



## Admission Policies

### Scope

This policy and related procedures applies to all applicants who are seeking admission to a Course of study at ICON College of Technology and Management.

### Introduction

The College seeks to implement admissions criteria that are clear, fair, explicit and consistently applied. Applicants will only be admitted to a particular Course of study if they are deemed suitable in terms of prior academic attainment, work experience (where relevant), English language proficiency, and demonstration of a commitment to study.

No applicant will be admitted without an interview conducted by the relevant Head of Department or Senior Admissions tutor. All applications will be subject to procedural error check by the Principal or Director of Admissions. As a quality check, the Head of Quality and Enhancement (HoQE) will sample the admissions folder to ensure the quality of the admission/enrolment procedure has been carried out effectively.

### Access to Study

The Colleges policy in relation to access to our Courses is that:

- Courses will be available to everyone who is capable of reaching the required standards
- Courses will be free from any barriers that restrict access and progression
- There will be equal opportunities for all those wishing to access the Courses

### Equality and Diversity

The College is committed to ensuring that its selection, admissions and enrolment procedures actively promote equality and fairness. The College does not discriminate either directly or indirectly against an applicants' age, race, ethnic or national origin, gender, sexual orientation, religious beliefs, disability, or any other category where discrimination cannot be reasonably justified.

Applicants are encouraged to disclose a disability, specific learning difficulty or long-term health condition at the application stage to ensure the College is able to appropriately advise the applicant and make any necessary 'reasonable adjustments' prior to the applicant starting the Course.

Disclosing a disability, specific learning difficulty or long-term health condition will not impact on the academic decision about whether or not to make the applicant an offer. Applicants are only judged on their prior academic achievements, commitment to study and potential to meet the academic requirements of the Course i.e. learning outcomes and assessment criteria of their chosen Course.

Students with a protected characteristic (as defined by the Equality Act 2010) will not, when they are applying for, or undertaking one of our qualifications, be disadvantaged in comparison to students who do not share that characteristic.

All students will achieve the recognition they deserve for undertaking a qualification at ICON College, and that this achievement can be compared fairly to the achievement of their peers.

## **Selection procedure**

### **Course Entry Requirements**

To meet the entry criteria for admission to level five HND Courses:

A candidate must have either:

- a level 3 qualification
- a level 2 qualifications and relevant work experience
- or substantial work experience related to the field of proposed study

and,

- Demonstrate capability in English equivalent to CEFR level B2 e.g. IELTS 5.5 (including 5.5 for reading and writing), PTE 51 or equivalent.

and,

- Demonstrate a Commitment to Study and a reasonable expectation of success on the Course

International qualifications at the appropriate level will also be accepted. The College will use UK NARIC to determine the equivalence of any international qualifications.

Where applicants do not have a formal qualification to demonstrate capability in English, they will be required to undertake the Colleges written English Language test before an offer of a place on a Course is made. Judgement of their capability in spoken English will be assessed by the HoD or Senior Admissions tutor at the interview. Suitable alternative arrangements to written

tests will be made where a student declares a disability, specific learning difficulty or long-term health condition on their application form, e.g. oral questioning, amanuensis etc.

Entry requirements are clearly presented in all promotional materials and activities.

## **Application Process**

The application process is set out in a flowchart that is distributed to all staff responsible for admissions and administration. The flowchart is provided to recruitment agents and explained to all applicants at first contact and at interview.

A student's application will be processed by the Admissions Section who will: create a student file and ensure all the required documents are obtained from the applicant as listed on the 'Students Document Checklist Form', and pass to the relevant Head of Department or Senior Admissions tutor for interview.

The Head of Department or Senior Admissions tutor person will interview the applicant to determine academic suitability for the Course, advise about the obligations that are placed on students in terms of engagement with studies and the assessment workload, and make a judgement as to the applicants 'commitment to study'.

Where an applicant declares a disability on the College Application Form, the Admissions Section will advise the Student Career and Welfare Officer, who will send the applicant a Disability Access Application letter and form, which must be completed before the application is further progressed, and before the applicant is interviewed by the Head of Department or Senior Admissions tutor. The Student Career and Welfare Officer will provide advice and guidance to the applicant on access arrangements for disabled students, and any other reasonable adjustments measures available, to ensure students who are facing challenges through disability can attend their classes, and where appropriate, apply for additional funding from external organisations such as the SLC.

