



## HIGHER EDUCATION ADMISSION POLICY OF THE UNIVERSITY OF DO

### Beginning

The guiding principles of DO UNIVERSITY are:

- Provide accurate and timely information, advice, and guidance to new applicants so they can make the right decisions for their future.
- Build a university community that celebrates inclusion, diversity, and the contributions of a broad range of students and learners.
- Operate open, transparent and consistent admission procedures
- The operation of procedures guided by a sense of "fairness" and the aspiration that applicants be included in a program that meets their long-term career goals and interests.

### 1. Goals

- 1.1 This policy applies to all higher education applicants, including full-time, part-time, and apprenticeship programs of all ages, seeking admission to a university program, including those already in college and wishing to progress from one program to another.
- 1.2 The College will ensure that applicants receive information and advice from the Admissions and Curriculum Teams to help them decide on the course of study that best suits their needs.
- 1.3 The College will work with other agencies, such as schools, colleges, employers, and specialist support services, to develop appropriate information-sharing and referral processes and ensure that the information and advice provided to prospective students and apprentices is accurate.
- 1.4 The College will offer applicants the opportunity to view the College and its facilities before the start of a course by organizing open days, taster events, or organized tours.
- 1.5 Applicants with additional support needs can access appropriate support from the College's Further Learning Support team and will be given the opportunity to disclose their support needs in the application, applicant interview, and registration process so that their needs can be met from the earliest stages of their student journey.



## **2. Scope**

This policy describes the higher education admissions procedures applicable to all applicants. As a result of the UK's withdrawal from the EU, EU (or EEA) nationals will be required to provide evidence of their status in the UK.

## **3. Equality, Diversity and Inclusion**

The College's Equality, Diversity, and Inclusion policy demonstrates its commitment to ensuring that equality, diversity, and inclusion are embedded in all aspects of our organization and to promoting a culture of mutual respect and understanding. The College is committed to eliminating discrimination, victimization, harassment, and bullying, promoting equal opportunities, and fostering good relationships between different groups of people.

## **4. Higher education admissions**

The admissions process for FE students is overseen by Admissions Teams, who work closely with Curriculum Teams to ensure each applicant receives timely support to meet their individual requirements and provide them with an experience that supports their admission to the University.

## **5. Learning Admissions**

All apprenticeship applications are facilitated through the Apprenticeship Recruitment Team, which will conduct initial screening interviews and help secure suitable employment opportunities.

## **6. Recruitment, promotion, and marketing materials**

- 6.1 The College is committed to ensuring that applicants and potential applicants have access to high-quality information, viewing facilities, and the opportunity to speak directly with curriculum teams.
- 6.2 The school has School Liaison Officers who work in partnership with local schools to ensure young people understand the wide range of options available at Key Stage 5 and beyond. Supporting school staff responsible for career transition and guidance is also key in this area of work.
- 6.3 The College works with a variety of stakeholders, such as local authorities and the Department for Work and Pensions, to provide pathways to courses for adults and applicants not currently in education or training.



- 6.4 The College works to ensure it meets the requirements of the Matrix framework and is committed to providing impartial information, advice, and guidance.
- 6.5 The College is committed to ensuring that the College's prospectuses, the College's website, and other publicity materials contain accurate, reliable, current, and complete information and are designed in a manner appropriate and accessible to the market.

## **7. Entry criteria**

- 7.1 The College publishes academic admission criteria for all courses on its website and in our full-time prospectus. These criteria are based on a commitment to ensuring progression through the various levels of learning and ensuring that applicants have the academic ability necessary to succeed in their chosen course.
- 7.2 Exceptions to the established criteria may be made for applicants who identify as homeschooled students, students not in employment, education, or training (NEET), New Start students, or Foundation students. In these cases, the assessment of core competencies is conducted through an interview or transition tasks.
- 7.3 Adjustments may be made to the established criteria for applicants who are assessed as having a disability or learning difficulty.
- 7.4 University students applying to pursue further study or progress to an apprenticeship program must meet the relevant admission criteria and follow the admissions procedure for internal applicants. Students who do not meet the progression criteria for their chosen program will receive information, advice, and guidance to help them find a suitable alternative.
- 7.5 Applicants for whom English is a second language may be required to complete a reading, writing, and comprehension assessment as a condition of entry to non-ESOL courses.

## **8. Interviews with applicants**

- 8.1 Applicant interviews are a two-way process to ensure applicants can learn more about the specifics of their chosen course.
- 8.2 All full-time applicants (and some part-time applicants) will be invited to an interview to discuss their application and ensure that course content, assessment, and attendance requirements meet the applicant's expectations.



