



**Non-Prescribed Higher Education Admissions
Policy and Procedures
2020-21**

Content	Page
Introduction	3
Applications	3
Application Process – New Learners	4
Application Process – New Learners for Counselling	4
Application Process – Progressing Learners	5
Application Process – Progression Counselling Learners	6

Appendices

1. Entry requirements not met Email	8
2. Conditional Offer Email	9
3. Rejection Email	10
4. Appeals Form	11
5. Counselling Interview Invite Email	13
6. Counselling Assessment Failed Email	14
7. Staff Procedures for Appeals	15

Note: the Counselling Assessment Task Email is not included as an Appendix as it contains information which must remain confidential until the appropriate stage of the admissions process.

1. Introduction

- a. Bolton College recognises that applying for a Non-Prescribed Higher Education (HE) course can be daunting and therefore, this policy has been developed to provide clear guidance on the College's Non-Prescribed HE admission process for applicants and staff.
- b. This Policy relates to all Non-Prescribed HE Courses delivered by the College.
- c. Bolton College is committed to providing a high quality service to all our applicants that is welcoming, efficient and fair.
- d. Applicants are considered on their individual merits including their qualifications, advanced prior learning, references and experiences. Our Programme Areas will also use an interview and/or assessment as part of the decision making process.
- e. Bolton College is committed to providing equality, diversity and inclusion and we will not treat applicants unfairly in relation to any protected characteristics as outlined in the College's Equality and Diversity Statement.
- f. Bolton College recognises and values the cultural, social and ethnic diversity reflected in our students and staff. As a result, we treat all with respect and dignity, and seek to create a positive learning and working environment.
- g. Bolton College welcomes applications from motivated people who can demonstrate a passion and commitment to their chosen course of study, as well as potential to achieve academically.
- h. We offer high quality information, advice and guidance to all applicants and we will work with individuals to provide appropriate support and ensure our courses are accessible.
- i. Course information can be accessed via: College web; Student Services; Course Leaders.

2. Applications

- a. In line with Bolton College ethos:
 - We will consider all applicants received at least 5 working days before the course starts
 - We also adhere to the QAA Quality Code and the Office of Independent Adjudicators (OIA) guidance for appeals against rejection of application.
- b. In exceptional circumstances applications may be considered once the course has started.
- c. Bolton College is currently unable to accept applications from non-EU (overseas) residents.

- d. Examples of our most current College Regulations, Enrolment Form, Learner Agreement and Information Sheets on 'Covering the Cost of Your Course', 'Advanced Learning Loan' and 'Financial Support for Learners 19+' can be viewed by request to our Helpline via info@boltoncc.ac.uk

3. Application Process – New Learners (except Counselling courses – see section 4)

- a) All applications received are recorded within EBS by the Admissions Team.
- b) Where an applicant has indicated additional needs, a copy of the application form is sent to Learner Support by the Admission Team.
- c) The Learner Support Team will liaise with the Course Leader regarding a presence at an interview. Where necessary, a member of the Learner Support Team may contact the applicant directly to discuss their specific needs prior to or after interview.
- d) The applicant will receive an acknowledgement of their application via text from the Admission Team, within 2 working days of it being received by the College.
- e) If the applicant meets the course entry requirements with regard existing qualifications, the response will include a link to enable the applicant to book an interview or recruitment event.
- f) If the applicant does not meet the course entry requirements with regard existing, or pending, qualifications, the response will include details of where to obtain further information, advice and guidance (see Appendix 1)
- g) The applicant will receive immediate feedback at the end of the interview (unless references or further information is required before a final decision can be made) along with a 'Details of Course Offer' form.
- h) Written confirmation of the interview outcome will be sent by the Admissions Team (where an offer has been made instructions on how to complete enrolment will be included) within 5 working days of the decision being made (see Appendix 2).
- i) Where an offer is not made, the applicant will receive written information on where to obtain further information, advice and guidance (see Appendix 3).
- e. Bolton College has an Appeals Process for unsuccessful applicants and an appeal form will be included in the email sent to unsuccessful candidates by the Admissions Team (see Appendix 4).

