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## RECRUITMENT AND ADMISSION POLICY

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INTRODUCTION DATE	:	10 NOVEMBER 2014
REVIEWED BY	:	QUALITY MANAGER
NEXT REVIEW	:	NOVEMBER 2025
POLICY NUMBER	:	QA-01

## **Introduction and Purpose**

UK Versity is committed to delivering high-quality education and training programmes that are accessible, fair, and inclusive. This policy ensures our recruitment and admissions procedures are compliant with regulatory and awarding organisation requirements, including those set by Ascentis, ATHE, OTHM, Pearson, NCFE, and IFA Direct. It outlines a transparent process to admit learners who meet entry requirements and demonstrate the potential to succeed in their chosen programme.

## **Scope**

This policy applies to all programmes offered by UK Versity across different awarding bodies. It covers all aspects of learner recruitment, eligibility verification, application processing, and admission decisions.

## **Entry Eligibility Criteria**

All applicants must meet the minimum entry requirements as stipulated by UK Versity and the respective awarding organisations. These include:

### **Age Requirement:**

- Applicants must be 18 years of age or older at the time of enrolment. In some courses, there is a minimum age requirement of 14 or 16 years.

### **English Proficiency:**

- Applicants must demonstrate English language proficiency, especially for courses regulated by ATHE, NCFE, Pearson, and others. This may include:
  - GCSE English (Grade C or above)
  - IELTS 5.5 (or equivalent) for Level 4 and above
  - Internal assessment for those without formal certification

### **Academic Qualifications:**

- For Level 2 courses: there are no minimum requirements or refer to awarding body course entry criteria
- For Level 3 Courses: Minimum 4 GCSEs or equivalent
- For Level 4 Courses: Level 3 qualification, A-Level, BTEC National, or relevant work experience
- For Level 5 Courses: Level 4 Diploma or equivalent
- For Level 6 Courses: Level 5 Diploma or equivalent
- For Level 7 Courses: Level 6 qualification or equivalent experience in a related field
- For Level 8 Courses: Level 7 qualification or equivalent experience in a related field

Note: Mature learners (40+) with industry experience may be considered through Recognition of Prior Learning (RPL) as per awarding body guidelines

## **Roles and Responsibilities**

### *Course Leader:*

- Ensure that Programme Specifications and Student Handbooks are accurate and up-to-date.

### *Marketing and Admissions Team:*

- Provide accurate course information across platforms
- Support candidates through the application process
- Ensure timely communication with applicants

### *Student Welfare Officer:*

- Provide support on financial aid, benefits, and learning accommodations

### *Course Coordinator:*

- Review applications
- Conduct interviews and assess candidate suitability
- Recommend final admissions decision

## **Recruitment and Admissions Process**

### *1 Application:*

- Applicants complete an online or paper-based application form via [www.ukversity.co.uk/enrolment](http://www.ukversity.co.uk/enrolment)

### *2 Document Submission:*

Applicants must upload or provide the following:

- Proof of identity (passport or government-issued ID)
- Proof of address (utility bill, bank statement)
- Curriculum Vitae (CV)
- Copies of previous qualifications
- Any additional demographic or background information required

### *3 Interview and Assessment:*

- Applicants may be interviewed virtually or in person
- A personal statement or a copy of the CV may be requested
- The applicant's literacy, numeracy, and motivation are assessed

### *4 Offer Letter:*

- Following successful review, candidates receive:
  - An offer letter (conditional or unconditional)

- An invoice for course fees

### *5 Confirmation and Onboarding:*

- Once fees are paid, onboarding begins
- Registration with the awarding organisation (ATHE, NCFE, Pearson, etc.) is initiated
- Access to the Virtual Learning Environment (VLE) and course materials is granted

### Types of Offers

- **Unconditional Offer:** Applicant fully meets all requirements
- **Conditional Offer:** Applicant must meet specific conditions (e.g., pass English test)
- **Rejection:** Applicant is not suitable and is informed with reasoning

### Equal Opportunities and Accessibility

UK Versity is committed to ensuring that all admissions processes comply with our Equal Opportunities Policy. We actively support applications from learners with disabilities or additional needs and make reasonable adjustments where required.

### Complaints and Appeals

Applicants may appeal admission decisions using the formal Complaints Procedure. Forms are available via reception or can be requested by email. All complaints are addressed in line with internal quality assurance policies.

### Alignment with Awarding Body Guidelines

This policy is compliant with the learner admission and recruitment guidelines issued by:

- ATHE
- OTHM
- Pearson
- Ascentis
- NCFE

UK Versity ensures that learners are registered only if they meet the criteria set forth by the relevant awarding organisation and after full due diligence.

### Review

This policy will be reviewed annually to ensure alignment with updated guidelines from awarding organisations and regulatory bodies such as Ofqual.

For further details or clarification, please contact [admin@ukversity.co.uk](mailto:admin@ukversity.co.uk) or visit our Website.

**Policy reviewed annually**