



STUDENT RECRUITMENT POLICY

Policy Version Number		SCL/SRP/APR2026/02
Member of Staff Responsible for Policy		Jonathan Omani
Record of Revisions to Policy		
Date	Details	Approved by
28 MAY 2018	Published	BoD
10 SEP 2024	Reviewed	BoD
09 Sep 2025	Reviewed	BoD
13 Apr 2026	Reviewed	BoD
Date of Current Policy		13 Apr 2026
Policy Review Date		13 Apr 2027
Review to be approved by		BOD



STUDENT RECRUITMENT POLICY

Recruitment Policy

Introduction

- This Policy and supporting procedures will apply to admissions to all full time programmes of Stratford College London
- Stratford College London will develop and operate admissions procedures which seek to eliminate barriers to access, support inclusion and are underpinned by high quality careers advice and guidance provision.
- Stratford College London offers Higher Education programmes that lead to awards validated by its university partners; specific student admissions criteria and procedures may vary between programmes offered under different validation agreements

Rationale

- This Policy clearly sets out the core principles which apply to students to all full time programmes, to ensure that the process is open, transparent, inclusive and operated consistently.

Core Principles

The College will:

- i. ensure that where a student's preferred programme is not available, or appropriate, or changes to the programme originally offered are required, the student is offered an alternative programme, or is given advice about other institutions which may be able to provide a suitable programme;
- ii. provide clear and effective information about all College programmes to ensure that students make informed and appropriate choices;
- iii. provide students with access to detailed information about learning programmes, including entry criteria, programme content, assessment, specific programme requirements and progression/career opportunities; in a reasonable timeframe
- iv. provide students with information about entitlements;
- v. provide effective careers advice and guidance services to underpin the admissions process and progression.
- vi. agree and publish clear procedures for all aspects of the recruitment process. A summary of the admissions procedure will be made available for all staff and students.

Implementation, Monitoring and Review

- Prospective students to the College will be required to meet the entry and other requirements for the programme, including those directed by examining or validating bodies.
- Students may be required to satisfy admissions staff that they will benefit from enrolment to the programme.
- The College reserves the right to seek further or relevant information about a student. Students will only be admitted if they agree to the College seeking, in certain circumstances, such necessary information. It may be necessary for the College to meet with applicants to discuss the additional information and to agree a specific support plan ahead of their admission to College. The College may in certain situations prohibit admissions from the information gained. Prospective students have the right to appeal this decision in writing to the College.
- The College welcomes and encourages applications from students with learning difficulties and/or disabilities; however, in rare specific circumstances, a learning difficulty or disability may prevent a student from enrolling on a specific programme. In such cases the College will provide advice and guidance in finding an alternative programme of study. The College will seek to make reasonable adjustments to ensure support for any student with learning difficulties and/or disabilities to assist them in the admissions and enrolment process and in the progression and completion of their studies.
- The College will ensure that within available resources, adequate staffing and equipment is available and deployed to provide admissions processes to standards agreed within this standards framework.
- The College will ensure that information about its admissions arrangements is widely available. All information will be reviewed and updated at least annually.
- The College will work with partner institutions to ensure they comply with their requirements for recruitment and admissions

The Admissions Department is responsible for:

- pre-screening all applications against the entry criteria and ensuring that all supporting documentation has been provided before progression and application;
- managing student funding eligibility and assisting with applications for financial support from Student Finance England;
- organising applicant entry interviews with academic/admin staff;
- ensuring that prospective students are kept informed about the progression of their applications and prompting them for any further information they need to submit;
- preparing information about applications for the consideration of the Admissions Team as required;
- conveying the decision of the Admissions Team to prospective students;

- communicating feedback to unsuccessful applicants if requested to do so;
- inviting accepted students who have met the programme entry criteria to enrolment / induction events;
- issuing student ID cards to eligible applicants;
- enrolling students onto programmes and coordinating credit transfers or exemptions;
- registering approved students with the awarding body in accordance with stipulated procedures;
- addressing and resolving complaints about the application process fairly and promptly;
- All applicants are required to complete an electronic application form and provide the following supporting documentation as a minimum:
 - Valid identification & Share Code
 - Proof of address
 - Evidence of previous academic qualifications;
 - A Personal Statement and CV
 - Supporting funding documents
 - A signed copy of the College's terms and conditions, acknowledging that the student has read and understood them
- Additional evidence or documentation may be required in order for the College to reach a decision; where this is the case, the prospective student will receive a clear explanation as to why this information is needed and how it will be used in the admissions process.
- The College may require evidence of personal, professional and educational experience that provides indication of an applicant's ability to meet the demands of the programme.
- The College shall decline to admit an applicant to a programme of study if the application is found to have been based on or to have included false or incomplete information. Any applicant whose application was based upon or included false or incomplete information may be excluded from the College.

