



**MORLEY COLLEGE LONDON**

**Higher Education Admissions Policy**

POLICY OWNER:	Vice-Principal (Higher Education)
FINAL APPROVAL BY:	Governing Body
Policy Category:	Student
Approved by SLT:	03 June 2025
Approved by Governing Body:	14 July 2025
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## **1. Introduction, Purpose and Scope of Policy:**

- 1.1 Morley College London is committed to providing an environment for students that actively provides equality of opportunity, freedom from discrimination and values the diversity of all students and prospective students. The College seeks to broaden the pool of potential applicants by raising awareness and expectations in line with its commitment to widening participation, particularly but not exclusively to its local community.
- 1.2 The College is supportive of all applicants who can demonstrate their potential and recognises and supports the ambitions of its applicants.
- 1.3 The College values highly the diversity and range of experience that prospective students contribute to college life. Recruitment and admissions processes aim to match the abilities, aptitude and aspirations of the student to the programme of study.
- 1.4 It is intended that this policy will uphold the principles outlined in the Office for Students (OfS), approved Access and Participation Plan. The contents of this statement also meet the relevant Consumer Law requirements.

## **2. Equality and Diversity Analysis Screening:**

- 2.1 In accordance with the College's Equality and Diversity Policy, the development of this policy complies with the Equality Act 2010 in ensuring due regard to eliminating discrimination, advancing equality of opportunity and fostering good relations (see section 4 of the Equality and Diversity Policy).
- 2.2 An impact analysis was not required for this policy owing to its applicability to all applicants and potential applicants.

## **3. Applicability:**

- 3.1 This policy applies to applicants and potential applicants to Higher Education (HE) courses, as defined in Section 4, across the College including higher national courses and Higher Technical Qualifications at levels 4 and 5 and Higher Education courses validated by university partners (including foundation degrees, level 6 and level 7).

## **4. Definitions:**

*Higher Education (HE):* courses in this context are accredited courses which are offered at level 4, 5 6 or 7 at Morley College London. They are prescribed courses, meaning they are eligible for funding through Student Finance England.

*Awarding organisation or validating partner:* these are the institutions that award the final qualification that the College delivers.

*Recognition of Prior Learning (RPL)*<sup>1</sup>: an assessment process that involves assessment of an individual's relevant prior learning (including formal and informal learning) in order to give credit for learning outcomes a student has already achieved. RPL means applicants can start their course at the appropriate level and reduce the amount of credits/modules/units they need to study to gain a qualification.

*Recognition of Experiential Learning (REL):* a process by which relevant experiential learning

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<sup>1</sup> Please note both RPL and REL have a specific policy which should be applied in conjunction with this policy.

is assessed and accredited. Experiential learning includes the knowledge and skills acquired through life experience, work experience and study which are not formally documented through a recognised qualification.

UCAS: Universities and Colleges Admissions Service

*Widening Participation:* the recruitment of non-traditional HE students, this could include but not be exclusive to students aged over 21, students from UK wards with low engagement with HE, students who would not ordinarily see HE as a route for them and students who are the first in their direct family undertaking HE.

## **5. Statutory and regulatory requirements:**

- 5.1 The student admissions criteria for all HE courses at Morley College London are agreed with the relevant awarding organisation or validating partner and are in line with the College's commitment to widening participation.
- 5.2 This policy is informed by the guidance issued by the Office for Students (OfS), the regulatory body for Higher Education.