The Head of Department or Senior Admissions tutor must also ensure that the applicant that has declared a disability is fully informed of any units within the Course for which the applicant's specific disability would prevent full achievement of the assessment criterion. Where it is identified that a student will not be able to complete the full assessment criterion for the Course, consideration may be given to the applicant completing an alternative unit, subject to this being permitted by the Pearson Course specification. Note: If a student cannot complete a mandatory unit, and therefore cannot be awarded the qualification, they will be advised accordingly, and may apply for an alternative Course, subject to the normal application requirements for that Course.

The Head of Department or Senior Admissions tutor interviewing the applicant will approve the admission/enrolment and sign the 'Interview Form' to be retained in the student's file.

All documents relating to the student's application including the English Language test and record of Interview will be kept in the student's file.

If an applicant supplies any false, inaccurate or misleading information in applying for a Course of study, the College reserves the right to cancel an application and/or withdraw any offer of a place.

All applications will be subject to procedural error check by the Principal or Director of Admissions. Finally, as a quality check, the Head of Quality and Enhancement (HoQE) will sample the admissions folder to ensure the quality of the admission/enrolment procedure has been carried out effectively.

### **Offer and Enrolment**

Following a successful interview, the applicant will be offered a place on the Course, if they have met all the prescribed entry criteria.

Applicants who are offered a place will be sent an offer letter. If the offer is conditional, the conditions for enrolment will be clearly detailed. All applicants will be informed at interview and in writing of the arrangements for enrolment and induction.

All students who are offered a place will have the reasons for this offer recorded on their file. If an applicant is not offered a place they will normally be informed of this decision, with reasons, following interview. If the decision to not offer a student a place is taken post-interview then the student will be contacted and informed of the reasons for the same. A record of the reasons for refusal will be recorded on the student's file.

Following the making of an offer, the student will only be fully enrolled as a student of the College if the following original documents are provided for verification (with a copy of the relevant document being held on the student's file):

- Two passport-sized photographs
- The original certificate(s) confirming the qualification(s) upon which the offer was based
- Work experience letter (where relevant)
- Passport (including a valid visa where relevant)
- Student Finance Reference number (where relevant)
- Proof of address
- Instalment Agreement form given to them by the admissions staff (where appropriate)
- Attendance Undertaking form

Students will formally enrol on the first day of attendance on a Course. They will be required to complete an enrolment form which will confirm details of their name, contact details.

In the case of a UK or EU self-financing student, that student will not be fully enrolled until the College receives either the full first year fees or an instalment agreement is signed setting out a fee schedule for payment.

Once enrolled, a student will be registered with the relevant awarding organisation within one month of the date of enrolment.

If a student is not fully enrolled, they may be given 'conditional enrolment status', subject to fulfilling the outstanding criterion/criteria for being fully enrolled.

When conditionally enrolled, a student will have time-limited access to all student services including the issuing of an ID Card, and will be permitted to attend all classes.

A student will not be permitted to hold conditional enrolment for more than one term, except in exceptional circumstances granted at the sole discretion of the Director of Admissions.

If the student fails to satisfy the outstanding criterion/criteria for full enrolment after the one term maximum period has expired, a student will be deregistered from the College, and will forfeit access to student services and attendance at classes.

### **Advice on Recognition of Prior Learning**

Recognition of Prior Learning may be of value to applicants who have not had their prior learning formally recognised and may enable them to gain all or part of a qualification without undertaking the formal learning of the Course.

Therefore, an applicant may wish to discuss his/her prior learning with the Head of Department at the application stage, in order to clarify the evidence requirements and assessment procedures to be followed, and to have their evidence evaluated against the stipulated learning outcomes and assessment criteria from the qualification or unit being claimed.

It should be noted that RPL is not concerned with allowing for exceptional entry to, or exemption from, the Course of study.

Furthermore, the RPL process does not allow the recognition of any unit or qualification assessed by external assessment only i.e. exam based qualifications, because it is not possible to assess the achievement in exams against the stipulated learning outcomes and assessment criteria.

Some Courses require achievement of certain units before study of others e.g. several Engineering Courses will require a Maths unit to be achieved before undertaking Engineering Science and some other technology units. Therefore, this must be considered during the RPL process.

Applicants wishing to present evidence for RPL must follow the requirements set out in the Colleges Recognition of Prior Learning procedures, which form part of the Colleges Assessment Procedures.

## Agent Selection and Recruitment Procedures

The College has developed strong relationships with a number of selected recruitment agents. These agents help applicants in providing initial advice and guidance on the College, its Courses and their entry requirements, and introduce applicants to the College.

