



ETC International College

Admissions Policy

August 2021

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1.0 Scope and Purpose:

- 1.1 This policy applies to admissions for all applications to further and higher education courses delivered by ETC International College (ETC) from levels 3-6.
- 1.2 The policy takes into account the [QAA UK Quality Code for Higher Education, Chapter B2: Recruitment, selection and admission to higher education](#) and [CMA's UK higher education providers – advice on consumer protection law](#).
- 1.3 To promote transparency, fairness and equal opportunities.
- 1.4 To provide consistency and fairness through an inclusive admissions process and establish fair, reliable and appropriate assessment methods for the admission of students.
- 1.5 To provide timescales and key milestones in the application and admission process.
- 1.6 To remove or reduce unnecessary barriers for students.
- 1.7 To provide an admissions process that selects students based on their potential to succeed in their chosen course of study and provide consistent and fair assessment outcomes.
- 1.8 To establish channels of feedback and how students can make a complaint or appeal.

2.0 Definitions

- 2.1 ETC International College will be referred to 'ETC' or 'the College' throughout this document.
- 2.2 Diversity: recognising, respecting and valuing people's differences, to enable people to realise their full potential in constructively contributing to the College's inclusive culture for all staff, students and members of the community.
- 2.3 Equality: as ensuring that every individual has an equal opportunity to make the most of their time whilst studying, working or visiting the College.
- 2.4 Durable medium: a way of sharing information, which is unable to be changed and can be kept for future reference for the length of time the information is required.
- 2.5 Representatives act on behalf of the College in the process of recruiting potential students.

3.0 Responsibilities

- 3.1 It is the responsibility of the Academic Board to set entry requirements, in line with national frameworks and awarding bodies, where appropriate and to establish the number of places available on each course.
- 3.2 Multiple departments are involved in the recruitment, selection and admissions process to ensure fairness and reliability of decisions made.
- 3.3 It is the responsibility of the marketing team to ensure prospective students are provided with clear, accurate and timely information prior to application.
- 3.4 It is the responsibility of the marketing team to appoint representatives, manage these relationships and ensure they have the appropriate knowledge/training and access to accurate and up-to-date materials in order to undertake recruitment activities on behalf of the College. The marketing teams undertake due diligence in the recruitment of representatives to ensure students are recruited with integrity, professionalism and competency.
- 3.5 Heads of Department are involved in the evaluation of applications, qualifications and the assessment of a prospective student's potential to complete the requested course of study. It is their responsibility, alongside the admissions team to establish whether an offer will be made to a prospective student and whether any and if so what conditions will be attached.
- 3.6 It is the responsibility of the admissions team to ensure that clear and appropriate information is given to applicants at the Offer stage.

4.0 Equality and Diversity

- 4.1 ETC is committed to implementing an inclusive admissions process and admitting applicants based on their potential to succeed on a course, regardless of their background.
- 4.2 The College strives to uphold the following Equality and Diversity values and encourage them in others:
 - Valuing ourselves as individuals and valuing diversity itself
 - Welcoming opportunities to learn from other cultures and societies
 - Increasing diversity, equality, inclusivity and internationalisation

- 4.3 The College will not tolerate unfair or unlawful treatment on grounds of the following characteristics:
- Age
 - Disability
 - Gender reassignment
 - Marriage and civil partnership
 - Pregnancy and maternity (including paternity)
 - Race (colour, ethnic or national background)
 - Religion or belief (including lack of belief)
 - Sex
 - Sexual orientation
- 4.4 More information on our equality and diversity values can be found in our Equality and Diversity policy.

5.0 Learning Support

- 5.1 ETC welcomes applications from those with a disability or learning support requirement.
- 5.2 All applications, regardless of their background or additional needs, are considered using the same selection criteria and an additional need will not impede the decision made on an application.
- 5.3 A Learning Support Questionnaire is linked to in the Offer Letter for prospective students to declare any physical or mental impairment that has a 'substantial' and 'long-term' negative effect on their ability to do normal daily activities. This information will be used to establish how ETC can support the individual and their needs.
- 5.4 ETC will implement any reasonable adjustments in consultation with the prospective student, on a case-by-case basis.
- 5.5 ETC reserves the right to not make adjustments that are not reasonable. See ETC's [Reasonable Adjustments Policy](#) for more information.

6.0 Data Protection

- 6.1 ETC International College (The College) is committed to a policy of protecting the rights and privacy of individuals, including learners, staff and others, in accordance with the General Data Protection Regulation (GDPR), May 2018.
- 6.2 ETC will only process and share necessary data with third parties, for the purpose of the booking and delivery of their requested courses and services, in line with ETC's Data Protection and Privacy Policy and GDPR, when permission has been received from the applicant.
- 6.3 ETC may receive requests from UK authorities to assist in the prevention and detection of fraud or other crimes, where it is necessary for ETC to share certain information to assist in such matters of public interest. Such authorities may include, but are not limited to, the Home Office (for visas and immigration), the police and local authorities.
- 6.4 Please see ETC's Data Protection and Privacy Policy for more information.

