"Enabling Students to Accomplish their Academic Goal"

Recruitment, Selection and Admission Policy

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1 Introduction

This Policy states Bellmont College's position on key matters relating to recruitment, selection, admissions and widening participation activities. This policy complies with the UK Quality Code for Higher Education, Part B;

- **Chapter B2: Recruitment, Selection and Admission to Higher Education**
- **Chapter B4: Enabling Student Development and Achievement**

It is a public document and, as such, is written for all stakeholders involved with Bellmont College.

2 Purpose

To provide policy information to enquirers, applicants, parents and advisors about recruitment, selection and admissions at Bellmont College. It is the policy framework for all staff who are involved in recruitment, selection and admissions activities.

3 Scope

This policy covers applications for places on our courses leading to an award. Courses are offered on a full-time basis and will consist of both face to face and blended learning. Study modes available for each individual course are detailed in the course description.

4 Equality and Diversity

Bellmont College is committed to providing an environment free from discrimination, bullying, harassment or victimisation, where all members of its community, including those that seek to apply to Bellmont College, are treated with respect and dignity.

We aim to create a culture of diversity within our community, providing a dynamic working and learning environment, where all members are valued for their contribution and individuality.

We are committed to providing equality of opportunity for all, irrespective of:
- age
- disability
- ethnicity (including race, colour and nationality)
- gender (including gender reassignment, marital status, pregnancy or maternity)
- religion or belief
- sexual orientation (including civil partnership status)

Bellmont College's Equality and Diversity policy is applicable to all applicants, students and staff. The full policy can be requested from Bellmont College quality department.

5 Responsibility for Recruitment, Admissions & Widening Participation Activities

Bellmont College is committed to providing a professional recruitment and admissions service to all our applicants.
Recruitment and Admissions activities are carried out solely by Bellmont College staff and in accordance with this policy. As such, responsibility for different aspects of Recruitment and

Admissions are shared between the Academics, the Recruitment team and Student Support department.

Departments and recruitment department are responsible for:

- Determining selection criteria and setting up transparent assessment processes.
- Academic decisions and making offers to individual applicants, recording justifications for decisions and providing feedback as appropriate.
- Providing accurate and relevant information to prospective students.
- Communicating with applicants during the admissions process, providing information about the format of interviews and post-application visit days and the nature of any assessment or selection practices.
- Ensuring admissions procedures are fair, consistently applied and compliant with Bellmont College Admissions Policy.

The Recruitment Manager is responsible for:

- Overseeing the recruitment and admissions processes, ensuring, that they are carried out in collaboration with the Head of Academic Programmes and that prospective students are supported from initial enquiry to registration.
- Coordinating an applicant enquiry management process that meets the information needs of prospective students and other key stakeholders.
- Inducting new staff into recruitment and admissions roles, providing appropriate instruction and support.
- Providing training on key topics and sharing best practice to ensure front-line staff can fulfil their role competently and, in a manner, consistent with this policy.
- Disseminating information about national and institutional developments that impact recruitment and admissions practices.
- Providing information on international qualification equivalents ensuring fairness and consistency of interpretation for APL process.
- Managing the provision of information, advice and guidance to prospective students from all backgrounds through a centrally coordinated programme.

The Recruitment Manager is responsible for undertaking the policy impact assessment and monitoring the implementation of this policy ensuring that it is reviewed and best serves our applicants and the aims of Bellmont College in the light of changing circumstances.

The Recruitment and admission panel is established to progress specific issues and agendas. In particular:

- **The intake management:**
  - Its main objective is to monitor likely student enrolment against approved targets and to ensure appropriate action is taken in response to any anticipated shortfalls or over-recruitment.

- **The recruitment and admissions management:**

- o Oversees student recruitment, selection, conversion and admission within the framework of this policy. It covers responsibility for home student recruitment, including those from a widening participation background.

- **The widening access working:**
  - o Oversees strategic direction in relation to Widening Participation. Chaired by the recruitment manager along with the Head of Academic Programmes, the Head of Student Support and the Head of Quality across Bellmont College.

All staff with designated recruitment, selection and admissions responsibilities must be familiar with this policy, and the associated procedures relevant to their areas of responsibility. Bellmont College will provide appropriate guidance, training and support for all staff engaged in recruitment, selection and admissions activities.

