



Admission Policy 2025/26

Policy review area	Students
Lead manager	Head of Administrative Operations
Approval level	Senior Management Team
Start date	March 2023
Review cycle	1 year
Next review	March 2026

Introduction

1. Acquire Learning College (ALC) is committed to promoting equal opportunities for all applicants to the College. We actively seek to recruit a diverse student body that is reflective of the wider community. We believe that a diverse student body provides for a more creative and dynamic learning community, and this is in line with the ethos and mission of ALC. No potential student will be excluded from entry to any programme because of discrimination on the grounds of age, race, gender, religion or beliefs and/or disability.

Admissions Policy

2. The aims of this Admissions Policy are to ensure.
 - a. All entry criteria are transparent and justifiable.
 - b. All applicants to ALC are treated fairly.
 - c. All applications are responded to promptly and efficiently.
 - d. All decisions in respect of admissions are made and applications dealt with by appropriate staff.
 - e. Clear and impartial advice is given to applicants and that they are placed on the most appropriate programme.
 - f. Appropriate policies and procedures are implemented and followed in non-formal applications (non-standard or standard).

Acquire Learning College's Obligations

3. ALC undertakes a range of actions to deliver its Aims. These include:
 - a. Conducting regular reviews of all recruitment and admissions procedures.
 - b. Providing prospective students with good information about our programme offer and what students who join us can expect to experience, our prospectus materials and through any promotional events.
 - c. Encouraging all prospective students to seek further advice and guidance at a ALC Open Day.
 - d. Regularly checking all prospectus and website materials to ensure they are accurate and up to date.

Application Stages

4. The above are actioned in the following stages.

Pre-application

ALC commits to sending relevant course information to all applicants within 48 hours of their initial enquiry. Pre-application information is available from the website, in prospectuses, leaflets and brochures covering the following areas:

- a. Programme details.
- b. Accreditation/approval of programmes by professional bodies or Partner Colleges and Universities
- c. The course structure, duration and qualification title.
- d. The general and subject specific entry requirements for each programme.
- e. Range of resources available at ALC.
- f. How to apply to ALC.
- g. Information on ALC Open Days and campus tours.
- h. Information on Recent ALC Guests and Events.
- i. Information on Fees and payment arrangements.
- j. Sources of financial assistance (internal and external), including scholarships and bursaries.
- k. Information on Library and learning resources.
- l. Information, advice and guidance will be given to all new potential students

At Initial Assessment

- a. All applicants will have an individual practical assessment or interview with a specialist tutor who will assess their level of skill and aptitude, their range of qualifications and expected future attainments.
- b. Applicants also sit a written assessment which gauges their academic writing skills.
- c. Each applicant will receive immediate feedback on their assessment and where appropriate an offer will be made.
- d. All applicants will receive an explanation of the academic and other support services available.
- e. All students will be asked to declare any additional learning support needs, and should these be identified, these will be followed up by appropriate specialist staff post offer.

Selection

Selection of students is made based on evidence of academic, and personal experience that meets the advertised admissions criteria for a particular programme. In addition,

admissions staff would look for the evidence of an individual's potential to benefit from study at ALC and to make a positive contribution to the institution. We aim to secure a good match between the abilities and aptitudes of the applicant and the demands of the programme, and any offer will be made at a level which is appropriate to the potential of the applicant to succeed and progress towards their own goals.

Offers and Contracts

After assessment all successful applicants will be sent an offer letter within three working days. This letter will outline details of the course offered, information about fees, required deposit and a contract which must be signed and returned within the specified timeframe. Once this is received by ALC, the applicant has secured a place, and further contact will be in respect of their enrolment and induction. Enrolment and Induction packs are sent in a timely manner before the commencement of the academic year.

Individual interviews/assessments

The assessment lasts for over half an hour and is conducted on a one-to-one basis with an opportunity to look round the College's facilities. The assessment is an essential tool for allowing staff to take full account of the applicant's skills and potential. The information recorded on the assessment form comprises academic qualifications and other necessary details. Candidates are also asked to identify any learning difficulties and learning support requirements.

Accreditation of Prior (Experiential) Learning

Where an applicant has worked for some time and gained relevant experience it is also possible to gain entry as a mature student according to AP(E)L. Mature students are encouraged to outline other qualities and experiential learning that might be equivalent to the formal academic requirements, and the admissions tutor will take into account all evidence for the applicant's suitability for the course and their achievement and skills at the interview. This data is recorded on the appropriate form alongside the candidate's academic records.

Disabled Students

Any potential needs of students with disabilities are identified and addressed within the detailed admissions assessment and efforts are made to take account of any individual applicant's situation. This can be organised on the phone or via email with the admissions team prior to arrival, and all special needs can be accommodated during the admissions process.

Any student with a disability can discuss with their admissions tutor aids, adaptations or special requirements that will be required to enable them to fully participate in the course. If necessary, an accessibility study will then be commissioned. This is first addressed as part of the admissions process where students are asked to provide details of any special needs or requirements. Induction, registration and enrolment activities are also fully accessible to

disabled students, and the needs of any student are accommodated in the design of such activities. As part of ALC Equal Opportunities Policy admissions staff will monitor the admissions of student with disabilities.