- 6.5 Information on data retention can be found in ETC's Documentation Retention and Secure Storage Policy.

7.0 Admissions Criteria and Selection

- 7.1 Entry requirements for each course and level may differ.
- 7.2 ETC publishes entry requirements on each individual course page in the further and higher education brochure, on individual course webpages and in the Programme Specifications, available to download from each course webpage.
- 7.3 Entry requirements for awarding bodies are followed where specified by an awarding body. For all other courses the Academic Board is responsible for setting and reviewing entry requirements and selection criteria.
- 7.4 To ensure the admissions process is fair ETC does not normally change entry requirements during an admissions cycle. However, if guidance or regulations from third parties, such as awarding bodies or regulatory bodies change, ETC may be required to make changes to the admissions policy and procedures. In such cases ETC will inform applicants of the change and how it is likely to affect them as soon as possible.
- 7.5 Where there is any doubt regarding the equivalency of an international qualification submitted with an application, Heads of Department will refer to NARIC to confirm the UK equivalent and whether it meets the entry requirements.
- 7.6 All international qualification certificates, references and other evidence submitted to support an application must be in the English language or translated using an officiated translating service. Applicants should submit both original and translated versions.

8.0 Recognition of Prior Learning

- 8.1 Students may request an assessment of RPL (Recognition of Prior Learning), which can be made through credit transfer, prior certificated learning that has not resulted in a UK higher education qualification or credits, or through skills and experience gained through professional fields. Recognition of Prior Learning may be assessed to ascertain if a student has the sufficient and equivalent skills already and therefore does not need to complete a particular module of study. See ETC's [Recognition of Prior Learning Policy](#) for more information.

9.0 English Language Requirement

- 9.1 All programmes of study at ETC are conducted in English and all English language requirements are stated within each individual course's entry requirements.
- 9.2 Language support and academic skills are available in all further and higher education courses, however these are provided in addition to the course applied for and are to aid students in achieving above the threshold level and for purposes of progression to higher levels of study at other institutions where the English entry requirement may be higher. All students must meet the English language entry requirements before an offer of admission can be made.

- 9.3 ETC publishes information on the types of tests accepted to prove a level of English and the level required in each course description in marketing material and in the programme specification.
- 9.4 ETC may use its own method of testing to provide proof of a student's level of English. This will be carried out under exam conditions by suitably qualified English language professionals.
- 9.5 ETC may offer a course of English language tuition prior to the start of the prospective student's course if they do not meet the language requirements. The prospective student is not obligated to take up this offer, but an unconditional offer can only be made once the language requirement has been fulfilled.

10.0 Visas

- 10.1 ETC reserves the right to refuse admission to any applicant found to not be able to comply with all UK visa requirements for the duration of their programme of study.
- 10.2 Students who withdraw early from their courses, fail to arrive for their courses, fail to attend classes or otherwise do not meet their obligations under the terms of their visa will be reported to the Home Office according to the prevailing regulatory system.
- 10.3 Once a student receives a visa for the purpose of attending a programme of study at ETC they are expected to continue with and complete their course in full.
- 10.4 By accepting the terms and conditions students agree to ETC occasionally contacting the Home Office and the Home Office releasing information to ETC regarding details of outstanding visa applications and previous immigration history.
- 10.5 Please see the [Terms and Conditions](#) for further information regarding visas.

11.0 Students under the age of 18

- 11.1 Students aged 17 will only be accepted on a University Preparation or Pre-Sessional course once we have received a signed Enrolment Form and Parental Permission Form wherein consent is given to ETC to act on the parent / guardian's behalf in the case of a medical emergency.

12.0 Information Provision

- 12.1 Information presented to potential applicants should be accurate, consistent and accessible to ensure students can make an informed decision regarding their choice of course.
- 12.2 Brochures/prospectuses should be developed in liaison with the academic department and approved by the Academic Board to ensure accuracy of information. All material is reviewed annually.
- 12.3 ETC endeavours to ensure accurate information is published 1 year prior to the start of the course.
- 12.4 Information is distributed via a range of methods to ensure accessibility of information. This could include, but is not limited to, information published via:
 - The ETC website
 - Distributed to worldwide representatives
 - Printouts available in the College
 - Emailed via attachment at point of enquiry.

- 12.5 Any information offered to students at enquiry stage should be given on a durable medium i.e. via email attachment. Documents shouldn't be shared via link, as this enables the information on the link to change over time.
- 12.6 Programme Specifications are available on the relevant course webpage to offer further depth of insight into the expectations of what the course will entail.
- 12.7 For more information on the type of information offered at each stage of the process please refer to the [Internal Admissions Procedure](#).