6 Student Recruitment

Bellmont College provides a professional service to applicants and prospective students delivered by training employees. Our recruitment practitioners, drawn from across the professional support services and academic community, are committed to:

- Maintaining high professional standards and a commitment to the provision of impartial advice and guidance and fair admissions.
- Keeping abreast of UK Higher Education trends and developments.
- Maintaining integrity in their interactions with prospective students.
- Developing knowledge of sources of information and advice about progression to higher education.
- Developing promotional materials that provide a balanced and accurate account of Bellmont College student experience.
- Providing support for events that provide free and impartial advice to prospective students.

All recruitment and admissions staff undertake training and development to ensure their knowledge of recruitment, selection and admissions practice, policy and procedure remains current. Information and training are disseminated through recruitment and admissions networks, coordinated by the Head of Quality at Bellmont College and attended by staff working within departments and the recruitment department.

7 Assessment of Applications

7.1 Fair Admission
Bellmont College is committed to delivering a fair admissions system that admits students of outstanding achievement and potential, irrespective of their background. In so doing, we are committed to the 5 key principles of Fair Admissions as outlined in the Schwartz report:
- transparency,
- minimising barriers to entry,
- selecting for merit,
- potential and diversity,
- professionalism and
- using assessment methods that are reliable and valid.

The Schwartz report is available at:
https://www.spa.ac.uk/sites/default/files/Admissions-review-Schwartz-2004.pdf.

7.2 Selection Criteria

Applications will be assessed against academic and non-academic selection criteria specific to the course of study for which an application has been made. Applicants are advised to check information on course specific entry requirements which are published on the Bellmont College website at: www.bellmontcollege.co.uk.

All applicants for a course are assessed against the same entry criteria. Where places are limited due to several reasons, such as allocated numbers by the awarding body, we offer places to those eligible applicants who best meet our selection criteria, and whom admissions staff judge to have most potential to benefit from their chosen course.

Methods of assessing applications vary between courses but may include: prior and predicted academic achievement, references, personal or supporting statements, interview and aptitude tests.

Our applicants come from diverse educational, professional and personal backgrounds. We recognise that occasionally a course's standard procedure for assessing applications may not provide the admissions staff with an accurate understanding of an applicant's suitability. In such cases we may ask applicants to provide us with alternative evidence to support their applications or adjust our standard admissions requirements. The admissions staff from the department will contact applicants directly where additional information is required.

7.3 Entry Qualifications

7.3.1 Entry Qualifications for Admission

Bellmont College welcomes applications from students achieving excellence in a wide range of qualifications. The admissions staff for each course are responsible for determining the qualifications and/or subjects that are appropriate for admission. Strategic oversight of qualifications and UK equivalence is undertaken by the Recruitment and Admission Committee. The recruitment manager has responsibility for UK and EU academic qualifications for entry onto any course.

The general minimum institutional entry requirements are:

- Applicants for all courses must normally demonstrate a broad general education, including acceptable levels of literacy and numeracy, equivalent to at least grade C/ grade 4 GCSE in English Language and Mathematics.

Individual course entry requirements may be higher than these: the detail is provided in the course profiles.

7.3.2 Applicants with non- UK Qualifications

Bellmont College welcomes applications from students whose previous education has not included UK qualifications. This kind of application will be assessed against the standard entry criteria. We have experience in considering a wide range of international qualifications, and our trained staff offers advice and guidance for applicants who may wish to discuss whether their qualifications will meet our criteria.

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7.3.3 Applicants who are Returning to Education

Bellmont College considers applications from applicants returning to education after employment or other experience. These applications will be assessed against the standard entry criteria of the course to which an application was made. However, we recognise that standard selection measures and procedures may not enable all applicants to demonstrate fully their suitability for the chosen course. Where appropriate, the college's admissions staff will seek and consider alternative evidence in order to give all applicants equivalent consideration. Where this alternative evidence is deemed to meet entry criteria fully, an applicant may not be required to meet the standard academic entry requirements.

