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**1 Summary of this document**

This document sets out the:

- expectations of you as a student and of our staff during your admission process.
- Higher Education Admission Policy and procedure to be followed.

This document is located within Lakes College designated SharePoint site and also, the Lakes College Higher Education website so you can access this before applying for your programmes and also to use throughout your journey.

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# Admission Policy

## 2 Scope

Our Higher Education Admissions Policy is for enquirers, applicants, college students, staff, and external stakeholders. The policy contains the Institution’s approach and commitment to fair, transparent, accessible, and inclusive, Higher Education programme admissions.

## 3 Responsibility

Title	Responsibility
The Dean of HE	Has overall responsibility for the strategic management of Higher Education Administration and Academic Policy.
Higher Education Academic Board	Is responsible to the College Executive for the planning, development, operation and monitoring of the higher education academic work of Higher Education Programmes; and providing assurance that appropriate academic regulations as indicated by awarding and regulatory bodies are followed and methods for monitoring are effective.  The Academic Board’s primary duties are to oversee Higher Education academic standards, the quality of all Higher Education programmes within the Institution, and the student learning experience.
Institution Board of Governors	Monitors the Higher Education provision to review performance. The Chair of the Academic Board will report to the Board of Governors.
Careers, Recruitment and Admissions Manager	Is responsible for the management of the Student Service Team.
Student Service Team	Is responsible for the administration of the application process.
Marketing Manager	Ensures the programme and criteria for admission are published accurately on the website.
Curriculum Operational Leaders	Ensures the accuracy of the criteria for admission.

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Programme Team Leaders	Ensures published information about the programmes are accurate.
Programme Teams	Ensures published information about the programme modules are accurate.

If you have any questions in relation to the Admission Policy, please contact [info@lcwc.ac.uk](mailto:info@lcwc.ac.uk).

#### **4 Introduction**

Lakes College West Cumbria HE Strategy 2023-25 highlights that all individuals should be encouraged to participate in the education process and to undertake programmes which will be of benefit to them, in line with their career and life aspirations. The policy states how we will achieve this aim in admission to our higher education programmes.

We welcome applications from any person regardless of, but not limited to, age, race, ethnicity, gender reassignment, sex, sexual orientation, religion, disability, pregnancy, and marital status. We recognise our responsibilities and anticipatory duty under the Equality Act 2010. We will consider any associated support need disclosed to us, which may be required to ensure equity of access to our higher education programmes for all.

All Higher Education programme applications, to the Institution, should be made through the Lakes College West Cumbria website.

Should you require reasonable adjustments to the higher education admission process, please contact [teamstudentservices@lcwc.ac.uk](mailto:teamstudentservices@lcwc.ac.uk) for assistance. The Institution Reasonable Adjustment Policy provides further information [Lakes College - Higher Education - Reasonable Adjustment Policy & Procedure.docx](#)

This is a confidential process. Please see [hyperlink] for how we protect your confidential and personal information

#### **5 Higher Education Programme Information**

We are required to provide accurate, up-to-date, and upfront programme information on the website for applicants. Please see the Competition Markets Authority (CMA) May 2023 guidance, for further information about the obligations of Higher Education providers under

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consumer law ( see [Higher education: consumer law advice for providers - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/higher-education-consumer-law-advice-for-providers)).

Your contract as a Higher Education student at Lakes College West Cumbria is set out in the LCWC Higher Education Terms and Conditions [Lakes College - Higher Education - Terms and Conditions 2023.docx](#)

When assessing higher education programme applications, the Student Services Team will adhere to the criteria for admissions for each programme, which is available in the programme specification and on the website. Admission decisions will be made on the basis of the criteria for admissions and this Admissions Policy.

## **6 Criteria for Admission**

To study on a higher education programme at the Institution we require you to hold a grade 4 in English and grade 4 in Maths or the equivalent qualification.

Please refer to your programme specification to find the criteria for admissions which are applied for that programme.

## **7 Declaration of Criminal Convictions**

Criminal convictions must be declared and may impact your application for the programme. We have a duty of care to our community to minimise risk within the college community through our [Admission Policy and Procedure](#) and [Safeguarding Policy and Procedure](#).

For further guidance, please also see [Applying for university and school | Criminal Record Advice | Nacro](#).