13.0 Admissions Procedure

- 13.1 Once a student has applied and sent their required documents, ETC will assess the application. Entry requirements are set out in the brochure and in Programme Specifications online. Documents submitted in support of the application will be reviewed and checked for authenticity to ensure the students meet the course prerequisites. Review of documents is carried out by Heads of Department.
- 13.2 All applications are considered on a case-by-case basis.
- 13.3 Upon acceptance of the application ETC will send an Offer Letter stating whether the offer is conditional or unconditional. If it is conditional the Offer Letter will also set out the conditions of the offer.
- 13.4 The Offer Letter will also state the time the student has to accept or decline the offer and details of how to do so.
- 13.5 If a student does not fulfil the conditions of their offer before one month prior to the start of their course or the date specified in their Offer Letter, ETC reserves the right to withdraw the offer. If this happens the student/sponsor will be refunded in full, provided the student hasn't already received their visa. Due to Home Office rules and regulations, no refunds will be made once a visa has been obtained.
- 13.6 ETC may extend the conditional offer period should there remain spaces on the course applied for, providing the student fulfils the conditions before the start of the course and provides sufficient evidence.
- 13.7 Fees are required to be paid in full or where a sponsor is providing payment, a Financial Guarantee Letter deemed acceptable by ETC is received before the College can issue a visa letter / CAS. Full payment is a demonstration of the student's intention to follow the course and no refunds are offered to students once a visa has been issued. For more details regarding payment please see the [Terms and Conditions](#).
- 13.8 ETC endeavours to provide all educational services as described in its pre-contractual information and will take all reasonable steps to do so for all registered and prospective students. ETC endeavours to ensure all changes are kept to a minimum where they do not bear positive effects to the students.
- 13.9 Where ETC is required to make changes to the material content of a course, prospective students will be notified at the earliest opportunity Please see the [Student Protection Plan](#) for possible scenarios and the measures ETC have in place to support and students and mitigate risk.
- 13.10 Students register at ETC on their first day where they must show their original passport, visa and entry requirement certificates upon arrival. Students will not be able to enter class if these have not been viewed and approved.

- 13.11 See the [Internal Admissions Procedure](#) for more information about the process, timescales and the information given at each stage.

14.0 Postponement

- 14.1 If a student, in agreement with ETC, is unable to commence their course on the planned start date and wishes to postpone their course, such postponement will be valid for one year from the original planned start date.
- 14.2 Valid reasons for accepted postponement may include unsuitable entry requirements, serious illness of student or immediate family member or death of an immediate family member, travel restrictions enforced by governments or other authorities.
- 14.3 No refunds will be given for postponement, unless the course is cancelled within 14 days of accepting the offer.
- 14.4 If a student postpones their course for more than one academic year they may be required to pay any difference in the fees upon re-application.
- 14.5 In the event that a student has already commenced their course and are unable to temporarily continue due to medical or compassionate reasons, including serious illness or death of an immediate family member, ETC will make reasonable efforts to accommodate the needs of a student if they require time off, including postponement of up to one year. Upon postponement students will be required to restart any incomplete units.

15.0 Applying with a criminal record

- 15.1 A criminal record should not prevent an individual from applying to study at ETC and will bear no influence on their application decision. In most cases declaration of this information is not required, however, if the applicant requires a Tier 4 visa to study in the UK they must declare this information at the time of application.

16.0 Feedback

- 16.1 ETC will offer feedback on an applicant's application upon request. Requests for feedback should be emailed within 14 days of a declined application to admissions@etc-inter.net. Feedback can only be given directly to the applicant.

17.0 Complaints

- 17.1 If a prospective student is dissatisfied with any part of the recruitment, selection or admission process, they may submit a complaint within 30 days of the matter they are complaining about.
- 17.2 Complaints are dealt with according to [ETC's Complaints Procedure](#).
- 17.3 It is made clear to prospective students how to make a complaint at the Offer stage. The Complaints Procedure is included in the Student Handbook, linked to in the Offer Letter and referred to in the student's induction.

18.0 Appeals

- 18.1 Applicants are not permitted to appeal against academic or professional judgement once a decision has been made in regard to their application.

20.0 Associated Documents

- 20.1 This document should be read in conjunction with other ETC policies and procedures:

- [Internal Admissions Procedure](#)
- [Complaints Procedure](#)
- [Appeals Procedure](#)
- [Data Protection and Privacy Policy](#)
- [Document Retention and Secure Storage Policy](#)
- [Equality and Diversity Policy](#)
- [Learning Support Questionnaire](#)
- [Registration and Certification Policy](#)
- [Reasonable Adjustments Policy](#)
- [Recognition of Prior Learning](#)
- [Student Code of Conduct](#)
- [Student Protection Plan](#)
- [Terms and Conditions](#)

This policy is reviewed annually, or when new legislation or guidance requires it.

Version: 1

Approved by: Principal

Date of approval: August 2021

Next date to be approved: August 2022

Next approval to be made by Academic Board.