- 8.3 Applicants will have the opportunity to comment on their experiences after the interview and request further information if necessary.
- 8.4 Applicants who do not attend their interview or contact the College will be given another opportunity. If they do not attend the second appointment or contact the College, their application will be withdrawn. They will be notified by email. The College will make every effort to contact them, either directly or through their center, to determine the reasons for withdrawing their application.

## **9. Internal progression applications**

Priority will be given to applicants who are progressing internally, provided their application is processed before the end of June and after successful completion of their current course. The College will endeavor to offer them places (subject to meeting the relevant conditions) before filling the places with new applicants who are not progressing within the College.

## **10. Initial evaluation**

Applicants may be asked to complete an initial assessment of their literacy and numeracy skills before the start of the course. The information from this assessment will be used to identify potential student support needs.

## **11. Support for applicants with additional support needs**

11.1 The school welcomes applications from individuals with Special Educational Needs and Disabilities, including Specific Learning Difficulties such as dyslexia and dyspraxia. The Additional Support team will review applications from applicants with disabilities or who require educational support to ensure that reasonable adjustments can be made to the school's services to meet the student's needs.

11.2 If an applicant is identified as having a disability or difficulty that may affect their learning, they will be asked for further details about any support or reasonable adjustments that may be needed. The College's Further Learning Support team will follow up on this information.

11.3 The additional learning support team will provide:

- Guidance and training for teachers and assessors on disclosing disabilities or learning difficulties during an applicant's interview.
- Support for applicants in the interview as requested by the applicant
- University professors with information on the differentiation required for learning.



- Support to ensure applicants can access the College's support services.
- Due consideration will be given to the 2014 SEND Code of Conduct to ensure that every effort has been made to accommodate applicants with SEND.

## **12. Risk assessment and safeguard obligation**

12.1 The College has a duty to ensure that all students, trainees, and staff feel safe and secure while at the College and will work with statutory and other local agencies to ensure the safety of its students, trainees, and staff.

12.2 The College will conduct risk assessments of applicants that reveal potential risks.

12.3 Where an identified risk exists, the College reserves the right to share risk information with legal and other agencies to ensure the safety of its students and staff.

12.4 The College reserves the right to refuse entry to the College if, following a risk assessment process conducted by the Group Director of Safeguarding and Wellbeing, the College deems the risks associated with an applicant to be too high.

12.5 Students and apprentices have the right to appeal a decision.

## **13. Rate evaluation**

If an applicant declares that they are not a UK citizen or have not lived in the UK for the past three years, they will be contacted for a costs assessment. This assessment will determine the applicant's eligibility for funding and the fees the student will be required to pay.

## **14. Criminal convictions**

14.1 The College recognizes the contributions of individuals with criminal records and welcomes their applications. A criminal record does not, in itself, preclude you from being offered a place on your chosen course. All information provided will be treated with the strictest confidentiality. Suitable applicants will not be refused a place for offenses that are not relevant to the course they are applying for and do not put them at risk.

### Application for courses covered by the Rehabilitation of Offenders Act of 1974

14.2 For applications to courses covered by the Rehabilitation of Offenders Act 1974, the College requires applicants to declare any unspent convictions or injunctions. The College must also be aware of any applicants who are under criminal investigation, facing prosecution, or are facing a criminal case.

pending conviction and whether they are under the supervision of the Youth Offending Team or on probation. This information is initially provided by applicants when completing the DO University application form. Further information will be requested from applicants who declare the conviction, and risk assessments will be conducted.

14.3 If applicants are unsure how to provide the requested information, help can be obtained by contacting the NACRO Criminal Records Advice Line or Helpline. [admin@vae-universityuk.uk](mailto:admin@vae-universityuk.uk) All inquiries to this service are confidential, and applicants will not be asked for any personal information (unless information or advice is requested).

14.4 For further information on how long it takes for conditional sentences and cautions to expire, please refer to NACRO's guidance on the Rehabilitation of Offenders Act by visiting <https://www.nacro.org.uk/criminal-record-support-service/support-for-individuals/criminal-record-disclosure/rehabilitation-for-offenders-act/>

Application for courses that are "exempt" from the Rehabilitation of Offenders Act of 1974.

14.5 Courses exempt from the Rehabilitation of Offenders Act 1974 generally require completion of an internship to qualify. Internships in childcare, vulnerable adult care, healthcare, teaching, accountancy, and the legal system require a criminal record check appropriate to the position or course applied for. Criminal record checks are conducted through the Disclosure and Barring Service (formerly the Criminal Records Bureau). Some internships may require an enhanced DBS check. This will be discussed as part of the applicant interview. Students will be asked to complete the DBS process before any job placement takes place, usually at the beginning of the academic year. All course offers requiring a DBS check will be conditional on obtaining a DBS clearance.