## **6. Policy Objectives:**

- 6.1 The objectives of this Policy are to ensure that:
  - The admissions process provides a responsive and student-focused service, ensuring all applicants receive the appropriate information, advice and guidance that they need to apply for and enroll on the appropriate programme;
  - All prospective applicants will have access to impartial pre-entry information, advice and guidance about courses, including fees and funding, so that informed decisions can be made. Applicants should ensure that they have sufficient information on which to base decisions about programme acceptance and necessary support;
  - The admissions process for entry onto courses is clear to prospective students;
  - All applicants are considered on an equal basis, taking into account (where required) their academic record, potential for study, references, personal statement and relevant creative or technical experience or aptitude;
  - It is aligned to the statutory requirements of the relevant awarding organisations or validating partner;
  - Courses and services will be promoted actively in the community to widen access and increase participation in line with the College's commitment to widening participation;
  - The Policy promotes equality, diversity and inclusion, and is consistent with and complementary to all other relevant College policies;
  - The Policy's accompanying procedures set out the practical application of the Policy.

## **7. Policy statement:**

- 7.1 The College is committed to recruitment and admissions processes which are fair, unbiased, explicit and implemented consistently across its range of provision. Therefore, through the implementation of this Policy, the College aims to place applicants on appropriate courses with the support necessary for them to succeed.
- 7.2 This Policy is only applicable to prescribed HE courses such as HNCs, HNDs, HTQs, undergraduate and postgraduate degrees. For non-prescribed HE and Access to HE

Diplomas, please refer to the Student General Admissions Policy.

- 7.3 The College positively encourages applications from applicants from a diverse range of backgrounds, experience and ages, including those with disabilities. In line with government legislation, the College has an Equality, Diversity and Inclusion Statement, to ensure that applicants participate in a fair and equal process for selection, regardless of gender, sexual orientation, race, ethnic origin, age, disability, religious beliefs or socio-economic background. Through implementation of these policies, the College will ensure that selection at interview is restricted to the academic ability to succeed on the course.

## **8. Implementation of Policy:**

- 8.1 The admissions process is clearly outlined in the published College Higher Education information. All due care and attention will be taken to ensure that all communications to potential students are clear and unambiguous, in line with current OfS expectations. Admissions information published electronically and in hard copy will be reviewed annually by the Higher Education Sub Committee to ensure it is accurate and up to date, with particular focus on course titles, entry requirements and compliance with validated documentation.
- 8.2 All information about a applicant's application, including the outcome of the application, is confidential and will not be released to any unauthorised third party, including parents or teachers. The applicant must provide express written permission for their details to be released to a third party.
- 8.3 Information and advice about courses and entry requirements will be available on the College's website and on UCAS, with further information available from the Central Admissions team. Every care will be taken to ensure that the information contained in the College's publications is accurate at the time of publication.
- 8.4 The College makes no guarantee of the availability of a course. It has the right to make changes to courses due to funding, staffing or any other reasonable cause. In response to changing circumstances, between when a applicant applies for a course and their enrolment, the College reserves the right to:
- Cancel a course due to insufficient recruitment;
  - Change the content, structure or title of a course.

Whilst the College will do everything they can to avoid the discontinuation of a course, should it be necessary, the College will assist applicants in alternative choices through information, advice and guidance. The College aims to notify all applicants, regardless of their stage of application, no later than 4 weeks prior to the start of the course. This is in line with the College's HE Course Suspension and Closure Policy, and Student Protection Plan approved by the OfS.

- 8.5 Guidance for applicants is available online, or via the College's open days. Support is available from Student Services team to provide information and advice about fees and student loans.
- 8.6 There is no automatic right to Recognition of Prior Learning or Recognition of Experiential Learning. Any applications must be made in accordance with the College's HE Recognition of Prior Learning Policy.
- 8.7 All students will receive a Learning Agreement at enrolment, which they will be required to sign, outlining the responsibilities of the College and the student.