Our HE Admission Policy requires that:

- At application and/or enrolment stage you must disclose any criminal convictions
- You must agree to inform us of any further criminal convictions you receive during your time as a student at the Institution. Disclosure will not result in an automatic cancellation of registration, or exclusion from the Institution. However, it may mean you are unable to study your chosen module or qualification, or we need to place specific conditions or restrictions on your study, including any work placements.

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- Any pending court appearances and/or supervision orders should be disclosed.
- The institution’s Safeguarding Officer will investigate the nature of the criminal convictions in the strictest confidence, to assess any possible risk to minors and vulnerable adults, in line with Lakes College [Safeguarding Policy and Procedure](#).
- The Safeguarding Officer will determine any support measures that may be put in place while you are on the programme. Please refer to the Higher Education Admission Policy and Procedure [Admission Policy and Procedure](#). Please note it is possible your place may be withdrawn through risk assessment, at any of the following stages:
  - Pre-enrolment – your programme offer may be withdrawn
  - Enrolment – where your student agreement and contract is confirmed
  - On programme – cancellation of your registration for current students

If you are refused admission on the basis of safeguarding risk assessment, the Student Services Team will provide support to enable you to find more appropriate learning opportunities and/or environments where available. Careers advice will also be provided for you.

## **8 Admission Process**

### **8.1 Admission Application**

Applications for the programme will be made via the Institution website.

Lakes College West Cumbria has a two-stage application process, to ensure a fair, transparent, and equitable approach to the assessment of all admission applications:

- 1 Once your application has been received, the Admissions Team will review your suitability for the programme, in accordance with the criteria for admissions set out in the programme specification. If your application does not meet the criteria for admission for the programme the Admissions Teams will contact you, via a phone call or invite you in person, to discuss your study options to support your career outcomes.
- 2 If your application meets the criteria for admission to the programme you will be required to attend a formal interview. This will provide you with the opportunity to

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review programme information with a member of the Programme Academic Team, who will discuss your application with you, in person, and be able to answer questions that you may have.

If you require support with your application or interview, please see the Reasonable Adjustment Policy and contact the [tscs@lcwc.ac.uk](mailto:tscs@lcwc.ac.uk).

## 8.2 Admission Decision

Following your interview, you will receive a letter and email confirming one of the following outcomes:

- **A Conditional Offer**, which is an offer of a place on a programme, subject to you meeting specified admission requirements. E.g. confirmation of relevant examination grades, or successful completion of a foundation bridging course.
- **An Unconditional Offer**, which is confirming an offer of a place on the programme and that you have met the programme criteria for admission.
- **Unsuccessful application** which is where we are unable to offer you a place on the programme you have applied for.

The reasons for unsuccessful application may include that:

- You have not met the criteria for admission set out in the programme specification or the requirements of this admissions policy and procedure.
- You have not met professional regulatory requirements for admission, as set out in the programme specification.

### Accepting your offer:

- We will provide confirmation of your place on the programme once you have accepted your offer.
- We will also confirm with you the information discussed during the application process, which will have your programme specification, details of your start date,

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programme delivery, contact hours, expected workload etc., This is to allow you to plan around your commitments and other responsibilities.

- Information supplied will include a copy of your Higher Education Terms and Conditions.

## **9 Admissions Appeals & Complaints**

We are committed to a fully inclusive and transparent admission process.

If you are unsatisfied with the outcome of your application, an admissions appeal can be made via the Institution's Admissions appeal procedure.

You are able to complain about your admission process should you be dissatisfied with any aspect of your experience. For further information on how to submit a complaint please refer to [Lakes College HE Complaints Policy and Procedure](#).

## **10 Programme Cancellation and/or changes**

### **10.1 Withdraw Application**

You are able to withdraw your application prior to enrolment.

At your offer stage you have a statutory right under the Consumer Contracts (Information, Cancellation and Additional Charges) Regulations 2013 [The Consumer Contracts \(Information, Cancellation and Additional Charges\) Regulations 2013 \(legislation.gov.uk\)](#) to cancel your application to study within 14 calendar days of the date of accepting an offer, without incurring any financial liability.