7.3.4 Admissions Tutoring

The admissions tutoring takes place when an applicant does not fit the entry criteria for a particular course. The applicant will then be interviewed in more detail in order to determine the best course of action. The process is undertaken as follows:
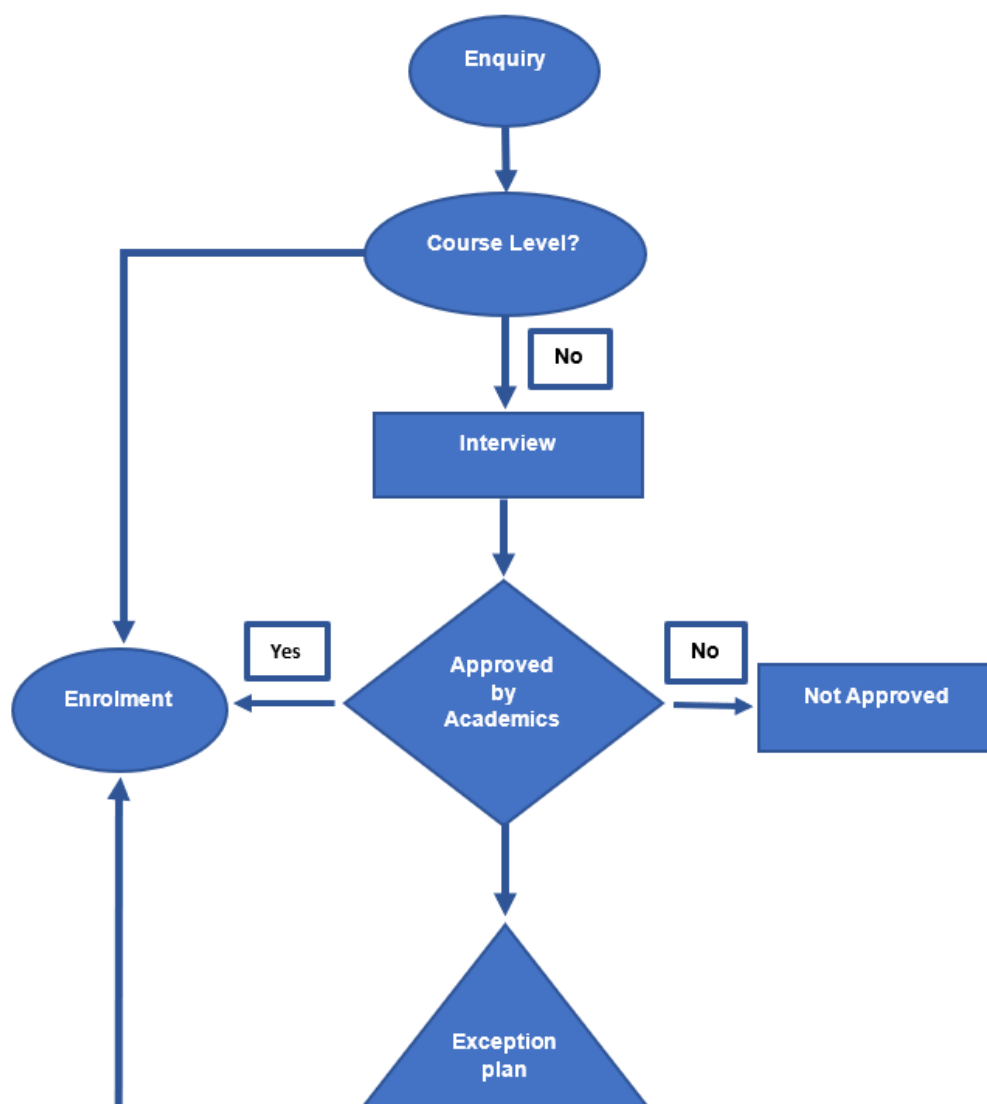
Once applications have been processed by the Recruitment Department, any applications that do not fit the entry requirements completely are passed on to the relevant academic

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department for Admissions Tutoring. The Head of Academic Programmes or designated representative will review the applications and interview applicants. Interviews may take place at a distance or in person.

Using Bellmont College AP(E)L Procedures, the applicant's previous academic or workplace experience is reviewed to determine whether or not sufficient experience has been gained at the appropriate level for admission onto the programme. If not, they will not be offered a place.

In some cases, applicants will have prior experience that places them at a level above that of entry level to a programme. For those applicants, an exemption plan is devised, determining which units they do not have to complete, and they can enter their programme of study at a later stage.

7.3.5 English Language Requirements
Our teaching, assessment and student support are delivered in English. Applicants must therefore demonstrate proficiency in the written and spoken use of the English language to the general standard required by Bellmont College, and in the specific entry requirements of the course they are applying for.

The Recruitment and Admission Panel provides academic scrutiny of English language qualifications that are acceptable for admission, including determining those that can be included on the vouch list.