4. Application Process – New Learners for Counselling

- a) All applications received are recorded within EBS by the Admissions Team.
- b) Where an applicant has indicated additional needs, a copy of the application form is sent to Learner Support by the Admission Team.

- c) The Learner Support Team will liaise with the Course Leader regarding a presence at an interview. Where necessary, a member of the Learner Support Team may contact the applicant directly to discuss their specific needs prior to or after interview.
- d) The applicant will receive an acknowledgement of their application via text from the Admission Team, within 2 working days of it being received by the College.
- e) If the applicant meets the course entry requirements with regard existing, or pending, qualifications, the response will include details regarding an assessed written task which forms part of the admission process.
- f) If the applicant does not meet the course entry requirements with regard existing, or pending, qualifications, the response will include details of where to obtain further information, advice and guidance (see Appendix 1)
- g) If the applicant submits their completed written task by the closing date provided the task will be assessed and the applicant informed of the result
- h) If the applicant achieves the required written assessment pass mark, they will be invited to book an interview (see Appendix 5)
- i) If the applicant does not meet the required written assessment pass mark, they will be informed that their application cannot be progressed and where to obtain further information, advice and guidance (see Appendix 6)
- j) The applicant will receive immediate feedback at the end of the interview (unless references or further information is required before a final decision can be made) along with a 'Details of Course Offer' form.
- k) Written confirmation of the interview outcome will be sent by the Admissions Team (where an offer has been made instructions on how to complete enrolment will be included) within 5 working days of the decision being made (see Appendix 2).
- l) Where an offer is not made, the applicant will receive written information on where to obtain further information, advice and guidance (see Appendix 3).
- f. Bolton College has an Appeals Process for unsuccessful applicants and an appeal form will be included in the email sent to unsuccessful candidates by the Admissions Team (see Appendix 4).

5. Application Process – Internal Progression

5.1 Learners wishing to progress within the same curriculum area (except for Counselling courses – see section 5.3)

- a. Bolton College learners wishing to progress to a Non-Prescribed HE course within their current curriculum area will be interviewed by a Tutor as part of their existing course.

- b. The learner will receive written confirmation from the Admissions Team of the interview outcome and, either details of how to complete enrolment or how to access information, advice and guidance on alternative courses (see Appendix 2 and Appendix 3).
- c. Bolton College has an Appeals Process for unsuccessful applicants and an appeal form will be included in the email sent to unsuccessful candidates by the Admissions Team (see Appendix 4).

5.2 Learners wishing to progress to a new curriculum area

- a. Bolton College learners wishing to progress to a Non-Prescribed HE course in an area other than the one they are currently studying in, will need to complete an application form for their chosen course.
- b. All applications received are recorded within EBS by the Admissions Team.
- c. Where an applicant has indicated additional needs, a copy of the application form is sent to Learner Support by the Admission Team.
- d. The Learner Support Team will liaise with the Course Leader regarding a presence at an interview. Where necessary, a member of the Learner Support Team may contact the applicant directly to discuss their specific needs prior to or after interview.
- e. The applicant will receive an acknowledgement of their application via text from the Admission Team, within 2 working days of it being received by the College.
- f. If the applicant meets the course entry requirements with regard existing, or pending, qualifications, the response will include a link to enable the applicant to book an interview or recruitment event.
- g. If the applicant does not meet the course entry requirements with regard existing, or pending, qualifications, the response will include details of where to obtain further information, advice and guidance (see Appendix 1)
- h. The applicant will receive immediate feedback at the end of the interview (unless references or further information is required before a final decision can be made) along with a 'Details of Course Offer' form.
- i. Written confirmation of the interview outcome will be sent by the Admissions Team (where an offer has been made instructions on how to complete enrolment will be included) within 5 working days of the decision being made (see Appendix 2).
- j. Where an offer is not made, the applicant will receive written information on where to obtain further information, advice and guidance (see Appendix 3).
- k. Bolton College has an Appeals Process for unsuccessful applicants and an appeal form will be included in the email sent to unsuccessful candidates by the Admissions Team (see Appendix 4).