After you have enrolled, if you decide to cancel and withdraw from the programme, after three weeks of enrolment, you are liable for any outstanding balance due for the annual Tuition Fee. If you cancel or withdraw within three weeks of enrolment there will be no financial liability and you will receive a refund of fees you have paid.

### **10.2 Changes to your programme**

We will endeavour to keep programme changes to a minimum. Where there are substantive changes required to a programme, we will communicate with you as early

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as possible, to explain the nature of the proposed changes and to minimise any potential disruption to you.

Changes to programmes at Lakes College West Cumbria will be made due to academic, legislative, or regulatory directives, or correction of error.

Academic changes may be substantive or minor and are designed to improve the programme and update it.. E.g. a change to a module assessment as a result of annual monitoring and student feedback, or an external examiner report or changes in the field of study.

Legislative and regulatory changes are those we are required to made, for example, by a programme regulator or statutory body for profession. E.g. Nursing and Midwifery Council requirements for prescribed programmes.

Unforeseen external or emergency factors which may impact on the delivery of programmes and necessitate change to programme delivery include extreme weather conditions, pandemic, and conflict between nations. This is not a full list of emergency or external circumstances which may arise. Industrial action by staff is not a reason for a change in programme, as set out in Competition Markets Authority guidance.

We will contact you directly to advise of the best course of action we will take to support your studies going forward should any of these circumstances arise necessitating programme change.

**Prior to enrolment** where there are significant changes to your programme, we will provide you with full details of the proposed change and request your consent to continue processing your programme application.

**Post enrolment** where significant programme delivery changes are proposed we will request your consent to the proposed change. For legislative and regulatory changes, which are required by the programme regulator or statutory body, we will advise you of the change required to your programme and the applicable date.

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From time to time, we may correct minor errors in our published materials relating to your programme, and these will not materially impact the programme or its delivery. The change log for each published document will include details of any changes made.

Should you be unhappy with any proposed changes, the Student Services Team will arrange an advice and guidance session to discuss your options with you.

For further information please see the Competition Markets Authority (CMA) May 2023 for further information about the obligations of Higher Education providers under consumer law ([Higher education: consumer law advice for providers - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/higher-education-consumer-law-advice-for-providers)).

Your contract with us as a Higher Education student at Lakes College West Cumbria, is set out in the [LCWC HE Terms and Conditions](#)

## Admission Procedure

The Higher Education Admission Procedure is set out below in line with the Higher Education Admission Policy. We are committed to a fair, transparent, accessible, and equitable Higher Education admissions through our Higher Education Admissions Policy and these associated Higher Education Admission Procedures.

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## 11 **Procedure**

### 11.1 **Enquiries Procedure**

This section informs you how we will respond to your enquiries for higher education programme admission.

#### 11.1.1 **Email Enquiries**

Your **email enquiry** is received by the Cross-College Administration Team and a response sent to you. It may be necessary for the Cross-College Administration Team to obtain further advice from the Recruitment and Admissions team for some enquiries. This will be done in line with service standards daily (page 17) and you will be kept informed of the progress of your email enquiry by the Cross College Administration Team.

#### 11.1.2 **Phone Call Enquiries**

If you telephone us, your **phone call** will be taken by the Recruitment and Admissions Team. The Team will respond to your enquiry by:

- Answering the query and directing you to the Institution website or sending you any links to apply electronically.
- When you enquire we will offer you **Initial Advice and Guidance (IAG)** about the programme you wish to apply for, the criteria for admissions, and potential career outcomes.
- The Recruitment and Admission Team may contact programme tutors, by email, phone, or memo to obtain information to answer any questions you may have and to report back to you.

The Institution will support you with your enquiry if you require reasonable adjustments to complete your application, attend interview or access your study at Lakes College West Cumbria. The Reasonable Adjustment Policy and Procedure contains further information [Lakes College - Higher Education - Reasonable Adjustment Policy & Procedure.docx](#)

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### 11.1.3 Visit Enquiries

If you **visit us**, you will be directed to the Recruitment and Admissions Team who will discuss your enquiry with you face-to-face. We advise you make an appointment in advance of visiting us, although this is not a requirement, to ensure staff are available to meet you straight away. If you require reasonable adjustments for your visit, please let us know when making the appointment so we may assist you

### 11.1.4 Higher Education Fayre Enquiries

From time to time we offer Higher Education Open Days and further information can be found on [www.lcwc.ac.uk/highereducation](http://www.lcwc.ac.uk/highereducation). We also participate in Higher Education Fayres and visit local schools to provide information about the programmes the Institution offers.