Agents do not have an input into the decision whether or not the College makes an offer of a place on a Course. This decision remains solely with ICON College of Technology and Management.

The College will seek the assistance of Agents in following-up students with low attendance or other critical matters where appropriate, and expects an Agents full co-operation with regards to this.

The Director of Admissions is responsible for the selection, recruitment and contracting of Agents involved in student recruitment on behalf of the College, and will maintain a list of approved agents together with copies of contracts issued.

No agent will be engaged to recruit students on behalf of the College unless all of the following conditions are met:

- The agent is operating as a registered company or as a sole trader
- No employee or contractor engaged in another capacity can act as a recruitment agent for the College
- The agent has shown the College, and the College has taken certified copies of, documents pertaining to incorporation and/or any other relevant evidence, including an HMRC Unique Taxpayer Reference (UTR) number
- The signatory of the agent, who must be a named director or sole trader, must provide the College with the original of his/her passport and a copy must be taken of the same
- The College must ensure that all Home Office requirements as to the prevention of illegal working are complied with, including, where necessary, verifying that the agent's signatory is working in accordance with any conditions attached to his/her visa
- The agent must provide a reference that satisfies the College
- The agent must provide the College with all other forms of evidence that it is entitled to reasonably request to check the legal status and the good standing of the agent
- The agent must agree to be interviewed by representatives of the College so the College can check the legal status and good standing of the agent
- The agent, through their authorized signatory, must enter into an agency contract with the College. The contract will be a standard form contract supplied by the Director of Admissions to prospective agents and it will detail, inter alia, duration of term, notice of termination, and rates of commission
- The agent, through their authorized signatory, must sign a declaration stating, inter alia, that no employee or other contractor engaged by the College is working either directly or indirectly on their behalf.

Agents are not permitted to conduct their recruitment activities on college premises at any time, they must use their own premises for this purpose. Where there is a particular need for an Agent to meet with an applicant or enrolled student on College premises, written approval must be sought from the Director of Admissions prior to each meeting.

The College will undertake a review and evaluation of contracted agents annually. The review will be overseen by the Director of Admissions and carried out by an experience professional. The purpose of the review will be to ensure that the contracted Agents support the college in recruiting with integrity i.e. applicants introduced will have a reasonable prospect of completing the course and achieving the qualification they are applying for. The outcomes of these reviews will be discussed with Agents and will be considered by the Director of Admissions when re-contracting Agents. The DoA will report the outcomes of these reviews to the AcB.

Where an applicant or student is dissatisfied with an Agent in relation to the information they provide about ICON College or its courses, they should in the first instance, raise the matter with the Agent. If they receive no response, or are dissatisfied with the response, they may lodge a complaint with the College. The complaint will be dealt with under the Colleges complaints procedure, available from the College reception, and a response will be given in writing within the timescales given in that policy.

### **Confirmation of Student Registration and Attendance with the Student Loan Company (SLC)**

All reporting to the SLC will be undertaken by the Director of Admissions

Confirmation of Registration will normally be undertaken in conjunction with the first Confirmation of Attendance to the SLC each year.

The following procedure will be carried out to confirm registration and attendance with the SLC:

1. Lists of students are exported from ICTM, and used to create Excel files, based upon banding of attendance percentage at any given liability point. A review of student attendance and, therefore, potential confirmation of attendance to the SLC is not undertaken until at least two full teaching weeks have been completed from the given liability point.
2. The bandings mentioned in one (above) are differentiated in the following manner:
  - 80%-100% attendance - attendance is in accordance with ICON minimum attendance requirements, therefore, attendance is confirmed with the SLC without communication to the relevant students;
  - 65%-79% attendance - attendance is below ICON minimum attendance requirements, but not significantly so, therefore, attendance is confirmed with the SLC and relevant students are sent a warning letter stating that their attendance must improve by the end of the given semester;