5.3 Progressing Counselling Learners

- a) Existing Level 3 learners do not need to complete an application form and will automatically be sent an email with details of how to undertake an assessed written task.

- b) On receipt of the assessed written task, Admissions will add an application on to the learners existing record.
- c) If the learner submits their completed written task by the closing date provided the task will be assessed and the learner informed of the result
- d) If the applicant achieves the required written assessment pass mark, they will be invited to book an interview (see Appendix 5)
- e) If the applicant does not meet the required written assessment pass mark, they will be informed that their application cannot be progressed and where to obtain further information, advice and guidance (see Appendix 6)
- f) The applicant will receive immediate feedback at the end of the interview (unless references or further information is required before a final decision can be made) along with a 'Details of Course Offer' form.
- g) Written confirmation of the interview outcome will be sent by the Admissions Team (where an offer has been made instructions on how to complete enrolment will be included) within 5 working days of the decision being made (see Appendix 2).
- h) Where an offer is not made, the applicant will receive written information on where to obtain further information, advice and guidance (see Appendix 3).
- g. Bolton College has an Appeals Process for unsuccessful applicants and an appeal form will be included in the email sent to unsuccessful candidates by the Admissions Team (see Appendix 4).

Appendix 1: Entry requirements not met Email

Dear [Insert first name]

Thank you for your application for a place on our [Insert full title of course] at Bolton College.

Unfortunately, as your application form indicates that you do not meet the course entry requirements in relation to existing, or pending, qualifications we are unable to progress your application any further. Should you wish to update your application with missing existing, or pending, qualifications please contact our Admissions Team via admissions@boltoncc.ac.uk

At Bolton College we offer a wide range of courses that we feel may be more suited to your qualifications. If you would like to speak with one of our careers advisors regarding further advice then please call on 01204 482182 to make an appointment. Alternatively, you may also benefit from contacting the National Careers Service at <https://nationalcareersservice.direct.gov.uk/> .

If you wish to appeal against the decision then please complete the attached form and return it to our HE Academic Quality Leader within 10 working days. We will review your appeal and reply to you within 10 working days of receiving it.

We wish you every success in your future education and career.

Yours sincerely

Admissions Officer

Appendix 2: Offer Email

Dear [Insert first name]

Thank you for your application for a place on our [Insert full title of course] at Bolton College.

I am pleased to confirm that that you have been offered a place on the course starting [insert start date]

To complete your enrolment, and confirm your place, please visit our Deane Road Campus to collect an enrolment form from our main Reception. You will need to bring your method of payment with you. Our enrolment times can be found on our website – boltoncollege.ac.uk

If you need to ask any questions about your course please do not hesitate to contact the course leader at [Insert email address of course leader].

You are entitled to a 14 day “cooling off” period from the start date of this course. If you wish to withdraw from the course you are eligible to a full refund of fees paid, provided the course has not finished within the 14 days. Our full refund policy can be found on our website – <http://bit.ly/plkmi>

Yours sincerely

Admissions Officer

Please note: the Counselling Level 4 Course is not eligible for an Advanced Learning Loan when studied at Bolton College. It may be possible to pay for this with a Loan at other institutions.

Appendix Note: enrolment information will change depending on the time of year as enrolments for the new academic year start in July.

Appendix 3: Rejection Email

Dear [Insert first name]

Thank you for your application for a place on our [Insert full title of course] at Bolton College.

Unfortunately, as discussed at your interview, we are unable to offer you a place due to [insert clear and transparent reasons].

If you wish to appeal against the decision then please complete the attached form and return it to our HE Academic Quality Leader within 10 working days. We will review your appeal and reply to you within 10 working days of receiving it.

