Admissions Policy and Procedure

Date: 2025-2028

Accessibility Statement

If you have any learning difficulty, disability or health problem, that means you are unable to use the admissions policy and procedure in the way laid out in this document, or you may require additional support to help you with the process, please contact the college to discuss how the process can be adjusted to support your needs. Should you require this guide in an alternative format please contact the college.

Document Control

Manager responsible: College Registrar/Vice Principal Higher Education

Version number: 4.2 (amendments approved by C&Q 09.11.2026)

Approved by: C&Q Committee

Approval date: February 2025

Review date: February 2028

Hereford College of Arts

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1. Introduction

1.1 Hereford College of Arts (HCA) is an inclusive institution which welcomes applications from potential students from all backgrounds and aims to help them achieve their full potential. This Admissions Policy applies to all applicants, including applications for full-time and part-time courses in Further and Higher Education, International applicants and applications from internal students and students enrolled on programmes at schools and colleges with whom HCA operates a Progression Agreement.

2. Our Mission

2.1 To empower creativity and enrich our world through transformative arts education.

2.2 Values

a) We Support students and staff to be:

- **Collaborative:** we believe creative collaboration gives people the power to change the world.
- **Curious:** we urge our students to question, seek the wider context, think critically, and use arts to engage with society
- **Brave:** we support and challenge individuals to achieve their ambitions, to tackle important issues, and to take bold creative risks
- **Inventive:** we encourage an appetite to take on problems and a resourceful, creative approach to solving them
- **Individual:** we respect the individual needs and interests of all members of our creative community, and provide a safe space for unique creative voices to develop and thrive.

3. Principles

3.1 Hereford College of Arts in its Mission Statement and Values recognises its responsibility to provide equality of opportunity to all potential students during the enquiry, recruitment and selection process. The college is committed to social justice and inclusivity, widening access, encouraging educational participation and to lifelong learning.

3.2 The college will ensure that all applicants are treated fairly by showing appropriate sensitivity to individual differences and that any decision about recruitment, selection, admission and progression to college courses will be considered on the basis of merit, suitability and academic qualification.

3.3 The college is committed to the elimination of all kinds of discrimination and will ensure that no applicant will be placed in any form of advantage or disadvantage

for reasons of age, race, gender, health, marital status or civil partnership, ethnicity, disability, social economic background, religion or belief, sexual orientation, gender reassignment, pregnancy and maternity.

3.4 In the Equality Act 2010, gender reassignment is defined as a person whose gender identity differs from the gender assigned to them at birth, for example, a person who was born female decides to spend the rest of his life as a man. All transgender people share the common characteristic of gender reassignment.

3.5 To be protected from gender reassignment discrimination, applicants do not need to have undergone any specific treatment or surgery to change from their birth sex to their preferred gender. This is because changing their physiological or other gender attributes is a personal process rather than a medical one. They may be at any stage in the transition process; from proposing to reassign their gender, to undergoing a process to reassign gender, or having completed it.

3.6 The college will therefore refer in verbal, written and other communications to the applicant in the context of their preferred gender. However, the college has a legal requirement to report on applicant's enrolment through their legal birth name and gender unless there has been a legal change by the applicant either prior to or during the application or through the duration of the course. Therefore, any registration with examining bodies, external audits or legal compliance relating to data will be generated by the college under the applicant's current legal status. This also includes the ProMonitor database where student grades are recorded and FE reports to parents are generated.

3.7 Operationally and with internal communications the college will refer to the student using their preferred name.

3.8 The college will seek to promote and develop diversity of its student body by:

a) Treating each applicant on their own merit

b) Identifying student potential as well as acknowledging past academic or other achievements

c) Ensuring that as much information as possible will be provided to allow applicants to assess their own suitability for the course

d) Ensuring that publicity and promotional material reflect the diversity of the student community and that the specific admission requirements described in the course documentation will be presented in a way that no successful applicant entering the academic programme is regarded as a 'non-standard' or an 'exceptional case'.

