

 <p>Farnborough College of Technology</p>	<p>Higher Education Admissions Policy</p>
<p>Owner</p>	<p>Vice Principal - Teaching, Learning, Completion, and Higher Education</p>
<p>Approval by Corporation</p>	<p>N/A</p>
<p>Date reviewed:</p>	<p>December 2025</p>
<p>Date for next review:</p>	<p>May 2027</p>
<p>Significant changes to policy:</p>	<p>Reference to Initial Teacher Training programmes and DfE expectation</p>
<p>Impact of changes:</p>	<p>Clarification of interview and selection process of applicants to Initial Teacher Training</p>

Background and Context

This policy, together with the admissions processes, have been devised and are conducted in accordance with the 'QAA UK Quality Code, Advice and Guidance: Admissions, Recruitment and Widening Access' and the CMA's 'UK higher education providers – advice on consumer protection law' documents. Due regard has also been given to guidance from Supporting Professionalism in Admissions (SPA), Admissions Guidance from UCAS and appropriate equality legislation.

Purpose & Scope

University Centre Farnborough (UCF) is committed to recruiting learners from broad and diverse communities, who have the potential to succeed and benefit from higher education. This policy applies to all areas of UCF's Higher Education provision.

Principles

UCF is committed to ensuring that all applicants are treated fairly and that decisions about recruitment, selection, admission, and progression to its courses are based on objective academic and non-academic criteria that have been made available to applicants prior to application.

UCF aims to ensure that information provided to applicants on courses, facilities, entry requirements and procedures are accurate, to enable applicants to make informed decisions. This information will be made easily accessible for applicants. The information is also available through the UCF website and on the University and Colleges Admissions Service (UCAS) website.

The prospectus and website specifies the typical standard entry requirements for each course. Due to deadlines for printed matter, online information is expected to be the most current.

UCF's aim is to select those learners most likely to benefit and succeed. The entry criteria

and selection methods chosen for each course are designed to ensure that learners who are offered places are likely to succeed academically and gain intellectually from the provision available. This is subject to the availability of places and, therefore, it may not always be possible to make offers to all the good candidates who may apply.

Where interviews or auditions are necessary to make decisions about the suitability of a candidate for a course, this is made clear to applicants. Applicants will be given detailed information regarding what to expect, along with advice regarding anything they need to bring or prepare in advance.

The purpose of an interview is to ensure that candidates are placed on the appropriate programme and level and that they have the ability to succeed on the course. Where applicable, the practical skills necessary to meet the criteria for the course will also be taken into account.

Suitable applicants for courses that do not require a portfolio or interview will be made an offer, provided they meet, or are predicted to meet, the standard entry requirement. The decision whether an applicant is eligible for an offer will be based on an applicant meeting entry criteria for that subject, which is usually, but is not limited to, relevant academic achievement and an established interest in the subject determined through a personal statement.

Recognition of Prior Learning

Where an applicant does not possess the relevant entry requirements but would like to be considered based on previous experience, it will be necessary for staff to request supplementary material to support the application. This could include a portfolio of evidence, successful completion of a written project at an appropriate academic level, or other appropriate documentation. Candidates would be considered under the Recognition of Prior Learning (RPL) procedures for the appropriate awarding body. Information can be obtained by contacting admissions@farn-ct.ac.uk.

Applicants who possess appropriate RPL may claim appropriate exemption from part of the course.

Training

UCF is committed to the continuing professional development of all staff and to delivering an on-going programme of appropriate training events. In order to ensure that admissions processes are conducted in a professional manner by authorised and competent representatives, staff development sessions are provided where and when required. This may include admissions procedures, sharing best practice, decision making, equality and diversity matters, and updating regarding other related issues such as new qualifications.

The Applications and Enrolments Coordinator and the Vice Principal with responsibility for Higher Education oversee the admissions cycle to ensure that decisions are made consistently and in accordance with published information.

UCF will ensure accuracy and completeness of published information about learning opportunities and assure it is available in a variety of formats, including online and hard

copy. The collaborative partnership with the University of Surrey will also be made explicit.

UCF will ensure that information regarding qualifications, course content, entry requirements and selection is available on the UCF and UCAS websites.

HE Admissions Procedures

All full-time applications are initially received either directly or through UCAS and processed in a timely fashion. Applicants applying for courses that do not require an interview or portfolio will normally be made a conditional offer providing they meet the entry requirements and places are available. In normal circumstances UCF will aim to make decisions within ten working days. These decisions will be processed through UCAS or, if received directly, by email.

Applicants requiring an interview will normally be invited to attend an interview within ten working days of receipt of their application. Applicants would normally be given a minimum of two weeks' notice of an interview. If learners are unable to attend on the date given, they can contact the admissions team for an alternative date. Following interviews or consideration of a portfolio/ evidence of RPL, decisions will be processed through UCAS or directly by email and usually within one week of an interview or portfolio review.

