD
13 Apr 2024	Reviewed	BOD
13 APR 2025	Reviewed	BOD
Date of Current Policy		13 APR 2025
Policy Review Date		12 APR 2026
Review to be approved by		BOD



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Admissions Policy and Procedure



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Admission Policy and Procedure

Policy Statement

1. Stratford College London welcomes applications from all prospective students who aspire to study at higher education level and demonstrate the potential for achieving the goals of the programmes of their choice. The admission procedure therefore aims at ensuring that those admitted demonstrate potential to succeed in the programmes they apply for admission. The policy therefore gives adequate information in relation to entry criteria and what would be required of a student to succeed in the chosen field of study. By this process, all prospective students will have adequate information on the basis of which an informed choice of study at higher education level can be carefully made.

Scope

2. Applications for admission are welcome from prospective students from all backgrounds. Applications will be considered on an individual basis and in a fair and transparent manner in line with the Core Practice of the revised UK Quality Code and the College's Equality and Diversity Policy.

Fair Admissions

3. To ensure fair, clear, inclusive and transparent admissions, the College practice aims to embrace core practice Q1 of the revised UK Quality Code on higher education admissions and adhere to relevant legislation and policy on equality and diversity, prevent and counter terrorism, student welfare, data protection, RPL and guidance of the Competition and Markets Authority (CMA) on consumer protection law. The College will therefore ensure that information on programmes and qualifications are detailed and accurate. The College will give equal opportunity to prospective students from all backgrounds regardless of disability, race, gender and age, ethnicity, sexual orientation and religion, nationality, marital status or other personal circumstances (**Quality Code Core Practice Q1**).

Aims

4. The key aim of the College admissions process is to give opportunity to prospective students from all backgrounds to study at higher education level. Effort will be made in line with the College's Access and Widening Participation statement to reach out to prospective students from a wide range of backgrounds. This will enable those from disadvantaged backgrounds to acquire information on opportunity to study at higher education level and thereby encouraged to seize the opportunity to apply to study on a higher education programme of their choice. Furthermore, the approach will help create a community of diverse culture in which student interaction will help them to embrace and understand different cultures and enhance their critical thinking skills and ability to work in environments with people from diverse ethnic and varied cultural origins.
5. All activities leading to the final offer of a place for study must be transparent and records properly kept as an audit trail. The systems used must be reliable and selection criteria must be valid and supported by appropriate College structures and procedures. In doing so the College satisfies the requirements for higher education recruitment, selection and admission in line with the QAA Quality Code and facilitates the offer of places of study to those prospective students who are identified as suitable for their various choices of study.

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Responsibilities

6. In order to achieve the above aims, it is essential that the admissions process is conducted by trained staff in a professional manner. Appointed admission members of staff need to be aware of key admission requirements and the value of foreign qualifications presented by prospective students applying for places of study in the UK. Our procedures indicate all documentation checks to assess the value of qualifications presented by prospective students.
7. The competency of the admission staff is essential; as all prospective students must be given appropriate information on the programmes on offer and the expectations thereof. This will help students to make informed decisions and to be aware of what to expect and how the programmes relate to their future career prospects

Code of Practice

8. The College will ensure that the admissions procedure and admissions staff members follow the College code of practice for admissions as highlighted below:
 - Admission officers shall carry out their duties in a transparent manner and that there shall be equal opportunity and fairness in carrying out their work.
 - To assist all prospective students in a fair manner throughout the admissions process and to ensure that all applicants have adequate information about the academic programmes on which they aspire to be enrolled.
 - Admissions staff shall be given the required training for the efficient administration of their duties, in order to support all prospective students to make informed decisions; respond to applications in a timely manner and select students in accordance with College policies which reflect the awarding body standards.
 - The College shall ensure that all admissions staff members are familiar with the Quality Code in relation to Fairness, Transparency, Reliability, Validity and inclusiveness of the admissions process and that all students are selected on suitability and ability to complete their programme.
 - Admissions staff must be aware of regulations and possible changes in national policies and awarding body policy on admissions.
9. All admissions processes and regulations shall be regularly reviewed to ensure consistency with national and awarding body policy changes. The College Academic Board shall review this code of practice and the Admissions Policy annually and at any other times that enable College practice to be in line with awarding body and national regulations on HE admission.
10. This policy is designed to serve as guidance for all involved in the College admissions processes. The key imperatives are:
 - Students must be given honest and trustworthy programme information
 - Students must be given relevant information about the College and what they can expect over their courses of study.
 - Staff will check all documents to ensure applicants meet the necessary entry requirements
 - The College has in place mechanisms for the recognition of prior learning
 - The College must have in place mechanisms to ensure continuous professional development of all staff involved in the admission processes.
 - There are opportunities for admissions appeal and complaints clearly outlined in admissions appeals and complaints policies which are made available to all prospective students.

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- The admission officer makes sure that information on entry requirements, study mode and teaching and learning are available on the college website for the students to make informed decisions.
- The College must ensure that significant changes to a College programme, for example site for delivery of the programme and delivery mode or content appear on the College website.
- The admission staff should ensure that all prospective students are given the relevant information at the time of induction or orientation to enable them to make smooth transition from prospective to students enrolled on specific higher education College programmes.
- The College must have a current, up to date and detailed specification for each course offered to assist students in making informed decisions.

