

Policy

Learner Recruitment and Admissions Policy



**London Campus
of Higher Studies**

Document Title	Learner Recruitment and Admissions Policy
Document Owner	IT Department
Approved By	Information Steering Committee
Date Approved	02 October 2023
Date of Review	10 December 2026
Document Version	1.2

Table of Contents

1. Purpose	3
2. Scope	3
3. Policy Statement	3
4. Principles of Recruitment	3
5. Admissions Criteria and Entry Requirements	4
5.1 Academic Qualifications	4
5.2 Recognition of Prior Learning	4
5.3 English Language Requirements	4
5.4 Contextual Admissions	4
6. Application Process	4
7. Safeguarding and Suitability Checks	5
8. Equal Opportunities and Reasonable Adjustments	5
9. International Applicants and Immigration Compliance	5
10. Deferrals, Withdrawals, and Unsuccessful Applications	5
11. Complaints and Appeals	5
12. Monitoring, Reporting, and Review	6
13. Related Policies and Documents	6
14. Roles and Responsibilities	6

1. Purpose

This policy sets out the principles and procedures governing the recruitment and admission of learners to London Campus of Higher Studies ("the Institution"), a higher education provider based in the United Kingdom. It is designed to ensure that recruitment and admissions practices are fair, transparent, consistent, and compliant with UK legal and regulatory requirements, including relevant consumer protection, equality, and data protection legislation, while safeguarding the academic standards of all programmes offered by the Institution.

The policy applies to all prospective learners, regardless of the mode of study, level of study, or route of entry, and to all staff and agents involved in recruitment and admissions activity on behalf of the Institution.

2. Scope

This policy applies to:

- All undergraduate, postgraduate, foundation, and short-course applications submitted directly to the Institution.
- Applications received through UCAS, partner institutions, education agents, and other authorised third-party channels.
- Home, European Union, and international applicants.
- All staff, agents, and representatives engaged in recruitment, marketing, or admissions decision-making on behalf of the Institution.

This policy should be read alongside related institutional policies, including the Equality, Diversity and Inclusion Policy, the Safeguarding Policy, the Fitness to Study Policy, the Complaints Policy, the Data Protection Policy, and the English Language Requirements Policy.

3. Policy Statement

London Campus of Higher Studies is committed to widening access to higher education and to recruiting learners who have the potential to succeed on their chosen programme of study. Admissions decisions are made on the basis of an applicant's ability to meet the published academic and, where applicable, non-academic entry requirements for a course, without discrimination on the grounds of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation.

The Institution will not knowingly publish or communicate misleading, inaccurate, or incomplete information about its courses, entry requirements, fees, or student outcomes.

4. Principles of Recruitment

1. Accuracy and transparency: all recruitment and marketing materials, whether print, digital, or delivered by agents, must present a fair, accurate, and current representation of courses, entry requirements, fees, and the student experience.
2. Equality of opportunity: recruitment activity will be conducted in a manner that promotes equality of opportunity and actively seeks to widen participation from underrepresented groups.

3. Informed choice: prospective learners will be provided with sufficient, timely, and accessible information to make an informed decision about their application, including course content, mode of delivery, entry requirements, fees, and available financial and welfare support.
4. Integrity of agents and partners: any education agent or recruitment partner acting on behalf of the Institution must be formally authorised, will operate under a signed agreement setting out expected standards of conduct, and will be subject to periodic monitoring.
5. Data protection: personal data collected during recruitment will be processed in accordance with the Institution's Data Protection Policy and applicable data protection legislation.

5. Admissions Criteria and Entry Requirements

Entry requirements are published for each course and are set to ensure that admitted learners have a reasonable prospect of successfully completing their programme of study. Entry requirements may be expressed in terms of academic qualifications, relevant work experience, portfolio submission, audition, interview, or a combination of these, depending on the nature of the course.

5.1 Academic Qualifications

Applicants are normally expected to hold, or be predicted to achieve, qualifications equivalent to the published entry tariff for their chosen course. The Institution recognises a broad range of UK and international qualifications and maintains equivalency guidance to support fair comparison across qualification types.

5.2 Recognition of Prior Learning

The Institution operates a Recognition of Prior Learning (RPL) process through which applicants may evidence relevant prior certificated learning or experiential learning in place of, or in addition to, standard academic entry requirements. RPL claims are assessed on a case-by-case basis by the relevant academic department.

5.3 English Language Requirements

Applicants whose first language is not English, or who have not been educated in English, must provide evidence of English language proficiency at or above the level specified for their course, in accordance with the Institution's English Language Requirements Policy and, where applicable, immigration compliance requirements.

5.4 Contextual Admissions

The Institution may take relevant contextual factors into account when assessing applications, including but not limited to educational disadvantage, care-experience, and disrupted study, in order to support fair access. Contextual offers, where made, will not fall below the minimum academic threshold required for successful study.

