



## University Centre Wigan & Leigh College Admissions Guidelines and Procedure

The University Centre Wigan & Leigh College is committed to a fair, consistent and impartial admissions procedure for learners wishing to study on full-time or part-time Higher Education programmes at the College. This procedure applies to Higher Education applicants and has been aligned with the QAA UK Quality Code. Applicants applying for a Higher Education programme awarded by The University of Central Lancashire (UCLan) are also covered by UCLan's Admissions Policy and Applicant Complaints Procedure. Details of UCLan's policy can be found at [www.uclan.ac.uk/studentcontract](http://www.uclan.ac.uk/studentcontract)

Applications will be taken for all University Centre Wigan & Leigh College programmes which have been approved by partner Universities or Awarding Bodies. For those courses which are awaiting approval from partner Universities or Awarding Bodies, an enquiry form can be completed to provide an expression of interest in the course. The enquiry form can be obtained by calling 01942 761111 or emailing [applications@wigan-leigh.ac.uk](mailto:applications@wigan-leigh.ac.uk).

The College is committed to raising learners' aspirations, widening participation and promoting equal access. The College will support applicants who are seeking a place at College and ensure that they are matched to a suitable course wherever possible.

The procedures described in this document refer to applicants who wish to join full-time or part-time Higher Education (HE) courses at Wigan & Leigh College. There are separate admissions guidelines and procedures for Further Education admissions and Apprenticeship admissions. These can be found at [www.wigan-leigh.ac.uk/college-information](http://www.wigan-leigh.ac.uk/college-information)

### 1. The admissions service

Wigan & Leigh College aims to provide:

- A fair, consistent and impartial admissions process
- High quality impartial information, advice and guidance in-line with the matrix quality standard for Information, Advice & Guidance.
- A process which will identify individual learning needs and effective support mechanisms are put in place to ensure applicants are appropriately matched to a course.
- A process which uses fair and impartial selection criteria which are consistently applied.
- Specialist guidance for those needing additional learning support services.
- A comprehensive range of up-to-date information about courses on offer, including all fees and costs involved.
- Detailed information on facilities and services available.
- Efficiency of service, allowing for a prompt response and processing of applications.
- A process which is accessible and understandable to applicants and is consistent with the College's commitment to equality and diversity.
- Opportunities to visit the College and view the facilities.
- Well organised and efficient enrolment procedures.
- An induction to the College and the course.
- A structured and organised progression process for all current students.
- A process which ensures that the data protection policy and guidelines are followed.
- A process which ensures that all applicants who disclose a relevant unspent criminal conviction are processed confidentially in the relevant manner.

### 2. Changes to courses

Wigan & Leigh College will do all that it reasonably can to deliver its programmes. In exceptional circumstances it may be necessary to discontinue a programme or to make significant changes to a programme between the time an offer is made and enrolment, in which case applicants will be notified at the earliest opportunity and advised of the options available.

### **3. Proof of qualifications**

All applicants will be asked to provide evidence of the academic qualifications as listed on their application form. Applicants will be given a deadline date to send in their evidence.

All qualifications will be checked against the application form by the Course Tutor. If no evidence or evidence in the required format is provided, this may prevent the applicants enrolment at Wigan & Leigh College.

If it is found that an applicant has wilfully or negligently misrepresented their qualifications or other information in their application form, the offer may be withdrawn or the student's contract with the College may be terminated. In the case of UCAS applicants, the Head of Marketing & Admissions will inform UCAS of the findings.

### **4. Criteria for Course Offer**

The offer of a place on a course will be made from the College based on the following criteria:

- Suitability of the applicant for the programme they have applied for; and
- Meeting the course entry requirements (qualifications and/or previous experience and/or DBS clearance for particular courses)
- Provision by the applicant of a Personal Statement and an academic or relevant work based reference.

The FAB Futures team will assess the suitability of the applicant and their predicted or confirmed grades matching the entry requirements for the course, the personal statement and reference when deciding to offer a conditional or unconditional place on a course. The course entry requirements and any additional suitability criteria are outlined on the College website [www.wigan-leigh.ac.uk](http://www.wigan-leigh.ac.uk) and also in the University Centre Wigan & Leigh College prospectus. These are updated and published in the October/November prior to the year of entry and are also available on the College website.

A conditional offer will be made when there are specific conditions that the applicant has to meet before they are able to enrol onto a course. This is usually (but not exclusively) based on qualifications yet to be gained.

### **5. Suitability of applicant**

The College will provide general advice and guidance in connection with course applications and admissions to the College and seek to ensure that the offer of a place on a course is appropriate and meet individual needs.