4. Compliance with relevant legislation and guidelines

4.1 The college will regularly review its policy to comply with all current legislation, changes in the national admissions and recruitment environment and in response to institutional and market changes. Review of the policy will be initiated through and approved by the Academic Board. In drafting this policy, the college has been guided by the principles first outlined by the Admissions to Higher Education Steering Group in its report- 'Fair Admissions to Higher Education: Recommendations for Good Practice Sept. 2004'. The college's Admissions Policy has been further informed by the QAA UK Quality Code – Part B: Chapter B2 Recruitment, Selection and Admission to Higher Education and has also been written with reference to recent guidelines and information listed below.[1]

5. Responsibility for admissions within the institution

5.1 Academic Board has overall responsibility for general issues relating to the admission of students and ensuring that the appropriate criteria for admission to courses and registration for an award are operated in line with the agreed policies.

5.2 The administration of admissions is managed centrally via the college Registry office working directly with the Academic Programme areas and the communications office.

5.3 The roles of Registry Admissions staff are to:

a) Liaise with academic admissions tutors and communications staff about key dates in the annual admissions cycle

b) Process full-time and part-time applications for all courses at the college in line with UCAS (for HE full time Applications) and college procedures

[1]

- UCAS Advisors Guide and Parents Guide for entry to University or College 2020 https://www.ucas.com/discover/advice-for-parents-guardians-and-carers#
- SPA (Supporting Professionalism in Admissions) Good Practice: Planning and managing admissions processes Nov.2016
- SPA Admissions Workshop HCA Feb 2017: Dan Shaffer Head of Professionalism SPA – 'Making admissions work for applicants and for your College'
- University of Wales Trinity Saint David (UWTSD) Admissions Policy June 2020; University of the Arts London (UAL) Admissions Policy 2020/2021
- CMA (Competition & Markets Authority) Guides
  - UK Higher Education Providers: advice on consumer protection law, March 2015
  - Undergraduate Students: Your rights under Consumer law March 2015
- HEFCE Information for Students: A guide to providing information to prospective undergraduate students. The requirements of UKVI https://www.gov.uk/government/organisations/uk-visas-and-immigration

c) Provide statistical data for the Senior Leadership Team (SLT) and Curriculum Managers and Course Coordinators/Leaders

d) Deal with enquiries from potential students in a polite and courteous manner and provide any additional information in liaison with academic admissions tutors regarding entry requirements, interview/portfolio/audition/workshop preparation and scheduling as well as processing decision documentation

e) Ensure that application enquiries are tracked and responded to in a timely manner and that application reports are provided on a regular basis to SLT

f) Agree a schedule of college wide interviews/workshops, portfolio/audition tape submission dates in liaison with academic admission tutors and communications staff and provide decision documentation for academic tutors engaged in the admissions process

g) Provide information packs for successful applicants post interview, including details of enrolment and induction, term dates, holiday work, equipment lists, financial and bursary information, transport, accommodation and information about study skills/academic mentoring.

5.4 The roles of academic admissions staff are to:

a) Consider all applications received for their course of study including full-time, part-time and direct entry

b) Liaise directly with registry admissions staff and the EHCP Manager/academic mentoring team, where relevant, in terms of arranging and conducting interviews/workshops/portfolio reviews/auditions for all applications and provide advisory interviews where appropriate

c) Complete a decision document including conditions of offer, any additional work set in preparation for a second interview or reasons for rejection. The decision document should be returned to registry normally within 48 hours for processing and response to the applicant.

d) Follow up and record any areas of concern highlighted during the admissions process and inform appropriate college staff.

5.5 The roles of the Marketing/Communications staff are to:

a) Maintain regular keeping warm initiatives throughout the applications cycle

6. Transparency

6.1 General information about the college, its courses and entry criteria are available on the college website (for example, applicants can link to the Key Information Document for specific information on each undergraduate course) and in leaflets and brochures distributed individually or as part of information packs provided via UCAS Create Your Future events, admissions and recruitment fairs, college open days and information evenings, taster days and via other schools, colleges and careers information centres etc.