### 11.1.5 Your Application

All Higher Education programmes (Full-Time and Part-Time) require completion of an on-line application form for admission. This is available on the Institution website at [www.lcwc.ac.uk](http://www.lcwc.ac.uk).

For further details on how to complete your application form please see [how to apply](#).

Your application is processed in line with the Institution's General Data Protection Regulations. If you require further information please see our [Lakes College Data Protection Policy](#).

## 12 Criteria for Admission

You are required to meet the criteria for admission as set out in the programme specification and this Higher Education Admissions Policy and Procedure.

Programme information and specifications are available on the Institution's [website](#).

### 12.1 Higher Education Applicant Interview

You will be invited to a personal admission interview for the higher education programme, and this will be confirmed to you via email. If you are unable to attend, we will give you an alternative date to attend.

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At your personal admission interview we will:

- ask you standardised interview questions.
- explore any prior experience or qualifications in relation with your application in line with our Recognition Prior Learning Policy. The interview will be conducted by members of staff who hold a Level 4 IAG qualification.
- record your answers on the Interview Record Sheet on EBS our digital record system. Your admission decision will be returned to the Careers and Admissions team.
- your interview outcome will be updated on the EBS system by the Recruitment and Admissions Team who will write to you to confirm the outcome.
- The decision will be communicated to you within 5 working days.

Should you have any questions about the process please contact [teamtscs@lcwc.ac.uk](mailto:teamtscs@lcwc.ac.uk).

## 12.2 Admission Offer and Criteria for Admission

An offer of a place on a higher education programme will be made to you in line with the published criteria for admission set out in the programme specification.

## 12.3 Accessibility

If you inform us of a disability, learning need or long-term health condition the Learning Support Team will contact you. We will discuss with you any adjustments to the interview and admission process you may require.

For further information please see [Lakes College HE Reasonable Adjustment Policy](#).

## 13 Interview Non-attendance

We receive a high volume of applications and enquiries. If you do not attend an admission interview, we will contact you by phone, offering you an alternative interview slot. If you do not attend for the second interview appointment, we will send you an email asking you to contact us for a new appointment time. If you do not contact us within 2 weeks your application will be withdrawn, and you would need to

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reapply.

## **14 Criminal Convictions**

14.1 If you declare a criminal conviction, on application, at interview or at enrolment, you will be referred to the Recruitment and Admissions Team. Please also refer to Section 7, Declaring a Criminal Conviction.

14.2 We ask you to complete a Criminal Conviction Disclosure Form (ADM3). The details will be entered on EBS the Institution record system. All information provided will be treated as sensitive and strictly confidential. For further information on how we protect your personal data, please see [Lakes College Data Protection Policy](#).

14.3 We will conduct a risk assessment. This is completed by the Institution's Safeguarding Officer, using the information you provide on the ADM3 form. As an outcome of the risk assessment, we determine any potential risk to the Institution's Community. Risks are categorised in this safeguarding process as low, medium, and high risk.

If the assessment is agreed as 'low risk' your application will be processed in line with this procedure.

If your application is agreed to be 'medium' or 'high risk' it will be progressed to the Institution Inclusion Panel. If you need further information please refer to [Lakes College Safeguarding and Prevent Policy and Procedure](#).

14.4 The Inclusion Panel will be chaired by the Assistant Principal and core members in attendance will be the Recruitment and Admissions Leader, Health & Safety Officer, and Learner Support Manager.

The Inclusion panel will consider information you submit on the ADM3 form.

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The Inclusion Panel may ask a COL (Curriculum Operational Leader) to attend, who may choose to bring teaching staff with them, to review the risk associated to the programme and Institution Community.

Should you wish you are able to discuss your application with the Inclusion Panel. We will provide you with an appointment should you request it.

### **15. Fee Assessment – sources of finance**

15.1 Home students will be processed in accordance with their mode of study. For further information please refer to [Lakes College HE Fee and Debt Policy](#).

15.2 International students will not be able to progress their application until the College has its Tier 4 licence validated. This means we will not be able to offer you an admission interview.