Pre-screening (Admissions Team)

- i. All applicants will need to demonstrate they have the required prerequisite knowledge and motivation to study and complete their desired course; an applicant seeking entry to a course must satisfy the College that there is a reasonable expectation they will be able to fulfil the defined objectives and to achieve the standard required for the award.
- ii. The Admissions team will check all applications and supporting documents against the programme's entry criteria and coordinate subsequent academic interviews and candidate entry tests where these are required.
- iii. The College employs a range of assessment techniques to assess the suitability of applicants for their chosen course.

Recognition of Prior Learning (RPL)

Recognition of Prior Learning (RPL), which includes credit transfer that offers applicants, the following opportunities:

1. Utilise the academic credits applicants have already earned.
2. Convert relevant prior knowledge, skills, and experience into credits, which can be applied towards the applicant's qualification.

Applicants admitted by direct entry to year 2 of HND program are regarded as being admitted with advanced standing. The award of credit necessary for that purpose shall be made by the Admissions Team.

Applicants who wish to apply for RPL must submit original transcripts and certificates of prior learning with their application. Applicants, who are eligible for RPL with specific credit, will be informed of this upon consideration by the Admissions Team and with consultation with relevant awarding bodies.

Prospective Student Interviews

- i. Admission Office will consider the suitability of prospective students by holding applicant interviews, which also provide an opportunity for prospective students to learn more about the Programme as well as the College's approach to teaching and learning.
- ii. Where prospective students have recently been in formal education, the interview will explore their previous study experiences and achievements. Where prospective students have not recently been in education the interview will focus on prior professional experience with reference to an applicant's employment history, personal statement, and CV submission.

- iii. Prospective students must attend interviews in order for their application to progress.

Access and Participation

- i. The College's recruitment and admissions strategies are guided by a commitment to upholding equality of opportunity and fostering diversity.
- ii. Stratford College London will ensure that no student is treated less favourably or disadvantaged during the admissions process for reasons of their race, ethnicity, religious belief, gender, sexual orientation, gender identity, gender reassignment, marital or civil partnership status, pregnancy, maternity, age or disability, including mental health.

Disabilities and Special Educational Needs (SEN)

- i. The College welcomes applications from all disabled applicants, those with specific learning difficulties and special needs.
- ii. Applicants with a disability or specific learning difficulty are encouraged to consult with the College at the earliest opportunity to determine appropriate forms of support. This can be done through the College's online application form, during the interview or by speaking to a member of the Admissions team. Early disclosure enables the College to provide students with appropriate information and make reasonable adjustments as early as possible.
- iii. Where a disability or specific learning difficulty is disclosed, applicants will be invited to attend an interview with a member of the Student Support department to discuss the nature of the disability or special need. Applicants must submit suitable supporting evidence from a recognised body, which confirms the nature of the disclosed disability.
- iv. Should the College be unable to accommodate any particular support needs, or can only do so by compromising the learning experience which would disadvantage the applicant, the College will inform the applicant immediately as soon as the situation is apparent.

Feedback, Complaints and Appeals

Appealing a refused application

- i. Applicants who are unsuccessful in their application to study at the College and who wish to appeal the decision may appeal in writing to the Admissions Team.
- ii. Applicants can submit an appeal by completing the Admissions Appeal Form available on the College website.

- iii. The Admissions Panel will consider the appeal if the applicant can show that:
 2. refusal was given as a result of the applicant not being properly assisted throughout the admissions process, or not being given the information they needed,
 3. there was an administrative error in considering the application to study which led to the refusal, for example:
 - a. the application was considered against the wrong entry requirements for that programme, or
 - b. supporting evidence provided by the applicant has not been considered, or
 4. the College has not followed its normal procedures (as outlined in this guide), or applied them fairly, and this has had a material impact on the decision of refusal.
 - i. The Admissions Team will normally reply in writing to student appeals within 10 working days. If there is a delay in replying, the applicant will be notified of the reason for the delay.
 - ii. Where the appeal is upheld, the response will indicate the outcome of the College's reconsideration of the application.
 - iii. The Admissions Panel's decision will be considered final.