



Policy Area 1: Admissions

Admissions and Enrolment policy

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1. Admissions and Enrolment Policy

What is the Purpose and Aim of the Policy?

This Admissions and Enrolment Policy sets out the means by which we encourage and welcome suitable individuals from all backgrounds to submit an application and, once an offer has been accepted, the means by which we ensure the enrolment is completed.

Grafton College is committed to ensuring that no student who meets our entry requirements is discouraged from applying. All applications are processed on the basis of individual potential. We strive to achieve the following three objectives.

- Qualifications should be available to everyone who is capable of reaching the required standard.
- Qualifications should be free from any barriers that restrict access and progression.
- There must be equal opportunities for everyone wishing to access the qualification.

What is the basis for effective recruitment, selection and admission?

Grafton College operates a clearly defined admissions and enrolment procedure which outlines each stage of the admission process from application to registration and induction. It includes the various sources of applications (direct applicants and web applicants). It also details the procedure when an application is considered as unsuccessful. The Admissions and Enrolment Procedure can be viewed on the College website under About Us – College Policies.

Admissions criteria and selection

What are the Entry Requirements?

The specific entry requirements for each course are set out on the College website in the Courses Section (<http://www.graftoncollege.com/course/?l=1>) and in each Programme Specification.

We welcome applications from students who hold relevant qualifications.

The College also welcomes applications to Level 4 from mature students who have a combination of basic study alongside at least three years' relevant work experience. Such applicants will normally be at least 21 years old.

All applicants will be assessed as individuals in terms of their ability to achieve the programme of study. The course is full-time, so must be given priority over other work commitments.

English Language Ability

If a student's first language is not English or the student is not a national of a majority English-speaking country, we require applicants to be competent in the English language to a pre-defined standard. In such cases, students are expected to provide verifiable and recognised evidence to support their application and to demonstrate their suitability to undertake the course. This will be the Common European Framework of Reference (CEFR) for Languages at Level B2 or equivalent.

Students with Additional Considerations

A prospective learner with any condition requiring additional considerations are encouraged to declare the nature and scope of their condition on the application form. They may then be invited by the Admissions Team (admissions@graftoncollege.com) to undergo testing to determine the level of support required to undergo study.

Students with additional considerations and needs (e.g. dyslexia) are then provided with guidance; and arrangements are made for reasonably adjusted assessment procedures. Students with specific needs are provided with appropriate support and advice in the required area after receiving an assessment report. This may involve extra study skills support or one to one academic support sessions and updating the existing IT software.

The College ensures that a process of reasonable adjustment is available to such students, as requested in the UK Quality Code Chapter B6 Assessment.

Application Requirements

Applications can be made by post, online through the College website, by fax or in person. All applicants are required to complete an application form (available from the download section on the College website or from the College reception) and must submit it together with the relevant supporting documents:

- by post to Grafton College, Ilford House, 133-135 Oxford Street, London W1D 2HY
- by email to: admissions@graftoncollege.com
- by fax to: +44 (0)208 749 8369

Application forms must be accompanied by the following documents:

- Evidence of English Language Proficiency (if applicable);
- A passport sized Photograph;
- A Copy of the Details Page of the Passport;
- A Copy of Residence Permit (if applicable);
- 2 Reference Letters from a previous employer and/or school/college (if relevant);
- Evidence of Work Experience (if relevant);
- Full certified translations of any documents not in English (including confirmation from the translator that it is an accurate translation of the original documents, the date of the translation, the translator's full name and signature, and the translator's contact details).

Applicants may be asked to submit additional documentation after their initial documentation has been reviewed.

Assessment of Students' Suitability prior to Enrolment

Following receipt of the application form, the student will be contacted within five (5) working days and invited for an interview by an Admissions Officer. The interview, in addition to an evaluation of the above documents, will determine the student's suitability for a course. They will be informed, by letter or email, of the outcome of the interview, within five (5) working days.

An Academic Manager/Programme Leader will conduct the interview when particular curricular or special needs are identified. Enrolment interviews will be conducted through the use of electronic media such as Skype or face-to-face depending on the location of the student.

Confirmation of Admission

Information on a candidate's application is provided in writing after careful consideration by the Admissions Officer. Successful students are given, within 10 working days of an offer being made, an enrolment letter and an ID card to confirm their admission to Grafton College.