### **16 International Applications**

At this time, the college does not hold a Tier 4 licence from the UKBA and does not accept applications, nor approve enrolment, of anyone who cannot be assessed as a home student.

### **17 Enrolment Information**

Once you have accepted your offer of a place on a higher education programme:

- the Recruitment and Admissions Team will send you information 4 weeks prior the start of the programme. This will provide you with details of the arrangements for Enrolment with us and confirming the start date of your course.
- Our Cross-College Support Team also provides information to our programme teams, detailing all applicants who have accepted their admission offer, or, if an offer is yet to be confirmed by an applicant.

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- All your correspondence will be stored on your student record on EBS in accordance with the Data Protection Policy and Procedure [Lakes College Data Protection Policy](#).
- The Recruitment and Admissions, Learner Support and Data Services teams will enrol you by supporting your completion of the required documentation on-line or at scheduled enrolment sessions.
- As part of this enrolment process, we will check proof of your identity (usually via Passport, Driving Licence, ID card or alternative) and will check your qualifications. For enrolment, you will be required to bring proof of your identification and qualifications to meet the criteria of admissions for the programme.

## **18 Service Level Agreements**

Our Service Level Agreements (SLA) will be monitored through EBS. The agreed SLA for the Admissions processes are:

<b>Stage</b>	<b>SLA</b>	<b>Responsible Person</b>
Acknowledgement of Application	5 working days	Careers, Recruitment & Admissions Team
Invitation to Interview	10 working days	Careers, Recruitment & Admissions Team
Decision of interview to Admissions	1 working day	Careers, Recruitment & Admissions Team
Decision of interview to Applicant	5 working days	Careers, Recruitment & Admissions Team
Referral for Careers Guidance	1 working day	Careers, Recruitment & Admissions Team
Referral for Reasonable Adjustments	1 working day	Careers, Recruitment & Admissions Team
Assessment of Fees	10 working days	Careers, Recruitment & Admissions Team

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Assessment of Criminal Convictions	10 working days	Careers, Recruitment & Admissions Team
Acknowledgement of Admission appeal	2 working days	Careers, Recruitment & Admissions Team
Arrange an Admission Appeal hearing	2 working days	Careers, Recruitment & Admissions Team
Admission Appeal Hearing Decision	7 working days	Careers, Recruitment & Admissions Team
Acknowledgement of complaint	5 working days	Executive, Cross College Admin, Event & Venue Manager

## **19 Admission Appeal Procedure**

19.1 If you are dissatisfied with the outcome of your application, you may appeal the decision in accordance with these procedures. These procedures are in place to ensure all applicants are treated fairly and equitably. Grounds for appeal are procedural irregularity or where the criteria for admissions have not been followed.

19.2 An appeal must be made in writing within 10 working days of you receiving your admission decision. Appeals must be submitted to the Careers, Recruitment and Admission Manager either in email via or to the following address:

Lakes College West Cumbria, Lillyhall Business Park, Hallwood Rd, Workington  
CA14 4JN

19.3 We will acknowledge your admission appeal within 2 working days.

19.4 If there are grounds for appeal, we will arrange an appeal hearing within seven working days of receipt of the written appeal. This hearing will be chaired by a member of the Institution Academic Board, and no member of the appeal panel will have been associated with your application decision.

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19.5 We will invite you to attend the appeal and you may bring a friend or representative to support you. We will ask you if there are any arrangements or reasonable adjustments that you require for participation in this process.

19.6 A summary of the original decision will be made available to all attendees of the Admission Appeal Hearing. Any attendees may ask points of clarification regarding this decision. The chair of the Admission Appeal Hearing will invite you or your representatives to provide any additional evidence or information, you believe has a bearing upon that decision.

19.7 The Admissions Appeal Panel will consider the basis of the appeal and may ask for further information/reports before coming to a final decision.

19.8 A decision will be made, either at the end of the admission appeal meeting, or at a later date if further information/reports are requested. In any event, the decision will be provided in writing within seven working days of the appeal hearing. The Admission Appeal decision will be final.

## **20 Complaints**

We are committed to a fully inclusive and transparent Admission Policy and Procedures. You can complain about your Admission experience should you be dissatisfied with any aspect of it.