6.2 All of this information will be made available pre-application and in general will cover the following areas:

a) Courses offered, including details of course duration, structure, mode of attendance and end qualification

b) Academic entry requirements, including any specific requirements such as English Language proficiency for students requiring a visa etc.

c) Details of tuition and other fees

d) Accommodation details for students aged 18 years and over

e) Advice on sources of financial assistance and planning, including scholarships and bursaries, Educational Maintenance Allowance (for students who live in Wales), Welsh Government Learning Grants, Advanced Learner Loan tuition fee loans and transport (FE applicants only)

f) Study Skills/Academic Mentoring Guidelines on methods of application and preparation for interview/workshop/audition/portfolio review.

g) Open day dates

h) Student Union

i) Applications and enquiries from International students, including visa applications.

6.3 The college will seek to ensure that:

a) Promotional material will not contain unfair or misleading statements about the college, its courses and services or misleading references to other institutions or awarding bodies

b) The college will adhere to the Awarding Body guidelines regarding the use of marketing and publicity material

c) Promotional material can on request be provided in alternative formats

d) College staff follow the basic principle of responsible recruitment and work together to ensure that they are fully aware of the information that should be provided to applicants

e) Responses to enquiries are appropriately managed and processed in an efficient and timely manner and normally within five working days after receipt of an enquiry

f) All information regarding admissions, particularly that included on the college website is regularly updated and accurate

g) Key information documents for prospective undergraduate students are maintained annually and accessible via course links on the college website.

Application Process and Procedure

7. Overview

7.1 The college accepts applicants who demonstrate they have the potential and commitment to successfully fulfil the learning outcomes of the course. Entry to all courses will include the widest possible range of criteria to enable each applicant's capabilities to be fully assessed and will normally require the applicant to submit a portfolio/audition tape and/or attend an interview/workshop.

7.2 The following factors (not in any order of priority) will be used when deciding whether to make an offer to a specific course:

a) The applicant's past performance in public examinations

b) Ability of the applicant to benefit from the proposed course of study

c) Specific and general entry requirements

d) Their ability to undertake specialist subject study as demonstrated in the quality of their portfolio of work, audition, personal statement and reference

e) Objective assessment of any factors that affected past performance, work and or/life experience or skills-based knowledge

f) Attitude and aptitude to study at the appropriate level

g) Academic potential

h) Applicant's understanding of the course applied for and the appropriateness of their application

i) Availability of places on the course

j) Attainment of the minimum course entry requirements (all certificates must be provided in English). However, applications will still be considered for applicants who will not meet the entry requirements on a case-by-case basis

8. Enquiries

8.1 Further Education (FE) Enquiries:

a) Applicants can make initial enquiries by emailing registry@hca.ac.uk or telephoning the college on 01432 273359.

b) Applicants may submit an enquiry on the Hereford College of Arts website www.hca.ac.uk, by emailing enquiries@hca.ac.uk, telephoning 01432 273359

c) Course specific enquiries will be directed to Course Leaders and/or Curriculum Leaders.

8.2 Higher Education (HE) Enquiries

a) Applicants can make initial enquiries by emailing registry@hca.ac.uk or telephoning the college on 01432 273359.

b) Applicants may request a prospectus or submit an enquiry on the Hereford College of Arts website www.hca.ac.uk, by emailing enquiries@hca.ac.uk, telephoning 01432 273359

c) Course specific enquiries will be directed to Course Leaders and/or Heads of School.

9. Applications

9.1 FE Applications

a) Applicants can apply online on the HCA website www.hca.ac.uk

b) Applicants under the age of 21 years, will need a reference from their previous school/college. Applicants over 21 years, will need a character reference. Both reference templates are available to download from the reference section of the FE on-line application form.

c) There is no annual closing date for the receipt of application forms but we strongly advise that all individual applications are received by March 31 in the proposed year of entry prior to a September commencement date. Application forms received after this date will

still be considered.

9.2 HE Applications

a) Applicants applying for a full-time undergraduate course at the college will need to apply through the UCAS application process which can be accessed at www.ucas.com. UCAS will then forward the application to the college. The deadline for the college to receive UCAS applications for courses commencing in September is normally mid-January. However, the college will consider applications received after this deadline.

b) Applicants applying for a part-time undergraduate course will need to complete a part-time application form (HCA Fasttrack) downloadable from the HCA website www.hca.ac.uk, or by email request to registry@hca.ac.uk, or by telephoning 01432 273359. Alternatively, application forms can be collected in person from reception at the Folly Lane/College Road campus.

c) All applications must include a reference commenting on the applicant's suitability and aptitude for study on the proposed course and would therefore normally be provided by a current tutor/teacher, employer, professional colleague or acquaintance that has known the applicant for more than 2 years.

d) Applicants applying for a postgraduate course will need to complete an MA Application form downloadable from the HCA website www.hca.ac.uk, or by email request to registry@hca.ac.uk, or by telephoning 01432 273359. Alternatively, application forms can be collected in person from reception at the Folly Lane/College Road campus.