8 Duty to Disclose

8.1 Criminal Convictions
Bellmont College has a duty to ensure the safety of its student and staff community, and that of other people with whom students interact as part of their course of study. The application process requires applicants to disclose relevant unspent criminal convictions. The Head of Quality, along with the Recruitment Manager and the Head of Academic and Pastoral Support, will assess such applications against the standard entry requirements of the course and decide whether a place can be offered. It is the responsibility of the Recruitment Manager to investigate the nature of the criminal conviction independently of the decision to offer a place.

8.2 Medical Fitness Assessment
At Bellmont College certain vocational courses require applicants to demonstrate medical fitness to practise, in order to comply with the requirements of relevant professional bodies. Applicants will be advised if these or any other conditions apply in the recruitment information relating to the course.

8.3 Applicants Seeking to Enter with Accreditation of Prior Learning
Applicants may be considered through the accreditation of prior learning, which may be certificated or experiential. The admissions staff for the relevant course are responsible for determining the grounds on which accreditation is acceptable. Credit is allocated for evidence of achieving appropriate and assessed learning outcomes, rather than for experience itself.

APEL experience will normally be accepted within a maximum of five years from the date of the most recent activity. Applicants are strongly advised to discuss their circumstances with the Head of Academic Programmes through the Recruitment Manager or the admissions staff before submitting an application.

8.4 Applicants with Additional Support Needs

Bellmont College welcomes applications from people with additional support needs. We operate procedures to ensure that these applications will be considered appropriately and that applicants with additional support needs will be provided with appropriate support for the application process and their subsequent study.

8.5 Applicants with Special Circumstances

Applicants with special circumstances that have affected previous study or are likely to affect academic performance in current studies should provide this information at the point of application. If these circumstances are encountered after the submission of an application, applicants should inform the admissions staff or the Head of Academic Programmes and/or the Head of Academic and Pastoral Support.

Special circumstances cannot be considered after an adverse decision has been made where prior notification could have been made. Where special circumstances have already been taken into account, for example, by the relevant assessment board, we will not be able to make further allowances.

8.6 Applicants Wishing to Reapply

Applicants who are unsuccessful at application or interview stage may apply again in a subsequent term or year. Applications will be considered against the standard course entry criteria for that year of entry. The new application should demonstrate an improvement from the previous application. We may draw upon all information from previous applications or any previous registrations at Bellmont College as a student when assessing suitability for a course.

9 Information on the Admissions Process

9.1 Start of Admissions Cycle

Bellmont College operates a 3-intake point – Sep -Feb- May of each year.

9.2 Admission Process

Applications are assessed and the places offered on the basis of the academic and professional judgement of suitably qualified staff. Applicants will normally receive a response within five to ten working days of the receipt of a completed application. This response may be:

- A decision on the application.
- Information regarding the next stage in the admissions process (e.g. invitation to attend an interview), or
- An explanation of the admissions process and the likely time-scale of what will happen next.

9.3 Offer Making

All applicants who are offered a place to study at Bellmont College will receive an offer letter detailing the terms and conditions of the offer. This will include details of any individual requirements that need to be fulfilled before an applicant can be admitted to Bellmont College. Offer letters will be sent out either by post or as an email attachment.

Where an offer is conditional upon attaining a specified level of academic achievement, this offer will be tailored to suit the qualifications that the applicant is undertaking.

Conditional offer holders are responsible for providing evidence that they have met the terms and conditions of their offer. This evidence could include, for example, certificates and degree transcripts once these become available, or the fulfilment of other requirements, such as medical fitness.

10 Registration to Induction Stages Detailed

10.1 Interview Stage

At interview stage (first point of contact), the interviewer gives time to each applicant to understand the individual's ability and intentions for going into Higher Education and explains what it means to be an HE student and what is expected of them going forward in terms of attendance and retention as well as with regards to assignment submissions. It is here that the Terms & Conditions of Enrolment and the Withdrawal Policy are provided to the applicant to take home, read carefully at their own leisure and bring back with them during the second stage of the interview process known as the pre-check stage to make certain they make an informed decision. They are also given the course details and have the opportunity to ask us any questions they might have. All queries can be answered over the phone, by email or when they attend their pre-check at second stage.

10.2 Pre-Check Stage

The pre-check stage is the second stage where successful applicants at stage one, are called and invited for a face-to-face appointment with the team. At this point, the applicant should bring all the necessary documents required to prove their academic qualifications for the course and the Terms and Conditions of Enrolment and the Withdrawal Policy that was given to them at the initial interview. During their pre-check, the student will be asked to sign the Bellmont College Qualification Verifications consent form, the Tuition Fee consent form and the Next of Kin details form. It is at this stage that the applicant has another opportunity to ask any further questions they might have from the documents provided to them.