All applicants must:

- Satisfy the requirements for admission to the course.
- Demonstrate a commitment to further study and the ethos of the College
- Provide evidence of their previous qualifications and/or work experience history
- Demonstrate appropriate behaviour in line with the College's standards and expectations.
- Undertake further assessments as necessary to allow the College to support any learning support needs.

The College is committed to seeking to find a suitable provision for all applicants but retains the right to refuse to make a course offer if the advice and guidance procedure identifies that the applicant would not be suitable for the provision on offer or cannot make a suitable offer for an individual applicant. This will be done with due regard of the admissions criteria of the Awarding bodies.

The procedures for the admissions of students are non-discriminatory and reflect the Colleges commitment to equal opportunities.

The College is committed to seeking to find a suitable course for all applicants in accordance with these Guidelines and Procedures subject to course availability and applicant suitability requirements.

## 6. University Centre Wigan & Leigh College entry requirements

The course entry requirements are outlined in the University Centre Wigan & Leigh College prospectus, Higher Education programme leaflets and are available on the College website.

Wigan & Leigh College will consider applicants with prior learning (certificated or uncertificated) which fulfils some of the learning outcomes of a course for admission with credit to an appropriate point on that course. The recognition of prior learning is determined in relation to a specific course and Awarding Body regulations. Students are required to reapply for assessment of prior learning if they subsequently change course.

## 7. Applicants requiring additional support

Applicants are usually identified as requiring additional support from their application form. Applicants are strongly encouraged to disclose this information within the application process. Failure to do so may mean the College cannot put appropriate support arrangements into place for the start of the course. The Additional Learning Support Team is notified of all applicants that disclose any support needs on their application form.

The Additional Learning Support Team will contact applicants who disclose a support need to discuss support needs and to arrange for appropriate support to be put in place.

## 8. Unspent convictions

Applications from ex-offenders are welcomed but disclosure of unspent convictions will be asked during the admissions interview.

Wigan & Leigh College aims to create a safe and healthy environment. This includes for all those studying and working on and off site or using any of its services. In addition we have a duty of care including to those under the age of 18 years of age and those deemed vulnerable and at risk. Therefore we need to know about those applicants who have unspent convictions related to serious offences. If any applicant has a serious unspent conviction they will be asked to complete a confidential form before the offer of a place at College is made. Confidentially the Designated Protection Officer or their designated nominee will make a decision as to whether the application can continue and the applicant is offered a place at College.

If an applicant fails to reveal an unspent conviction prior to their enrolment, any enrolment agreement with the College may be terminated with immediate effect.

**Please note** - Having a criminal record will not necessarily bar an applicant from a place on a college course. This will depend on the nature of the circumstances and background of the offence

Certain courses (Childcare, Health & Social Care and Teacher Education) are exempt under the Rehabilitation of Offenders Act 1974 and these applicants are also required to declare any spent convictions. Students on these courses will also be required to have a DBS (Disclosure Barring Service) check prior to the start of their course.

Further guidance is available by contacting the Student Services team on 01942 761687 or by visiting <https://www.gov.uk/government/organisations/disclosure-and-barring-service>

## 9. Right to refusing admission

On occasions the College may choose to refuse an application to study at the College for the following reason(s).

- The applicant has previously been a student at the College and has been excluded. This will be referred to the Head of Marketing & Admissions who will consider this along with the relevant Head of Studies and the Assistant Principal. Students who have been permanently excluded will not be able to apply to study at Wigan & Leigh College.
- The applicant has previously been a student at the College and has any outstanding monies owing to the College (e.g. not all fees have been paid). The applicant's application will not proceed until all outstanding debts are cleared.

- The applicant has not met the course entry requirements. If the applicant has not met the entry requirements, then the College will seek to find a suitable alternative course and offer advice and guidance to enable applicants to make alternative choices.
- If the suitability requirements are not met by the applicant they may be refused entry to the College if the College has not got a suitable course offer for an applicant or if the applicant is not suitable for reasons highlighted in section 4 for the course for which they have applied.

## **10. Appeals**

If a student wishes to appeal against an admissions decision, then they must do so in writing initially to the Head of Marketing and Admissions within 10 working days of the date on the decision letter.

The appeal will then be considered by a panel consisting of the Vice Principal – Curriculum, Head of Higher Education and Head of Department, or their appointed nominees.

The College will consider all appeals and inform potential students of the decision within 5 working days of receipt of letter.

## **11. Application process – applications from those not currently studying at Wigan & Leigh College**

All external applications for full time courses (from those not currently studying at Wigan & Leigh College) for all full-University Centre Wigan & Leigh College courses must be made via UCAS (Universities and Colleges Admissions Service). Applicants will receive communications about their application to study via UCAS in addition to correspondence from the College's Admissions department.