9.3 Internal Applications for HE Courses

a) Students currently studying on FE courses at HCA (or where a special arrangement already exists) who wish to apply only to HCA for undergraduate study may apply directly using the HCA Fasttrack Application Form. The college will complete a UCAS Record of Prior Acceptance (RPA form) on behalf of the student after enrolment. All applications must be supported by a reference from an appropriate tutor.

b) Both the internal application forms are available on the website or from Folly Lane/College Road reception, emailing registry@hca.ac.uk, or by telephoning 01432 273359.

9.4 HE Transfers from Other Institutions

a) The college will consider applications from students wishing to

transfer from other HE institutions at the appropriate level. For more details, please see the transfer procedure here: Hereford College of Arts | Undergraduate degree

9.5 HE Advisory Interviews

a) Advisory interviews are available for all students who have not yet applied but wish to obtain further course information/portfolio preparation guidance. Students wishing to have an advisory interview should either e-mail registry@hca.ac.uk, telephone 01432 273359 or visit the College Road campus reception. Advisory interviews will normally be scheduled within 10 working days of the request being received and students are advised to bring portfolios of work including examples of previous or ongoing work which they would wish to discuss.

b) Following the advisory interview, students may;

- Apply via UCAS for a full-time course at the college or apply using the HCA Fasttrack Application Form (for internal students only applying to HCA)
- Apply to HCA for a part-time course using the HCA Fasttrack Application Form
- Be advised to undertake further work, preparatory task or additional qualification prior to making a formal application.

9.6 FE Advisory Interviews

a) The same procedure applies for FE students but following the advisory interview, students may;

- Apply using the on-line FE application form
- Be required to undertake further work, preparatory task or additional qualification prior to making a formal application

b) Students wishing to have an advisory interview should either e-mail registry@hca.ac.uk, or telephone 01432 273359.

9.7 HE Interviews/portfolio review/audition

a) Applicants for all undergraduate courses (except BA (Hons) Artist Blacksmithing) will normally be invited to submit a portfolio of work/audition tape for review. Applicants will normally be given a 2-week deadline to submit their portfolio/audition, however this deadline can be extended upon request. Applicants may also request an interview if preferred.

b) Applicants for BA (Hons) Artist Blacksmithing and Masters courses will normally be invited to attend an interview and bring with them a portfolio of work. The preferred option for conducting interviews will be for the applicant to visit the college in person, however on-line interviews may also be offered.

c) All applicants are carefully considered by experienced staff in order that their ability to benefit from the course and their level of educational attainment can be measured.

d) Current students may sometimes be involved in the interview process.

e) Interviews are designed to be informal and are treated very much as a 'first tutorial' to encourage students to present and discuss their work in a confident and considered manner.

f) The admissions tutors consider:

- The quality and range of work presented
- The level of creative curiosity, awareness and maturity of the applicant displayed during the interview
- The academic capacity of the individual
- The ability of the individual to meet the academic learning outcomes of the course
- The written application, record of academic and or life achievement and tutorial references submitted by the applicant, together with any other relevant material they wish to put forward to support their application.

g) The Course Leader, in liaison with Registry, will ensure that:

- Admissions tutors are properly briefed and that all documentation appropriate to the application is available at interview/portfolio review/audition e.g. UCAS form, Recognition of Prior Certified Learning (RPCL), references, general and subject specific criteria for entry
- The approximate additional costs (materials, subscriptions, software, educational visits, print costs) of the study programme is included in the Key Information Document sent to applicants
- Admission assessments, including interviews/portfolio reviews and auditions are conducted on an objective basis
- Applicants have access to information in advance of the interview/portfolio review/audition process, and are made aware of its purpose and the process and timescale for the notification of final decisions
- Appropriate arrangements are made for applicants to present as

appropriate any work they feel relevant to their submission

- Applicants are given equal opportunity to present the best case for their admission to the course
- Applicants are able to ask questions during any stage of the interview process
- Applicants attending interviews are given the opportunity to clarify any aspect of the discussion about which they may be unclear or unhappy
- Arrangements are put in place for the provision of further information to applicants if required
- Decisions resulting from the interview/portfolio review/audition are properly recorded on the decision document.