10.3 Pre-enrolment Stage

At the pre-enrolment stage the prospective student is called by appointment to bring all the relevant documentation including their academic qualifications, proof of ID, Immigration share-code and proof of residency for checking. It is here that the team highlights and reiterates the importance of the documentation they are signing such as the Student Terms and Conditions and the Withdrawal Policy.

Between all the primary 3 stages, one of Bellmont College's policy is to keep in contact with the applicant via the phone, email, through text messages and inviting them in for face-to-face meetings. These processes and continuous contact with the applicants enables us to identify the type of student, their engagement with the college, build a rapport and a sense

of trust with them and mostly engage with them to ensure a smooth process of best-practice for the student journey to be a well-informed, enjoyable and fulfilling one.

If the applicant is successful, they will be enrolled onto the programme and invited for the Induction. All registered students must attend the Induction and attendance will be taken and monitored.

10.4 Induction Stage

At Induction Stage further dissemination of important information to students take place. It is mandatory for all students to be present and have full engagement at this stage. Several speakers take part at the induction including individuals from the Senior Management Team (SMT), the Head of Quality, the Head of Admissions & Recruitment, the Programme Leaders, the Head of Academic Administration and it is all organised by the Head of Academic and Student Support.

Everyone, according to their roles in the college, provides details and important information to the students about their obligations as students at Bellmont College. At the end of the induction, the students are given an opportunity to ask their questions which are then answered diligently and with the necessary detail and transparency required. Attendance is recorded at all inductions whether online or face to face and the event is also recorded for future reference and playback.

Students are all given access to the induction recording following the event so as to have the opportunity and ability to go back to, if needed and find all the necessary information, links to Bellmont's policies and procedures as well as important contact information of the relevant departments and who to contact according to the individual needs.

Students are informed of the Complaints Policy and Procedures at their Induction/Welcome Week and also reminded of them periodically during the course of their study and student journey at Bellmont College. Furthermore, the Complaints Policy is also available in hard copy, or alternative formats as needed, on request from Reception or via the student's Personal Tutor.
Following these key stages, both the tutors and the academic tutors reiterate important information during their first week's classes and periodically from their forth.

As mentioned above, the team is always available to direct individuals to the necessary documentation and are always happy to give the relevant information and advice needed accordingly.

11 Interaction between Bellmont College and Applicants

Bellmont College recruitment team will communicate regularly with offer holders providing relevant information throughout the process, such as registration processes and welcome and induction week events.

11.1 Applicant Behaviour

Bellmont College has a diverse population and expects all interaction between applicants, representatives of applicants, students and staff to be conducted with courtesy and respect. We do not tolerate inappropriate behaviour towards members of our community. Examples of inappropriate behaviour include hostile or aggressive behaviour or the act of offering a bribe or financial inducement. Inappropriate behaviour will be viewed seriously and may

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prejudice the further consideration of an application, appeal or complaint. Applicants will usually be warned by Bellmont College when their conduct is such that action is being considered. In exceptional cases, e.g., a threat to a member of staff, no warning is required before action is taken.

11.2 Fraud and Omission

Applicants may not omit any requested or relevant information, make any misrepresentation, or give false information at any point of the application process, including after an offer is made. Should this occur, Bellmont College reserves the right to dismiss the application, withdraw an offer of a place and/or revoke your registration.

Scanned copies of documents are generally accepted during the admission process, but original documents can be requested at any stage. Decision makers are trained in detecting and dealing with fraudulent documents. Academic Staff and the Recruitment manager will ask to see original documents as part of the admissions selection process or at registration.

12 Data Protection and Disclosure of Personal Information

12.1 Bellmont College Use of Prospective Enquirer Data

Bellmont College collects data on prospective enquirers who request course information, attend Open Days or other recruitment events. This data is collected for the specific purpose of providing information to prospective applicants and parents or guardians.

Our Privacy Notice – prospective students, applicants and offer-holders (a copy of which can be requested from the admission manager) explains how we collect, maintain and use personal data when you make enquiries about studying with us. The "Privacy Notice" provides details of what data may be sent to the Higher Education Statistics Agency (HESA), when data may be disclosed to a third party and what information is included on your student record if you go on to become a registered student with us.

12.2 Bellmont College Use of Applicant Data

Bellmont College needs to collect, maintain and use personal data relating to its applicants to allow us to process applications for study, register students, to administer courses and to provide facilities for students.