All applicants will be provided with information regarding course fees, including additional costs such as residential visits or studio fees, and sources of additional support in their offer. Learners will be informed on several occasions if additional information is required prior to being accepted onto the course, such as a Disclosure and Barring Service (DBS) checks or evidence of appropriate work placement. This information will be available within course literature, explained at interview or orientation days, and sent to applicants in advance of the commencement of the course.

Initial Teacher Training programmes

Initial teacher training applicants are required to meet Department for Education admission requirements including interviews, rigorous pre-selection checks (including safer recruitment) and an assessment of capability. Further clarification and guidance can be found on the University Centre Farnborough website here [You searched for teacher training - University Centre Farnborough](#)

Applicant Responsibility

Many applicants will be subject to UCAS rules regarding replying to and accepting offers which are widely publicised. These dates are determined by UCAS and it is essential that applicants comply with the deadlines given. Those who do not respond in a timely manner may be Rejected By Default (RBD) and it may not be possible to reinstate original offers.

UCF will inform any applicants they are aware of who are approaching a RBD date if they have not already responded.

Applicants with health conditions or impairments are encouraged to disclose any disability on their application form in order that reasonable adjustments can be made during the

selection process and in order to ensure appropriate support is in place, during an interview if appropriate, and prior to the commencement of study. Specialist staff will support applicants who are seeking a Disabled Students Allowance (DSA) and signpost the availability of appropriate support services.

Processes and Procedures

Information Advice and Guidance (IAG)

UCF provides a range of opportunities for applicants to visit UCF both prior to and after making an application. These events enable applicants to receive further details regarding the courses, facilities, learner experience and support available in order that applicants can make informed decisions. Trained staff are available at these events to talk individually with learners and answer any queries.

Changes to Courses

It may sometimes be necessary to change the specification or discontinue a course. Where this occurs, as much notice as possible is provided. Sometimes the timetable may change. Any such significant changes to courses will be communicated to applicants as soon as possible.

Where a course fails to recruit viable numbers, UCF will work with the applicants affected to make alternative offers (at UCF) or provide advice, in seeking admission to another university or college. In addition, we will discuss other options elsewhere and release applicants into UCAS clearing should they so decide.

Courses that are still subject to validation are clearly promoted using established conventions, so applicants are aware.

Deferred entry

The year of entry is not taken into account in the decision-making process. Applicants who apply for a deferred place on their UCAS application will be processed along with all other applicants and must fulfil the conditions of any offer made within that admissions cycle. If they do not do so, a further application will be required in the following admissions cycle.

Applicants who wish to defer following an offer of a place being made are encouraged to put the request in writing. It would not normally be possible to allow an applicant to defer for more than one year.

Induction & Enrolment

Applicants will be sent information from UCF, regarding joining arrangements.

Learners will be taken through a full induction programme which will cover a range of important information about UCF and its support services. During this period, learners will be able to enrol with UCF as well as completing other activities such as an assessment of learning and study needs, along with any health and safety requirements.

Applicants with criminal convictions

Applicants to courses that involve contact with children or vulnerable adults will be required to complete a Disclosure and Barring Service (DBS) application. A number of courses require this as a compulsory element and therefore return of the DBS form may be a requirement for an offer to be made. UCF will seek further information from any applicant who has declared a criminal conviction, to satisfy itself that an offer can be made to that individual. Applicants are required to declare this information on the appropriate application form.

UCF reserves the right to assess all such applications to ensure that admitting the applicant would not preclude them from a career in the relevant sector, or place staff, learners or visitors to UCF, or within work placements, at risk.

Decisions on the admission of applicants with criminal convictions will normally be made by UCF according to our Safeguarding policy.

Feedback

In the event of an applicant being unsuccessful in gaining a place, they may contact the Applications and Enrolments Coordinator informally for feedback.

Complaints and appeals

If the applicant is still unclear why a place has not been offered, based on all of the information, the applicant should contact the Applications and Enrolments Coordinator within two weeks of receiving the decision. The Complaints Policy will apply when dealing with such issues and can be obtained from the College website.

Parents, guardians, advisors, schools and colleges are asked to note that feedback will usually only be offered directly to the candidate, unless we have received explicit written instruction from the applicant stating that they are willing for matters to be discussed with another individual or party.

Review

UCF seeks feedback from learners regarding their experience and throughout the learner lifecycle. Learner feedback specific to information advice and guidance, application, admission and induction processes is valued and used to enhance the student experience.

The processes and detail of this policy will be reviewed on a regular basis to ensure they remain appropriate and fit for purpose. In addition, entry requirements are reviewed on an annual basis and revised as appropriate.