14.6 DO University reserves the right to withdraw an offer of a place in circumstances where students receive an offer before the process of reviewing disclosures of criminal convictions/cautions/investigations/prosecutions has been completed.

## **15. Course Offers**

15.1 Course offerings may have additional conditions beyond the standard academic entry criteria.

15.2 Course offers will be made in writing through the Admissions Team, normally within 10 working days of the applicant's interview, subject to receipt of relevant supporting information.

15.3 If a course is deemed unsuitable, or the applicant does not meet the entry criteria for the required course, the admissions department will offer further advice. The team will support you in finding alternative courses.

15.4 Reasons for not offering an applicant a place on a course would normally include:

- Applicant who does not have the academic requirements (expected) to meet the published admission criteria.
- The applicant is provided with a bad reference from his or her previous school or university.
- Applicants who do not demonstrate the core competencies expected for an apprenticeship program at the College during the applicant interview.
- Concern that the applicant would not be able to meet the specific job placement requirements of the course.

## **16. Course closure and change of location**

16.1 If a course does not have sufficient places or there is a significant change in funding, the College reserves the right to cancel it at any time. In such cases, applicants will be fully refunded all fees paid. Applicants will also be advised of the availability of alternative courses, both at the College and at other local educational establishments. However, places on alternative courses cannot be guaranteed.

16.2 The College reserves the right to change the location of courses, but will only do so in exceptional circumstances.

## **17. Course acceptance**

17.1 Applicants must accept or decline their place at the College by emailing or calling the Admissions Team within the deadline stated in the offer email; otherwise, their place may be at risk.

17.2 The College reserves the right to:

- Request references and/or school reports from applicants.
- Require a DBS check before entering courses leading to professional careers where it is required or where work experience providers require it. Certain convictions may result in the rejection of a course offer.
- Refuse admission to an applicant who has been previously excluded from this or any other educational institution. Previous exclusions do not automatically imply rejection of the application. If there are concerns about a previous exclusion, the applicant may be invited to a meeting.

Review with a member of the College Leadership Team. This meeting will be used to assess the candidate's suitability for the course and in a college environment. A decision will be made in consultation with the applicant and their parent/guardian (if they are under 18). The well-being of the applicant and other students, apprentices, and staff will be fully considered.

- Conduct risk assessments, review, and reject applicants when there is evidence that they could pose a threat or danger to themselves or others. This relates to the institution's duty of care to students, trainees, and staff.
- Review and reject the admission of an applicant/student with outstanding debts to the University. Further information can be found in the University's fee policy.
- Require students and apprentices to be funded by a government agency, themselves or another body, so that the University receives payment for the cost of their studies.

## **18. Join the College**

Every effort will be made to ensure that joining the university is a positive experience for applicants. All applicants starting a course in September will receive information during July/August on how to join the university, as well as information on financial support, services available to students, and any other relevant information about life at the university. Apprentices will receive this information upon appointment. Registration is normally carried out through a combination of online and face-to-face activities, beginning online in June. The university is committed to making this experience as smooth and easy as possible.

## **19. Appeals and complaints**

19.1 If an applicant wishes to appeal a decision made by the University regarding their application for admission, they should contact the Admissions Coordinator, who will then contact the Head of Learning (HOL) responsible for that particular course. The HOL will investigate each appeal and issue a written response, including their decision. The Admissions Team will support the applicant throughout the process and provide ongoing guidance in finding the most suitable course.

19.2 Any dissatisfaction with any administrative or service delivery aspect of the admissions process may be addressed through the University's published Comments and Complaints Procedure.

19.3 Link to university policies

- Equality, Diversity and Inclusion Policy
- Policy for the Protection of Students and Adults at Risk
- Declaration of Accessibility and Participation



- Care, support and medication policy

## 20. Data protection

20.1 We collect personal information from applicants to process course applications. Personal data is primarily used to:

- Administrative services, such as course registration and interview arrangements.
- Providing student support services and other student guidance.

20.2 When we collect personal data, we are governed by the provisions of UK data protection legislation or, if the context requires, any international legislation relating to personal data. As data controllers, we are responsible for such personal information for the purposes of these laws. All applicants and enrolled students are provided with a full Privacy Notice that describes the categories of student information we collect, retain, and share; why we collect and use this information, the legal basis for its use, and why we share it.

Policy Review Area	Information and financing
Senior Manager	Deputy Director of Information and Financing – Student Services
Approval level	Group Leadership Team
Approval date	January 2025
Review cycle	Every three years
Next review	Summer Term 2028