h) The college emails all applicants clear guidance on the interview/portfolio review/audition process and expectations of work to be included in a portfolio/audition

i) Variations to this procedure may occur depending on the time of year and number of applications received.

9.8 FE Interviews and Auditions/Workshop

a) All applicants will be sent an email inviting them to attend for an interview/audition/workshop, along with interview/audition/workshop guidance notes.

b) The interviews/auditions/workshops will commence in January. Following receipt of the application, the interview/audition/workshop will be scheduled for the next available interview/audition/workshop event.

c) Applicants are required to confirm in advance their attendance at the interview/audition/workshop.

d) Parents, guardians and carers are welcome to attend the interview/audition/workshop event along with the prospective students. The parents, guardians and carers will have the opportunity to ask questions whilst the prospective students attend the interview/audition/workshop.

e) The interview/audition/workshop will cover;

- Entry Requirements
- The student's suitability for the intended programme of study
- An outline of the intended programme of study e.g. aim, content, Functional Skills Maths, GCSE English and Maths etc.
- Approximate cost of the study programme for the student (tuition

and course fees like materials and educational visits)

- Financial support options e.g. 16-19 bursary/residential bursary, free meals etc.
- Choice of alternative programmes of study where applicable
- Approximate exemptions and credits where applicable
- Information regarding accommodation where applicable
- Information regarding transport where applicable
- Information regarding the IELTS qualification for students requiring a visa
- Learning difficulties/disabilities/health problems and any reasonable adjustments required where applicable
- Any criminal convictions/pending criminal charges declared by an Applicant
- Progression routes in relation to further study/future career options upon achievement
- Study Skills (where applicable)
- Safeguarding issues (where applicable)
- Confirmation from the applicant that the work in their portfolio is their own.

f) FE Applicants in need of additional support will be identified through the admissions process. The college may seek permission to contact the student's previous school/college about additional support needs/reasonable adjustments.

9.9 International Applications

a) FE and HE applicants living outside the UK and Ireland (e.g. applicants classed as international) will be initially requested to complete a questionnaire to check eligibility. Applicants will then be given the opportunity to submit their portfolio via digital format to the college. The college will then arrange for the interview to be conducted online which is a requirement of UK Visas and Immigration.

9.10 Non-attendance at Interview/Non-submission of Portfolio/Audition

a) FE Students

- Students are given two opportunities to attend an interview/workshop or submit their portfolio/audition tape. If the student fails to submit their portfolio/audition tape or attend the interview without contacting the college on both occasions, the college will automatically withdraw their application.

b) HE Students

- Students are given two opportunities to attend an interview or submit their portfolio/audition tape. If the student fails to submit their portfolio/audition tape or attend the interview without contacting the college on both occasions, the College may either withdraw the application or make a conditional offer of achieving 96-112 UCAS points. This will be decided on a case by case basis, however a conditional offer would normally only be given if the applicant has previously studied or is currently studying an art related subject at an appropriate level.

9.11 FE & HE Second Interviews

a) Following the initial interview, applicants may be advised that in order for the college to progress their application they will need to complete additional work and/or a specific task, subject to which they may be invited to attend a second interview. Applicants will be advised of this at the interview and informed of the reasons why the college is placing such conditions on their application. Applicants will subsequently receive a letter confirming the details of any additional requirements, submission requirements and an agreed deadline for completion.

b) Following the receipt of the work, applicants may be required to attend a second interview and, in either case, will receive a decision on their application within 10 working days.

9.12 HE Second Review

a) Applicants who have submitted portfolios/audition tapes may be required to attend an interview or have their portfolio/audition reviewed by the Head of School.