- 8.8 Entry criteria is in accordance with the awarding organisation or validating partner's criteria.
- 8.9 Where competition for offers occurs, the College may refer unsuccessful applicants to an alternative programme of study at the College.
- 8.10 All full-time applications for HE provision will be made through UCAS. Applications to study part-time are direct to the College. Student Services can provide guidance on how applicants can access UCAS.
- 8.11 The College will interview all HE students individually.
- 8.12 It is the responsibility of the applicant to provide full and accurate information as part of the admissions process and to notify the College of any changes or corrections to their original application.
- 8.13 No application will be deemed complete until all requested information has been provided. Applicants providing incomplete applications will be asked to provide the missing information with a given period, ordinarily seven working days.
- 8.14 Applicants will be given the opportunity to visit the College offer holder events.
- 8.15 All prospective students who declare a learning difficulty or disability will be advised of the support available to them via Student Services. Additional information is outlined in the College's Student Support Policy.
- 8.16 Please refer to the [appendix](#) of this document for further information on the procedures to support this Policy implementation.

## **9. Communication and training:**

- 9.1 This Policy is made available to all students and prospective students via the College website and to all staff via the College intranet. All staff involved in the admission process will be suitably qualified to provide information, advice and guidance and/or will have expertise in carrying out student assessment depending on their role in the process.

## **10. Monitoring and Reporting:**

- 10.1 The Admissions process is monitored through feedback, student voice meetings and surveys and, where necessary, appropriate action is taken to address areas for development identified.
- 10.2 The impact of this policy will be monitored by the College's Programme Management Boards, HE Sub-Committee and the HE Annual Quality Review.
- 10.3 This policy will be reviewed annually to ensure continued efficiency. It will be substantially reviewed every four years, in alignment with the Access and Participation Plan, ahead of approval by the Governing Body.
- 10.4 Complaints regarding any part of the admissions process can be made by following the HE Complaints Policy and Procedure.

## **11. Related References, Policies, Procedures, Forms and other Appendices:**

- 11.1 The following policies are referred to within this Policy and are available on the [College website](#) and [intranet](#):
- Equality, Diversity and Inclusion Statement
  - Student General Admissions Policy

- Access and Widening Participation Statement
- HE Course Closure and Suspension Policy
- HE Complaints Policy
- HE Recognition of Prior and Experiential Learning Policy

## **Appendix A: HE Admissions Procedure**

### **1. Admissions procedures**

- 1.1 Applications to study full time are made through UCAS. Applications to study part time are made directly to the College.
- 1.2 Applications will initially be screened by Central Admissions to determine the suitability of applicants based on the requirements as set out by the relevant curriculum area. This screening may include the submission of a portfolio in a relevant format. Information on how portfolios or showreels should be formatted and on what criteria they will be assessed will be made available by the Central Admissions team.
- 1.3 Applications will normally be considered on the basis of interviews, qualifications (actual or predicted) and portfolios (if applicable), taking into account:
  - commitment to and understanding of the subject area;
  - extra-curricular activities, including work experience, voluntary work and school/college productions;
  - relevance of the course in relation to the applicant's stated interests
- 1.4 Where English is not the applicant's first language, Central Admissions will refer the applicant to an online English assessment at the point of application review. Please see section 5 below.
- 1.5 Following the review of the application by Central Admissions the applicant:
  - may be invited to interview within the curriculum area, or
  - may be referred to another course at the College.
- 1.6 An applicant will ordinarily be invited to a face to face interview at the College but, in exceptional circumstances, may be interviewed remotely via an invitation sent by email via Microsoft Teams or, in exceptional circumstances, a compatible programme.
- 1.7 The curriculum area responsible for making a recommendation of an offer of a place must be fully conversant with these admissions procedures and of equality of opportunities as well as being knowledgeable about the course applied for. Training to be provided annually or as required by the admissions team.