UK/EU Students enrolled for Level 4 & level 5 designated courses are also signposted to apply for Student Finance at the this link: <https://www.gov.uk/student-finance-register-login>

Unsuccessful applicants can appeal against the outcome of a selection decision if they wish to do so, in accordance with the Admissions Complaints and Appeals Procedure, which can be easily accessed via the College website.

Stages of the recruitment, selection and admission process

Grafton College operates a clearly defined admissions and enrolment procedure which outlines each stage of the admission process from application to registration and induction. It also details the procedure when an application is considered as unsuccessful.

Prospective students should note that all applications, including certificates, are examined and verified to prevent fraudulent applications. Any application considered to be fraudulent will be investigated further and not accepted if confirmed as fraudulent. Applicants can appeal against this decision using the Admissions Complaints and Appeals Procedure, which can be easily accessed via the College website.

The flowchart on page 8 indicates the different stages of the application process.

Intakes and Deadlines

Grafton College operates a standard entry pattern to its BA (Hons) in Business and Management course. It admits students at a single entry point in September each year. Applicants should consult the College website to see the deadline by which applications must be received. Applications received after is deadline will not be considered.

Grafton College offers designated courses at undergraduate level to students who seek tuition fee loan and student support from Student Finance England, on a termly basis.

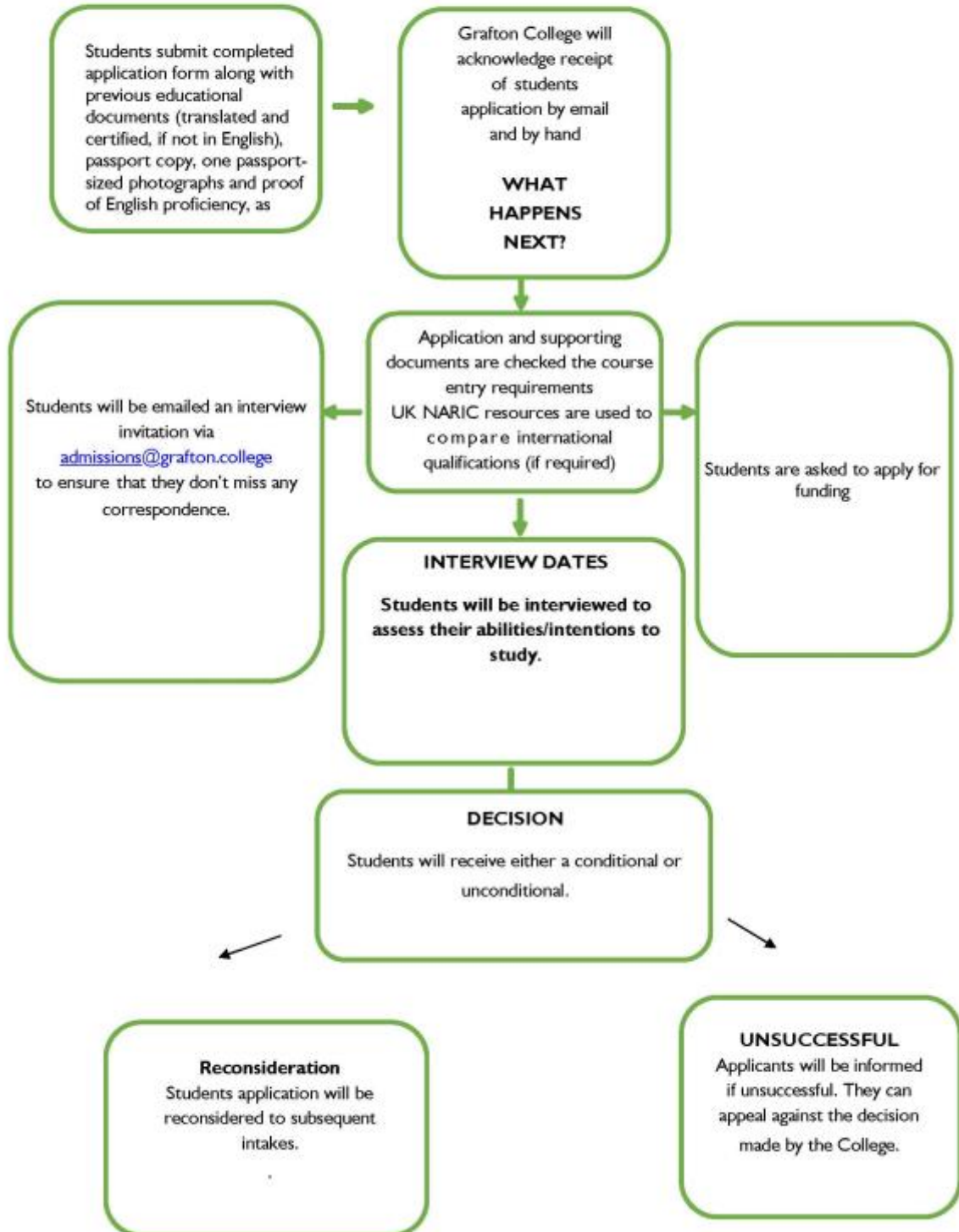
For HND Courses, the College admits students three times a year in January, May and September.

