



ACADEMY
Online Learning Ltd

Admissions Policy

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Academy Online Learning Ltd

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1.0 Introduction

This policy establishes guidelines for the process of how to deal with admission. The Access to HE Diploma is targeted at students who have the ability to benefit from progressing onto HE, but do not currently hold the correct qualifications. Either because they have not achieved in their formative years, or that they are requiring evidence of recent relevant study for admission to their destination university.

2.0 Persons Affected

All applicants.

3.0 Policy

- 3.1 The policy of Academy Online Learning (AOLL) is to ensure that all applicants have been given evidence to make an informed choice about their application onto the Access to HE Diploma.
- 3.2 The process involved in admission follows the equal opportunities policy.

4.0 Admissions Criteria

- 4.1 Admissions are made according to transparent and justifiable criteria, and should include reference to:

- 4.11 The match between the applicant's aims and goals and the primary aim of the programme as a preparation for study in higher education.
- 4.12 The applicant's ability to benefit from the programme.
- 4.13 The applicant's potential to meet the demands of the programme and complete the programme requirements successfully. A range of evidence may be considered when assessing the potential of an applicant to succeed on a particular programme. Applicants for Access to HE programmes are likely to come from a wide variety of backgrounds, and specific criteria should recognise that applicants can demonstrate their potential to succeed in a variety of ways, and that opportunities to participate in certain activities can be limited by disability or by cultural or social background. In making specific requirements in relation to life or work experience, providers should be aware of a range of legitimate types of experience, and the inappropriateness of some demands for certain groups, particularly in respect of learners with disabilities.
- 4.14 The applicant's life experience. Successful applicants will normally have substantial experience of life outside of formal education, gained since completing compulsory schooling. Where exceptions are made to this criterion, as a provider, AOLL take reasonable steps to be clear about the particular circumstances which justify such an exception being made. In certain circumstances, (in relation, for example, to admission to Access to HE programmes preparing students for an HE course leading to a professional qualification) it may be appropriate to require students to have particular kinds of work experience relating to their destination university. AOLL advise students to check with their destination university the requirements of that university.
- 4.15 The applicant's educational experience. Where an applicant has recently undertaken the whole, or part of, another Level 3 course, the application should be considered with particularly careful reference to points 4.12-4.13 above.

5.0 The Admissions Process

The admission process responds positively to the diversity of background and experience of applicants and to offer opportunities to all those who meet the criteria.

5.1 AOLL strive to ensure that:

- 5.12 Procedures are clear, fair and explicit.
- 5.13 Procedures are consistently and expeditiously applied.
- 5.14 Procedures are appropriate to the needs and characteristics of any specified target groups.
- 5.15 Appropriate criteria for admission to the course are established and made available to applicants (see 4.0 above).
- 5.16 Procedures are provided for equality of opportunity for all applicants within the admissions criteria established for the course.
- 5.17 Entry requirements are made clear to applicants.
- 5.18 Clear information about the course is provided to applicants, in order to ensure that they are able to make an informed decision about whether it meets their aims and needs.
- 5.19 Information about alternative options are made available by AOLL and the prospective student's legitimate interests are taken into account in any advice given with reasonable adjustment.
- 5.20 Information is given about the broad financial implications of undertaking the Access to HE course and of following a course of higher education, including information about where applicants may access advice in relation to their personal circumstances

- 5.21 The admissions process includes consideration of, and judgement about, individual applicants' capacity to complete and benefit from the Access to HE course.
- 5.22 The timing and nature of information about the outcome of the process is made clear to applicants, and any applicant who is turned down should be informed of the reason for the decision.
- 5.23 Policies and procedures are in place for responding to applicants' complaints about the operation of their admissions process.
- 5.24 All those involved in the admissions process understand the process as a whole and their responsibilities within it, and are competent to undertake their roles.
- 5.25 The admissions process accommodates the requirement of the QAA Recognition Scheme for Access to Higher Education in England, Wales, and Northern Ireland that 'Where an Access programme is intended to lead to further study for a professional qualification, students are made aware of, and given the opportunity to meet, the entry requirements of the national professional body concerned'.
- 5.26 Within the regulated timescale, students are registered with the appropriate awarding bodies.