- 40%-65% attendance - attendance is significantly below ICON minimum attendance requirements, therefore, whilst attendance will be confirmed with the SLC, relevant students are sent a strongly worded warning letter stating that their attendance must improve by the end of the given semester and they must submit all of their assignments for that semester on time. They are informed that if either of these conditions is not met then they may face suspension from the College and that the SLC will be informed of the same in accordance with College policy; and
  - Attendance 39% or below – attendance is NOT confirmed with the SLC. Relevant students are sent a letter informing them that they must contact the College by a certain date to explain their non/poor attendance or they will be deregistered from the College and that the SLC will be informed of the same in accordance with College policy.
3. No list of students will have their attendance confirmed with the SLC unless, and until, that list has been checked by at least one Administrative Officer to ensure that the attendance percentage for each student is accurately recorded. Once checked, the list will be signed and dated by the relevant Administrative Officer(s). Once confirmation with the SLC has taken place the Director of Admissions will sign, date and retain the relevant list.
  4. Hardcopies and soft copies of all lists are retained by the Director of Admissions.
  5. The College Management System (ICTM) is updated to indicate the date on which a student's attendance confirmation was provided to the SLC.
  6. On receipt of fees for the students on the lists above, the College will reconcile all payments to ensure that they match the correct fee liability. If the College receives either an overpayment for one of its students, or any payment for a student who is not registered at the College (defined as 'Beneficiary Not Identified'), the Director of Admissions will send an 'electronic task' informing the SLC of the incorrect payment so it can be refunded. Similarly, if there is an underpayment of fees then the Director of Admissions will send a task in the same way. The College accounts section will maintain a list of all 'Beneficiary Not Identified' and periodically advise the Director of Admissions to contact the SLC where the SLC has not actioned the 'electronic task'.

## **Admissions: Complaints and Appeals**

The College will provide feedback to any unsuccessful applicant upon receiving a written request addressed to the Director of Admissions via email ([info@iconCollege.ac.uk](mailto:info@iconCollege.ac.uk)) or post to the Director of Admissions, ICON College of Technology and Management, Unit 21-22, 1-13 Adler Street, London E1 1EG Colleges address. The College will normally respond to such requests within 14 days of receipt.

The College reserves the right to not make an offer of a place on a Course to an applicant who does not meet the entry requirements for the Course of study for which application is made.



An applicant may only appeal against a decision not to offer a place on the grounds of the College having not considered, or applied correctly, the evidence provided by the applicant relating to the entry requirements of the Course applied for. Only evidence provided as part of the initial application process will be considered during an appeal. Appeals must be submitted in writing to the Director of Admissions, ICON College of Technology and Management, Unit 21-22, 1-13 Adler Street, London E1 1EG and must be received by the College within 14 days of the student receiving a decision to not offer a place. The Director of Admissions will consult with members of the Appeal panel consisting of members of SMT and an independent HoD (if any of the members of the Appeal panel are involved in an interview they would not contribute to the decision of the appeal) and advise the applicant of the outcome within 14 days of receipt of the appeal.

Where an applicant is dissatisfied with the processing of their application, for example a procedural error, irregularity or maladministration, and has evidence to support this, they may lodge a complaint. The complaint will be dealt with under the Colleges complaints procedure, available from the College reception, and a response given in writing within the timescales given in that policy.

## **Student Induction**

During their first week at the College, students will receive a Course of introduction to the College, their chosen Course of study, and information to support their study. This will be led by HoQE and the relevant HoD/Programme Manager and include input from other relevant academic and support staff.

The Induction Course will include:

- About ICON College
- Introduction to Relevant Academic and Administrative Staff
- Awarding organisation Pearson
- Progression opportunities after HN (Careers, employability and further study)
- Quality Assurance Agency (QAA) UK Quality Code of Higher Education
- Course programme overview
- Assessment, Internal verification/External Examiner
- Assessment Board
- College policies on Prevent Duty, Equal Opportunity, Health and Safety
- Student engagement and student membership of different Committees
- What does being a Student Representative mean at ICON?
- Course Syllabus (Course structure) and Course schedules
- Progression and Assignment Submission
- IT skills development
- Administrative and IT support
- Disability Support Services
- Student Counselling, Career and Welfare services

- Extracurricular support services
- Submission of outstanding documents for final enrolment
- Administrative procedures
- Attendance requirement as per College attendance policy and Attendance Records
- Change of Courses
- Study Skills
- How to use ICON VLE
- Student Survey: DLHE, NSS, Pearson BTEC Higher National Annual Student Survey
- Student Handbook
- A tour of College (Library, Canteen, IT Labs, Fire Exit and Fire Assembly point)

## **Review**

A review of this policy and procedures will be carried out annually by the AcB to ensure compliance with awarding organisation quality standards; that the College is acting in the best interests of applicants; that the College is processing applications in the most efficient manner; and that processes are meeting the strategic aims and objectives of the College.