Enrolment and Induction

Enrolment is mandatory for all students before they can begin their Course and access the services and facilities of the College. Once a student has been accepted on a Course, the student is required, within ten (10) working days, to complete the enrolment process which consists of the following:

- Students are required to provide the College with the originals of the documents used to obtain the offer for verification purposes (including certificates and transcripts).
- Students are required to provide the College with the original ID card and/or passport and visa document (if applicable) for verification purposes.
- The student will be seen by an admissions officer to clarify any support needs or questions the student may have.
- Once a student has provided the above listed documents and was seen by an Admissions Officer, the student will be issued with an enrolment letter. The student can now also request other verification letters from the College for the purpose of registering with a doctor (GP) or to open a bank account for example.

Each student will also receive a formal Induction to the Course and the College. The day and time will be included in your enrolment information. It is also readily available on the College website. The Induction usually takes place in the week before the start of teaching. This Induction is compulsory. You must attend.



The induction covers three main areas:

Administrative Matters: Enrolment, obtaining a student ID card, key contacts, attendance issues, regulations for visa nationals, computer rooms and internet use, procedures and policies such as complaints, disciplinary issues, appeals, equality policies, etc.

Course related Matters: Course structure, timetable, registration with awarding organisations, examinations and assignments, library services, obtaining certificates/transcripts, etc.

Student Welfare Matters: Opening a bank account, health and safety, including fire emergency, procedures, first aid, local facilities and services, social, cultural and sporting events, doctor and dentist registration, insurance, working, TV License, local places of worship, personal problems, etc.

The Induction also comprises of a tour of the premises where the students have the opportunity to familiarise themselves with key contact points and the College's facilities. Students also receive an induction to MOODLE, the College's 24/7 online learning resource, if relevant to their course.

What happens if I fail to secure a place?

Grafton College adopts a holistic approach in its admissions procedures and is committed to provide fair and open services to all applicants. There may be occasions where applicants raise their concerns or dissatisfaction with the outcome of application. Grafton College will treat any appeal against the admissions decision with all seriousness and will deal with it efficiently and effectively.

An applicant may wish to appeal against the outcome of their application. They may also wish to complain about a flaw in the application process.

A complaint may concern the way an application to study was handled at Grafton College

An appeal will be related to not being offered a place to study at Grafton College

If an applicant has a concern about the application process they can raise this with the Admissions Officer in the first instance by XXXXXXXXXXXXXXXX

You will be provided with clear feedback on your application. If you are unsuccessful in your application and wish to either Appeal you should consult the Policy explaining exactly what action you need to take. This Policy can be accessed using the following link:

Grafton College is allocated a certain number of funded places by the government. It can only recruit this fixed number even if applicants are well qualified and suitable for the programme, which might mean you can only be offered a place on the following intake. This may result in the application deadline being changed as the courses fill up. Details will be published on the College website. The best advice you can have is to apply early and keep in touch with the College.

Applicants cannot lodge an appeal if they do not fulfil the relevant academic and non-academic requirements. In all other cases an applicant can lodge an appeal with the College Registrar in accordance with the Admissions Complaints and Appeals Procedure, which can be easily accessed via the College website.

Action, monitoring and enhancement

Admissions procedures will be updated following any change in Admissions advice and or regulatory changes notified by the awarding organisations. The Policy and associated procedures are also subject to annual review as part of the course evaluation and review cycle.

This Policy area reflects and embodies:

UK Quality Code Chapter B2: Recruitment, Selection and Admission to Higher Education

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This is a little bit too informative. It needs to be straight forward otherwise a student can get confused. Please simplify this and just show the process with the time scale.