The entry requirements for the University Centre Wigan & Leigh College courses are outlined in the prospectus, programme leaflets and College website. These vary for each course and are usually based on UCAS tariff points. In some circumstances particular courses may require all applicants to submit a written piece of work or portfolio or an audition as part of the admissions process.

The College is informed by UCAS's similarity detection department of all cases of plagiarism on UCAS applications to Wigan & Leigh College. All cases are reviewed by the Head of Marketing & Admissions and the applicant will be given an opportunity to re-submit their Personal Statement within a specified timeframe. The applicant will be notified of this by Wigan & Leigh College.

Successful applicants will be informed of the offer conditions including details of any regulations and information and conditions of offer.

All applicants will be informed of enrolment arrangements by the College's Admissions team.

Information on content of courses, entry requirements and processes such as interview, audition or portfolio, requirements for criminal record checks (DBS) and Fitness to Practice are listed on the Colleges website.

All refusals are approved by the Vice Principal – Curriculum.

## **12. Application process – applications from those currently studying at Wigan & Leigh College**

Applications from those currently studying at Wigan & Leigh College for University Centre Wigan & Leigh College courses may be made via the University Centre application form. This is available from College receptions or FAB Futures. Alternatively applicants can apply via UCAS (Universities and Colleges Admissions Service). In this instance, applicants will receive communications about their application to study via UCAS in addition to correspondence from the College's FAB Futures department.

Applicants applying directly via the University Centre application form will receive communications about their application to study via the College's FAB Futures department.

The entry requirements for the University Centre Wigan & Leigh College courses are outlined in the prospectus, programme leaflets and College website. These vary for each course and are usually based on UCAS tariff points. In some circumstances particular courses may require all applicants to submit a written piece of work or portfolio or an audition as part of the admissions process.

Successful applicants will be informed of the offer conditions including details of any regulations and information and conditions of offer.

All applicants will be informed of enrolment arrangements by the College's FAB Futures team.

Information on content of courses, entry requirements and processes such as interview, audition or portfolio, requirements for criminal record checks (DBS) and Fitness to Practice are listed on the Colleges website.

All refusals are approved by the Vice Principal – Curriculum.

### **13. Application process – Part-time Higher Education courses**

Applications from those wishing to study part-time University Centre Wigan & Leigh College courses may be made via the College's University Centre application form. This is available from College receptions or the FAB Futures team.

Applicants will receive communications about their application to study via the College's FAB Futures department.

The entry requirements for the University Centre Wigan & Leigh College programmes are outlined in the prospectus, programme leaflets and College website. These vary for each course. In some circumstances particular courses may require all applicants to submit a written piece of work or portfolio or an audition as part of the admissions process.

Successful applicants will be informed of the offer conditions including details of any regulations and information and conditions of offer.

All applicants will be informed of enrolment arrangements by the College's FAB Futures team.

Information on content of courses, entry requirements and processes such as interview, audition or portfolio, requirements for criminal record checks (DBS) and Fitness to Practice are listed on the Colleges website.

All refusals are approved by the Vice Principal – Curriculum.

### **14. Application process – Teacher Education courses**

Applications from those wishing to study Teacher Education courses at the University Centre Wigan & Leigh College may be made via the UCLan application form. This is available from the College website, College receptions or the FAB Futures team.

Applicants will receive communications about their application to study via the College's FAB Futures department.

The entry requirements for the University Centre Wigan & Leigh College programmes are outlined in the prospectus, programme leaflets and College website. These vary for each course. Applicants for these courses will be required to attend an interview/

Successful applicants will be informed of the offer conditions including details of any regulations and information and conditions of offer.

All applicants will be informed of enrolment arrangements by the College's FAB Futures team.

Information on content of courses, entry requirements and processes such as interview, audition or portfolio, requirements for criminal record checks (DBS) and Fitness to Practice are listed on the Colleges website.

All refusals are approved by the Vice Principal – Curriculum.

## **15. Late enrolment**

Open advice events at the start of term enable late applicants to enrol on College courses following an admissions interview and suitability criteria confirmed.

## **16. Monitoring**

The Head of Marketing & Admissions, along with the Colleges Higher Education Management Team will monitor successful and unsuccessful applications to ensure equality and consistency.

## **17. Responsibilities and Duties**

Responsibility for the implementation of the guidelines and procedures lies with the Head of Marketing & Admissions.

Interviewing staff have a responsibility to ensure that impartial information, advice and guidance are provided to all applicants and applications are considered in a fair and consistent manner.

The Admissions team are responsible for the day to day administration of applications and implementation of the procedures and guidelines described in this document.

The University Centre Wigan & Leigh College ensures that the personal information provided by an applicant remains confidential by the designated parties and includes a declaration on the College application form authorising the release of information that they have supplied to the designated parties.

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## University Centre Wigan & Leigh College Admissions Process