Data collected during the admissions and registration processes will be used for the purposes of maintaining student records, managing processes in relation to academic progress, providing personal and academic advice and support, managing and providing access to the library and computer lab as well as other facilities at Bellmont College.

Bellmont College also needs to collect and process more sensitive personal data (special category personal data, for example, data concerning your racial/ethnic origins, health and wellbeing and sexuality) to undertake equal opportunity monitoring and provide access to some courses and support for students where appropriate. We are also legally required to collect and process data on past criminal convictions for access to some courses. This data will only be shared between staff who have a legitimate need to see it.

We will hold and process your personal data in compliance with our obligations as Data Controller under the General Data Protection Regulation and Data Protection Act 2018 and in accordance with our Prospective Student Privacy Notice and, if you become a student, our

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Registered Student Privacy Notice (a copy of which can be requested from the Recruitment manager).

We will not share your data with third parties unless we have an appropriate consent from you, are under a statutory or regulatory obligation to do so (such as with the OFS, HESA, the Student Loans Company Ltd, the Skills Funding Agency, local authorities or police) or are otherwise permitted to do so under the General Data Protection Regulation and Data Protection Act 2018. Anonymity and aggregated applicant data are analysed by Bellmont College, for purposes including organisational and statutory monitoring, planning, and teaching and learning, in order to ensure that our processes are fair and effective and our courses best reflect applicant need.

13 Transition from Applicant to Student

13.1 Registration
Once the application is approved by the admission team, student application status is changed from applicant to registered/enrolled status. While applicants are able to apply to a number of courses at Bellmont College, they are only able to register as a student on one full-time course in any one year.

13.2 Fee Assessment Status
Bellmont College charges different levels of tuition fees, depending on whether a student is classified as Home/EU or self-funded student. Upon receipt of an application to study at Bellmont College, a set of rules will be applied to assess whether the applicant meets the criteria to be classed as a home/EU or self-funded student. Where the information provided does not allow us to make a decision, the applicant will be informed of this and asked to complete the tuition fee assessment process and provide additional documents.

13.3 Tuition Fees and Funding
There is an expectation that students will have sufficient funds to pay tuition fees and living expenses during their period of study, and applicants are asked to give details of their funding arrangements at the point of application.

Applicants are bound by Bellmont College terms and conditions on the payment of fees and the consequences of non-payment (see terms and conditions on application form). Sponsored students should be aware that, should their sponsor fail to pay the required fees, the applicant will become responsible for payment.

13.4 Enrolment and Induction
Following the registration and issuance of an offer, students will be sent a communication by the admissions team explaining where they need to go, when and what they will need to bring.

Enrolled students will receive a comprehensive programme of induction sessions to enable them to efficiently integrate into the college life. This includes presentations from academics, support staff and student services to prepare students for the rigours of study and ensure they are aware of the study support opportunities made available at Bellmont College.

14 Feedback, Appeals and Complaints

We aim to consider all applications fairly and effectively against the published entry requirements and in line with our procedures. We provide feedback on request to applicants whose application has been unsuccessful to enable them to reflect on their progress through the application process.

Feedback is usually given in writing, at the discretion of the course admissions staff. To request feedback, applicants should contact the admissions staff.

If applicants or prospective students are dissatisfied with the outcome or treatment of their application, the concerns should be raised firstly with the Recruitment Manager for the course for which the application was made and then to the Head of Academic Programmes.

Where the concerns remain, applicants are advised to use the Appeals and Complaints Procedure which has been established to safeguard the interests of prospective students.

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Version	Date	Author(s)	Amendments	Approved by	Next review
1	Mar 2023	EWW	New Document	Advisory Board	October 2024
2	Feb 2024	EWW	Revised no update or changes made	Advisory Board	October 2024

Document context	
This document relates to:	
Document/Policy	**Date/version**
Bellmont College Quality Assurance Handbook	February 2024 v2
Bellmont College Student Handbook	February 2024 v2
Bellmont College Accreditation of Prior Learning Policy	February 2024 v2
Bellmont College Equality and Diversity Policy	February 2024 v2
Bellmont College Reasonable Adjustment & Special Consideration Policy	February 2024 v2
Bellmont College Complaint Policy and Procedure	February 2024 v2
Bellmont College Safeguarding Framework	February 2024 v2
Bellmont College Health and Safety Policy	February 2024 v2

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