9.13 Interview Decisions

a) The outcome of the interview/portfolio review/audition/workshop will be recorded on the decision document.

b) Following the interview/portfolio review/audition/workshop, the applicant will receive an email from the college indicating the outcome normally within 10 working days. The UCAS system will also be updated for HE applications.

c) The outcome of the interview/portfolio review/audition/workshop can be one of the following;

- Unconditional offer*
- Conditional offer
- Second interview required/set work

- Rejection** – feedback is available on written request
- Recommend for another course at Hereford College of Arts. (A new application may be required)
- Attend an interview, if required, following a portfolio review/audition.

d) Please note that the progress of all FE students will be reviewed within the first 42 days of the course.

e) *For those students that receive unconditional offers and are still studying, it is a college expectation that the students still complete the course on which they are currently enrolled.

f) ** HCA retains the discretion to reject an applicant where, in the judgment of the college it is not in their best interests to join the course. For example - where the college does not anticipate their being able to achieve the qualification.

9.14 Key Information (HE only)

a) Applicants will normally receive additional key information along with their offer letter.

9.15 Unconditional Offers (HE Only)

a) Unconditional offers may be made under the following circumstances:

- Applicants have already met the entry requirements
- Applicants are mature (age 21 or over)
- Applicants have demonstrated the necessary skills/abilities at interview/audition/portfolio review in order to succeed on the course.

9.16 Responding to Decisions (HE)

a) UCAS applicants must either accept or decline their offer via their online UCAS application within the published UCAS deadline. The college requests that part time applicants and applicants who have applied on the HCA Fasttrack application form, e-mail Registry to confirm their acceptance of a place or decline their offer. Clear informative course information will be sent to applicants at least 4 weeks prior to the beginning of the programme.

9.17 Responding to Decisions (FE)

a) The college requests that all students respond to the offer of a place within 10 working days by clicking on the link included in the offer letter. Course information packs will be sent to applicants at least 4

weeks prior to the beginning of the programme.

b) Students applying through the UCAS clearing system are advised to contact HCA directly.

c) The college can access the student application form via the student personal ID number/UCAS application number.

d) The college will normally consider late applications on an individual merit basis for all HE courses until the end of October (the application will need to be submitted and reviewed prior to this).

9.18 Late Applications (FE)

a) The college will consider late applications on an individual merit basis for all FE courses (except Foundation Diploma in Art & Design/Portfolio) within six weeks of the start date (application needs to be submitted and reviewed prior to this) Late applications for the Foundation Diploma in Art/Design/Portfolio must be received by the end of September. Applications received after the deadline will normally be considered for the following academic year. If the course is at capacity then a waiting list will be introduced. The waiting list will be prioritised based on date of application received.

9.19 Confirmation of Results (HE)

a) The college will automatically receive confirmation of the student's results through UCAS. The MIS Officer (Exams) will confirm results of all internal applicants. Students who applied through clearing will need to send proof of their results, to the college, prior to enrolment. Students who do not meet the conditions of their offer should contact the college in the first instance. The college will consider each individual case on merit.

9.20 Confirmation of Results (FE)

a) Students who do not meet the conditions of their offer should contact the college on the day of their GCSE/ A-Level results. Where the results are not achieved, the college will attempt to offer an alternative course that will enable the applicant to progress.

b) Applicants must produce evidence of qualifications obtained before enrolment can take place.

9.21 Withdrawing an application (FE and HE)

a) Students can withdraw their application at any stage of the admissions process. The student must confirm their withdrawal in writing to the college and also provide a reason for monitoring purposes. If the

application was made via UCAS, the student must update the UCAS portal.

9.22 Deferring an Application (FE and HE)

a) Students can defer their application after acceptance of their place. Students must confirm their deferral in writing to the college. If the application was made via UCAS, the student must update the UCAS portal.

b) Deferred students will be contacted in advance of the course commencement date to reactivate their application. HE deferred applicants will be sent new key information documents and terms and conditions.

c) Please note that students who defer their place will be charged the fee set for the year of entry.

9.23 Re-applying for a course (HE)

a) Withdrawn HE students who have previously studied at the college and who wish to re-apply for the same course, may be required to be assessed by the Fitness to Study Review Panel, prior to offer. The panel will normally consist of the HE Course Leader and a member of the college wellbeing team. The offer will also be subject to a successful interview.