Please refer to the Intuition's [Complaints Policy and Procedure](#).

## **21 Sources of further information**

Staff who are able to provide further information to assist you include the:

- Inclusive Learning Leader
- Programme Delivery Team
- Progress and Welfare Coach

Information will be provided at your admission interview and further support and guidance may be arranged for you as required.

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## **22 Other relevant policies and procedures**

- [Lakes College Safeguarding and Prevent Policy and Procedure.](#)
- [LCWC HE Withdrawal Policy and Procedure](#)
- [LCWC HE Fees and Debt Policy](#)
- [LCWC HE Reasonable Adjustment Policy and Procedure](#)
- [LCWC HE Complaints Procedure](#)
- [LCWC HE Recognition of Prior Learning](#)

## **23 Any external references**

- Competition Markets Authority [Competition and Markets Authority - GOV.UK \(www.gov.uk\)](#)
- Consumer Rights [Consumer Rights Act 2015 \(legislation.gov.uk\)](#)
- Equality Act 2010 [Equality Act 2010: guidance - GOV.UK \(www.gov.uk\)](#)
- Office for Students [Home - Office for Students](#)
- Office for the Independent Adjudicator [Office of the Independent Adjudicator for Higher Education - OIAHE](#)
- The Open University [Distance Learning Courses and Adult Education - The Open University](#)
- Pearson [Pearson | The world's learning company | UK](#)
- University of Central Lancashire [University of Central Lancashire - UCLan](#)
- University of Cumbria [University of Cumbria](#)

## **24 Glossary of Terms**

Term	What is it?
Academic Standards	are specific and measurable expectations or criteria that define a particular grade level of what you should be able to do in various subject areas
Assessment	the process of determining the extent of your learning on a module and across your degree programme.

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Assessment Criteria	are specific and well-defined standards or guidelines used to evaluate and judge the quality, performance, or achievement of your assessment.
Assessment Outcome	refers to the result of an assessment process.
Assessment Schedule	a key document that identifies key dates for your reference with deadlines for assessment submission and feedback.
Assessment Submission	is defined as producing and presenting your work for assessment by the specified deadline.
Awarding Organisation	is an institution who is responsible for designing, developing, and administering assessments, examinations, and qualifications.
Criteria for Admissions	These set out the entry requirements for a programme
EBS	is the Institution's learner record management system. It will record your programme data.
Examinations Board	is a panel which is responsible for the administration, and assessment of examinations and assessments.
Extenuating Circumstances	refer to exceptional factors which can affect your ability to meet your obligations as a student.
External Examiners	are appointed by the Awarding Body to ensure assessment are fair, and that they meet standards of academic assessments and examinations.

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Formative Assessment	is used to evaluate and monitor your understanding during the process of learning.
Inclusivity	is providing equal opportunities, equality of access, and participation.
Late Submission	defined as submitting a piece of work for assessment after the published deadline.
Professional Bodies	are formal groups which serve the interest and needs of professionals within that field.
Programme Academic Team	Refers to a group of stakeholders who have an interest in the programme being delivered. This includes the planning, development, implementation, teaching and oversight of the academic programme.
Programme Handbook	is a document which contains important details and key requirements of an academic program.
Programme Specification	Is a detailed document to understand the essential components and characteristics of your program.
Programme Team Leaders	is the responsible person(s) for the academic management of your programme.
Progress and Welfare Coach	Provides pastoral support during your programme of study. They will work alongside the Programme Academic Team to monitor your performance and provide pastoral support.
Recognition of Prior Learning	is identifying knowledge, skills, and competencies which you have at a suitable level and via formal assessment, exempting you from components of your programme.

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Module Lecturer	is responsible for teaching and delivering a specific module within an academic programme.
Scheme of Learning	is a document which details the sequence of topics, lessons, learning activities to be delivered for a programme.
Summative Assessment	is a formal assessment method to evaluate and measure your understanding of learning at the end of a module. This results in a grade for a piece of work which will form part of your programme grade.
UKBA	UK Boarder Agency is a government agency who are responsible for deciding on visa and immigration for non-UK students.
Virtual Learning Environment (VLE)	is where you can access learning materials and programme information. We use Canvas and you will be shown this during induction.

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