Admission Entry Criteria and Requirements

11. Entry Requirements for HND Courses

- Must be 18 years and above
- a BTEC Level 3 qualification in Business or Hospitality
- One GCE A level pass in a relevant subject and passes at GCSE level
- a GCE Advanced Level profile that demonstrates strong performance in a relevant subject or adequate performance in more than one GCE subject. This profile is likely to be supported by GCSE grades at A* to C (or equivalent) and/or 9 to 4 (or equivalent) in subjects such as Maths and English
- other related Level 3 qualifications
- an Access to Higher Education Diploma from an approved further education institution
- relevant work experience, or
- an international equivalent to the above qualifications.
- English Language – a B2 or IELTS level 5.5.
- Literacy and Numeracy Test for all applicants
- Formal Interview (for all applicants)

12. **Mature applicants** – a minimum of 3 years work experience at supervisory level and meet the English language requirement. Recognition of prior learning will be considered on the basis of College RPL policy.

13. Our Recognition of Prior Learning policy means that students' previous learning and experience can be taken into account and they may be awarded certain qualifications or units of a qualification based on that learning or experience. **Please see College RPL Policy.**

14. Interview

The purpose of the admission interview is to create opportunity for applicants to discuss their academic goals and the reasons why they would like to embark upon the course and provide information on how they would cope with the course requirements in their learning journey. Applicants need to prepare to explain how the course relates to their future career or academic ambitions. This process would also give opportunity for the College to ascertain the extent to which applicants are prepared and are suitable for the course. Applicants will also have an opportunity to seek any further clarification on their course of interest.

Procedural Steps

Step I

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Upon expression of interest in our higher national programmes, prospective students are required to complete an application form accessible on the College website or at the College front desk. Prospective students can request for more pre-admission information about the programme and College by meeting the Admissions Officer in person or submitting an enquiry form or by email. Prospective students will be provided with detailed information on the College programmes and given support to make informed choices on their courses of interest. This provides opportunity for applicants to have adequate understanding of the implications of commitment, workload, support available and future prospects and progression upon completion. This would also help prospective students to ensure that they are ready to commit themselves to the requirements for achievement of the qualification before deciding to go through the admissions process.

Step II

Upon submission of a fully completed application form and the required documents, the College Admissions Officer will undertake a scrutiny of the application form and the documentation and compile a list of all applicants whose application forms are fully completed and documentation meeting the requirements as stated under "Entry Requirements" (para. 11). It should be noted that only those whose application forms and required documentation are fully submitted will be invited for the next stage of the process. It is therefore advisable that applicants ensure that application forms and the required documentation are fully submitted.

Step III

The short listed applicants as forwarded by the Admissions Officer will be invited for an interview with the Programme Leader / Admissions Officer and an Independent Advisor and also sit for Numeracy and Literacy Tests. The interview and the literacy and numeracy tests are mandatory for all applicants. This step is in line with the Pearson BTEC Higher National Diploma programme specification which requires Pearson Centres, in addition to applicants meeting the stated entry requirements (as above), to develop further steps to ascertain the suitability of applicants for the higher education programmes. A Pearson Centre has a responsibility to ensure that the students recruited have a reasonable chance of success on the programme. (Pearson Higher Nationals Business Specification, issue 3, 2022 paragraph 5.1: https://qualifications.pearson.com/content/dam/pdf/BTEC-Higher-Nationals/Business/2021/9781446968406_HNCD_L45_BUSI_RQF.pdf).

Step IV

The list of successful applicants in the interview and the numeracy and literacy tests will be forwarded to the Admissions Committee for review and approval. The Admissions Committee sits once a week and would therefore carry out its duties in a timely manner so that final admissions outcomes would be communicated to applicants within the 14 days' timescale for the process.

Step V

The final list of successful applicants and those not successful will be forwarded to the Director of Studies to issue Unconditional Offer Letters and Non-Offer letters to successful and unsuccessful applicants. Applicants have 7 working days to accept or reject the offer by completing and returning the acceptance slip attached to the offer letter.

The process should give adequate information to prospective students on matters of:

- Recognition of prior learning
- Special education needs and learning challenges
- Support systems and resources available for those with learning needs

Furthermore, there needs to be consideration of how vulnerable adults can be protected. This policy is consequently linked to safeguarding to ensure that staff recruitment is carried out using references which help assess the background of all staff. Student survey of special needs upon admission is crucial as this helps identify those who may be subject of harm, discrimination or prejudice

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Applicants may complain on any issue of concern or appeal against the admission outcomes within 7 working days upon receipt of admissions decision by following the College Admissions Complaints and Appeals procedures (Appendix I and II). The outcomes of any complaints or appeals will be finalised within 2 days upon receipt of complaint or appeal. All applicants shall be made aware of the College Admissions Complaints and Appeals Policies and Procedures and supported to access the process (**Revised Quality Code Core Practice Q6**).

Documents checklist

DOCUMENTS	YES (submitted)	NO	N/A
Full Application Form			
Recent Photos			
Education Documents			
Professional Qualification Documents (if applicable)			
Passport/Visa copy (Right to work)			
*Plagiarism Information Form			
*Induction Form			
*Undertaking			
*Next of Kin Form			
*Use of Photo Authorisation Form			

**at the time of INDUCTION*

Related Policies

- Admissions Complaints Policy and Procedure
- Admissions Appeals Policy and Procedure
- RPL Policy

ADMISSION STAGES