At Bolton College we offer a wide range of courses that we feel may be more suited to your qualifications. If you would like to speak with one of our careers advisors regarding further advice then please call on 01204 482182 to make an appointment. Alternatively, you may also benefit from contacting the National Careers Service at <https://nationalcareersservice.direct.gov.uk/> .

We wish you every success in your future education and career.

Yours sincerely

Admissions Officer

Attached: Appeals application

Appendix 4: Appeal Form



Appealing against a rejection decision for a Non-Prescribed Higher Education course

If you are not satisfied with the reasons given for rejection of a place on your chosen course, then please **complete the form and return within 10 working days of receiving the rejection email.** Please complete all sections of the appeals form and return to it to the HE Academic Quality Leader via lesley.groom@boltoncc.ac.uk

Print Name:	
Print Address:	
Print Full title of course name applied for:	
Please state what reasons were given for rejection in the letter of rejection:	

Reasons for appeal. Please give reasons as to why you should not have been rejected from admittance to the course.

Please use more paper if you need to.

Please include any more information in support of your appeal. (For example, a letter from someone who is supporting you in your appeal).

Please use more paper if you need to.

Please PRINT and sign form:

Please state date:

Appendix 5: Invite to book a Counselling Course interview email

Dear [insert firstname]

Thank you for returning your completed written task as part of your application to join our Counselling Level 4 course.

I am delighted to tell you that you have achieved the required pass mark and are therefore invited to book an interview. Please **click here** to see our available interview dates and times.

The interview is our opportunity to ask you more about your Counselling experience, your existing or pending qualifications, how you approached the written task and your career aspirations as well as any additional questions we feel are necessary to make an informed decision on your application.

The interview is also your opportunity to ask our Course Leader any questions you have about the course and studying at Bolton College. If you haven't already done so, please use the interview to declare any learning difficulties or disabilities you have so that we can discuss your potential support needs.

Please book your interview date and time at least 3 days before your chosen date. Our booking service will contain information on the format of your interview.

If you experience any problems using our online booking site please contact us via admissions@boltoncc.ac.uk

Yours sincerely

Admissions Team

Please note: the Counselling Level 4 Course is not eligible for an Advanced Learning Loan when studied at Bolton College. It may be possible to pay for this with a Loan at other institutions.

Appendix 6: Failed Counselling Assessment Email

Dear [insert firstname]

Thank you for returning your completed written task as part of your application to join our Counselling Level 4 course.

Unfortunately you did not achieve the required pass mark and therefore, we are unable to progress your application further.

At Bolton College we offer a wide range of courses that we feel may be more suited to your current skill level. If you would like to speak with one of our careers advisors regarding further advice then please call them on 01204 482182 to make an appointment, you may also benefit from contacting the National Careers Service at <https://nationalcareersservice.direct.gov.uk/> .

If you wish to appeal against the decision then please complete the attached form and return it to our HE Academic Quality Leader within 10 working days. We will review your appeal and reply to you within 10 working days of receiving it.

We wish you every success in your future education and career.

Admissions Team

Attached: Appeals application

Appendix 7: Staff Procedures for Appeals



Staff Procedures for Appeals against rejection decision for Non-Prescribed HE courses

1. Tutor informs and sends reasons of rejection to Admissions Team
2. Admissions Team sends letter of rejection to applicant and includes information on how the applicant can appeal and the timescale for appealing. Timescale must be within 10 working days of receiving letter
3. Applicant completes appeal against decision form and sends to HE Quality Leader.
4. HE Academic Quality Leader or Director of Adult and HE investigate the appeal. The outcome and letter to applicant must be sent within 10 working days of receipt.
5. Letter of outcome of appeal is sent to applicant who has appealed. If appeal is unsuccessful the letter will include information on why the appeal has been unsuccessful.
6. If appeal is successful then the applicant will be invited to enrol on the course.
7. The Course Leader and tutors will give as much academic support to the student in order that they are not disadvantaged with their studies.