### **2. Interview procedures**

- 2.1 Interviews will be arranged for students via the Central Admissions team in collaboration with the curriculum areas. Interview invitations will be sent via UCAS and directly to applicants. In certain circumstances it may not be possible to reschedule an interview and in such circumstances applicants will be advised in advance. The College will strive to be as flexible and fair as possible, but within the operational limits of staff availability.
- 2.2 At interview the interviewer will evaluate the applicant's suitability for the course of study by identifying potential academic, technical, creative and professional ability (including a portfolio, showreel or audition if required by the type of course) from criteria which may include:
  - Personal attributes
  - Creative process
  - Study skills
  - Professional skills
  - Career aspirations

- 2.3 Prior to interview, applicants with a disability should contact Central Admissions for any reasonable adjustments to the interview process required, such as choice of room; extra time for the interview and breaks where appropriate; and provision of communication support/attendance of companion at interview.
- 2.4 Applicants with disabilities should contact Additional Learning Support (ALS) to discuss potential adjustments they might require on the course. ALS can also support applicants to apply to the Disabled Students' Allowance in order to access support.
- 2.5 Applicants are expected to behave courteously at all times towards the College staff and students. Any applicant whose conduct is deemed by the College as offensive or threatening may have their offer a place removed.
- 2.6 The standard College HE interview documentation form must be completed and signed by the interviewer. The form should be returned to the Central Admissions team within two working days of the interview.
- 2.7 The interviewer (usually the tutor) has the final authority whether to offer an applicant a place.

### **3. Offers and Decision-Making Process**

- 3.1 The recommendation to recruit a student is made by the interviewing tutor.
- 3.2 The interviewer will provide an evaluation of the applicant's application and, where relevant, portfolio and/or audition, at interview via the College's documentation. The result of this evaluation will determine whether an offer may be made to an applicant or a referral to an alternative course.
- 3.3 Final decisions will take the form of:
  - an offer (Conditional or Unconditional); or
  - a referral to another programme of study at the College.

Central Admissions will email the applicant with the results of the interview and will update UCAS.

Applicants can monitor outcomes through UCAS Track. Applicants will see five options on UCAS Track:

- **Conditional** – where some conditions – usually exam results – need to be met;
- **Unconditional** – where the entry requirements have already been met and the place is confirmed. However, additional information such as a Disclosure and Barring Service (DBS) check or proof of qualifications may need to be provided;
- **Rejection** – where an applicant has not been accepted;
- **Withdrawal** – where the College has withdrawn the choice. The reason will usually be in Track, but if not, contact [admissions@morleycollege.ac.uk](mailto:admissions@morleycollege.ac.uk)
- **Course Full** - where there are no available spaces on the course.

Applicants will need to respond to an offer through UCAS and by returning an offer letter to Central Admissions within 2 weeks of receipt, confirming how they intend to fund their course (see 3.4).

- 3.4 For the College to effectively and fairly manage the application process, applicants are required to respond to communication requesting confirmation that they still intend to take up the offer of a place. If an applicant does not positively respond to such a request, the offer may be changed to 'Subject to Availability' at the discretion of the College.



- 3.5 Feedback on the application form and, where appropriate, portfolio analysis or audition, and interview will not be given to third parties, including parents or school tutors, unless the applicant has provided express written permission to release this information.
- 3.6 Where an application has been rejected, the applicant may appeal in writing to the Head of Quality Enhancement (Higher Education) if they believe that this policy has not been applied correctly in the processing of their application. Appeals will only be upheld where this HE Admissions Policy was not applied and where the incorrect application of the policy led to the rejection of the applicant. Applicants will normally receive feedback within 15 working days of the original request; if there is likely to be a delay in the process, applicants will be informed of this.

The applicant does not have the right to appeal the College's decision but may refer to the College's Complaints Policy and Procedure, available on the College website, if they believe the process leading to this decision was not implemented appropriately.
- 3.7 In the unlikely event of changes to courses or cancelation of courses, the College will not be held liable and the HE Admission Policy will not apply.
- 3.8 Applicants who are found to have falsified any part of their application or submit a fraudulent application will automatically have any offer of a place withdrawn.