6. Application Process

6. Applications are submitted through the Institution's designated application channels (direct application, UCAS, or an authorised partner/agent portal), as specified for each course.
7. All applications are logged and acknowledged within five working days of receipt.
8. Applications are assessed against the published entry requirements for the relevant course by suitably trained admissions staff or academic selectors.

9. Where a course requires an interview, audition, portfolio review, or additional assessment, applicants will be informed of this requirement and given reasonable notice and, where necessary, reasonable adjustments.
10. Applicants will be notified in writing of the outcome of their application (offer, conditional offer, waiting list, or unsuccessful), together with the reasons for the decision where an application is unsuccessful.
11. Applicants who receive an offer will be provided with clear information on how to accept, any conditions attached to the offer, and the deadline for reply.
12. Verification checks will be undertaken on qualifications, identity documents, and, where required, immigration status prior to confirmation of enrolment.

7. Safeguarding and Suitability Checks

Where a course involves regulated activity, work with children, or work with vulnerable adults, applicants will be required to undergo relevant background checks (such as a Disclosure and Barring Service check) in accordance with the Institution's Safeguarding Policy. Failure to satisfactorily complete required checks may result in an offer being withdrawn.

The Institution will also consider, on a case-by-case basis and in accordance with its Fitness to Study Policy, any relevant declared criminal convictions or health and support needs disclosed during the application process, with the aim of ensuring both the wellbeing of the applicant and the safety of the wider Institution community.

8. Equal Opportunities and Reasonable Adjustments

The Institution is committed to ensuring that its admissions process does not disadvantage applicants with disabilities or additional learning needs. Applicants are encouraged to disclose any relevant support needs at the point of application so that reasonable adjustments can be considered for interviews, assessments, and, where an offer is made, for the delivery of the course.

Admissions staff and selectors receive training on equality legislation, unconscious bias, and fair selection practice.

9. International Applicants and Immigration Compliance

Applications from international applicants requiring a student visa to study in the United Kingdom will be processed in accordance with UK Visas and Immigration requirements. The Institution, as a licensed Student Sponsor, will only issue a Confirmation of Acceptance for Studies to applicants who meet both the academic entry requirements and the relevant immigration eligibility criteria, including credibility interviews where required.

10. Deferrals, Withdrawals, and Unsuccessful Applications

Applicants who wish to defer entry to a later intake may request to do so; deferral requests are considered on a course-by-course basis and are not automatically guaranteed. Applicants may withdraw an application at any stage prior to enrolment by notifying the Admissions Office in writing. Unsuccessful applicants will receive feedback on request, where this can reasonably be provided.

11. Complaints and Appeals

An applicant who believes that their application has not been considered in accordance with this policy may submit an admissions appeal within ten working days of receiving the decision, setting out the grounds for appeal. Appeals will be considered by a member of staff who was not involved in the original decision, in accordance with the Institution's Admissions Appeals Procedure. General complaints about the recruitment or admissions process that do not concern a specific admissions decision will be handled under the Institution's Complaints Policy.

12. Monitoring, Reporting, and Review

The Admissions Office will maintain records of application, offer, and enrolment data, disaggregated by relevant characteristics where appropriate, to support monitoring of equality of access and outcomes. Summary admissions data will be reported annually to the Information Steering Committee.

This policy is reviewed periodically to ensure it remains accurate, effective, and compliant with current legislation and sector requirements. This version was approved by the Information Steering Committee on 02 October 2023 and is scheduled for review on or before 10 December 2026, or sooner if required by a material change in legislation or institutional practice.

13. Related Policies and Documents

- Equality, Diversity and Inclusion Policy
- Safeguarding Policy
- Fitness to Study Policy
- English Language Requirements Policy
- Recognition of Prior Learning Procedure
- Admissions Appeals Procedure
- Complaints Policy
- Data Protection Policy

14. Roles and Responsibilities

Role	Responsibility
Information Steering Committee	Approves the policy and any substantive amendments; ensures alignment with institutional strategy and regulatory requirements.
IT Department (Document Owner)	Maintains and publishes the policy document, manages version control, and coordinates the scheduled review cycle.
Admissions Office	Implements the policy in day-to-day recruitment and admissions activity; processes applications in line with published criteria.
Marketing and Recruitment Team	Ensures recruitment materials and communications are accurate, accessible, and consistent with this policy.
Academic Registry	Verifies qualifications and evidence submitted by applicants and maintains admissions records.
Programme/Course Leaders	Advise on course-specific entry requirements and participate in selection where interviews or portfolios are required.

London Campus of Higher Studies
Learner Recruitment and Admissions Policy (Version 1.2)

Aamer Ali <u>Aamer Ali</u>	Muhammad Saqib Sohail <u>Saqib Sohail</u>
Director Admin / Operations	Director Academic Affairs
10 December 2025	10 December 2025