#### **4. Applications from those with criminal convictions or prosecutions pending**

- 4.1 In accordance with the Rehabilitation of Offenders Act 1974, applicants are expected to disclose unspent convictions. A criminal conviction will not necessarily bar entry on to a course, however the College has a duty of care to its staff and students, and for convictions of a serious nature where the applicant might pose a threat, the College reserves the right, following risk assessment and consideration of the steps that might be taken to mitigate any risks, to deny the applicant admission to the course.
- 4.2 The College requires all applicants to declare on their application form any unspent criminal convictions and may withdraw an offer from an applicant who fails to do so.
- 4.3 An applicant who declares a criminal conviction on their application form will be required to submit further details about that conviction. The Central Admissions team will send the applicant a form in which the applicant will be asked to provide details about the nature of the offence, the sentence and the date of conviction.
- 4.4 Full details on this process can be found in the College's Student General Admissions Policy.

#### **5. DBS Enhanced Disclosure Certificates**

- 5.1 All those who work with children or vulnerable adults on placement as part of a course are required to undertake an Enhanced Disclosure through the Disclosure Barring Service (DBS). It is the position of the College that a satisfactory DBS Enhanced Disclosure certificate is received prior to the start of your course. A satisfactory clearance must be received before you can be fully enrolled with the College. Students and trainees who do not have satisfactory clearances in time may have their placement activities suspended until such time as satisfactory clearances are obtained.
- 5.2 It is important to note that the maintenance loan and any funding will be delayed until the College is in receipt of the DBS clearance.

- 5.3 The College will make every effort to help students complete the process thoroughly but cannot take responsibility for delays in obtaining the Disclosure certificate due to inaccurate or incomplete information supplied, or through any specific queries which may arise at the DBS in relation to the information supplied. Nor will the College be held responsible for any delay in receiving the DBS Enhanced Disclosure certificate, which in turn may result in a delayed placement and funding.

## **6. English language requirements**

- 6.1 Students undertaking higher level education need to have a commensurate level of understanding of the English language to be able to achieve their qualification. Morley College London requires HE students and prospective students to have a minimum level of 5.5 IELTS (or equivalent) with no score lower than a 5.5 in listening and speaking and no score lower than a 6 in reading and writing.
- 6.2 In the case of applicants for whom English is a second language, the interviewer and Central Admissions Team must assure themselves of the applicant's ability to function at IELTS English Level 5.5 (or equivalent). This is in line with the requirements of the awarding and validating bodies. Where applicants do not hold an IELTS qualification, or equivalent, at level 5.5, the Central Admissions will ask the applicant to provide one.
- 6.3 Equivalences acceptable are:
- Common European Framework of Reference (CEFR) level B2; or
  - Pearson Test of English Academic (PTE Academic) 42; or
  - Pearson Test of English General (PTE) Level 3; or
  - Pearson Versant English Test 58-68; or
  - International English Language Testing System (IELTS) 5.5; with both Reading and Writing elements at 6 ; or
  - Having recently completed (i.e. in the last 2 years) a formal programme of study in English at an appropriate level (such as a level 3 BTEC or 'A' level) prior to starting their Higher National

## **7. Applicants from EU/EEA/international students**

- 7.1 Morley College London is not a licensed sponsor and does not accept applications from, or offer sponsorship to, people currently living outside the UK. The College does not provide sponsorship or admissions letters to applications from outside the UK in support of visas which facilitate living in the UK and studying at the College.
- 7.2 All applicants should:
- Be able to provide that at the time of application they are legally resident in the UK,
  - Have the legal right to remain in the UK until the end of date of the course/s on which they have applied for.

## **8. Internal progression applicants' arrangements**

- 8.1 This section applies to students enrolled on a HNC or HND course and have decided to continue their studies at the College.
- 8.2 Where deemed appropriate the College will facilitate internal progression for these students.

**9. Applications for mid-course/level entry**

- 9.1 The College welcomes applicants who have an existing HNC/HND who would like to “top-up” by completing their studies at Morley.
- 9.2 Applicants wishing to use prior attainment or experience as evidence of prior or experiential learning will need to follow the process outlined in the College’s HE Recognition of Prior or Experiential Learning process.
- 9.3 Applications should be submitted in accordance with the process in Section 1.