10. Widening Participation

10.1 Equality and Diversity is an integral part of life at Hereford College of Arts. HCA are committed to the principles of equal opportunities and respect for individuals in creating and maintaining an inclusive environment. We value and celebrate diversity, seeing this as critical to achieving our strategic aims and long-term success.

10.2 The college works closely with a range of external stakeholders, including schools, colleges and formal and informal networks. We work with these partners and students to develop and deliver targeted programmes of outreach activities; for example, engaging workshops and talks, interventions that aim to break down barriers to progression to a career in the arts and offering appropriate advice and guidance to applicants and potential applicants at key stages of their journey.

10.3 See the Access and Participation Plan on the website here: https://www.hca.ac.uk/fees-funding/undergraduate#tab-7406-access-and-participation

11. Non-standard Entry Qualifications

11.1 Applicants who do not satisfy the normal entrance requirement but offer other qualifications and or relevant experience will be considered on an individual basis subject to satisfactory information being provided at interview/portfolio review/audition.

12. Applicants with Disabilities/Learning Difficulties and/or Health Problems

12.1 The college seeks to ensure equal opportunities and access for people with disabilities/learning difficulties and/or health problems and to encourage them to apply for places.

12.2 The policy also seeks to ensure that those responsible for the recruitment of students do not discriminate, either directly or indirectly against people with disabilities/learning difficulties and/or health problems.

12.3 The applicant has a responsibility to inform the college of any additional support needs they have at all stages of their application to enable the college to plan appropriately. If the applicant does not provide this information, it may mean that the college is unable to make these reasonable adjustments and appropriately support their needs after enrolment.

12.4 As part of its admissions process the college monitors all applications to ensure that it is able to respond appropriately and make reasonable adjustments to support any student with a disability/learning difficulty and/or health problem.

9.1) FE Students

a) The Student Services Administrator has access to all the FE Applications and can monitor students that have declared a SEND need. Students aged 25 and over, without an EHCP, with complex needs will be referred to the VP Further Education in the first instance to determine if their reasonable adjustments can be met. The VP Further Education will decide whether a Reasonable Adjustments Review Panel needs to convene.

b) Registry will notify the Student Services Administrator and EHCP Manager when they receive an application from a student with an EHCP. The Student Services Administrator will request a copy of the EHCP (if not already received) for the EHCP Manager to review. Following the review, the Study Skills Administrator will invite the applicant for an advisory meeting with the EHCP Manager and any other relevant staff to determine if the college can meet the needs of the applicant. Following the meeting, the EHCP Manager will confirm if the application can be progressed to interview.

c) EHCP applicants with High Needs will be offered a place subject to the Local Authority agreeing to fund the support package.

9.2) HE students

a) HE applicants who declare complex disabilities/learning difficulties and/or health problems will be processed in the normal way, however the applicant will also be invited to a support conversation with Academic Mentoring who will then consider with the course leader if a reasonable adjustment review panel is necessary. The panel would normally consist of the Vice Principal HE, Registry, Academic Mentoring and the HE Course Leader and referred to the Finance Director and Health and Safety Manager where appropriate.

b) The Reasonable Adjustments Review Panel would decide whether the adjustments required are reasonable in the context of HCA. If the adjustments are considered reasonable, applicants will be offered a place in the normal way (subject to a successful interview/portfolio review/audition). However, the offer letter will include additional information about applying for a Disabled Students Allowance (DSA) and make applicants aware that it can sometimes be difficult to recruit specialist support in a rural area.

c) No offers can be made verbally or in writing until the process is complete.

13. Procedures for supporting students with learning difficulties/disabilities and/or health problems

13.1 FE students

a) Students can disclose their learning difficulty/disability and/or health problem on application, during their interview, at enrolment, during tutorials or at any time during the year;

- Where a student has an Educational Health and Care Plan the offer of a place at the college will be subject to their Local Authority agreeing to fund the support package through the process of consultation as managed by the college's EHCP Manager.
- The Study Skills Department and/or the EHCP Manager will request information regarding students' educational needs from previous schools/colleges
- Study Skills staff and/or Learning Support Assistants meet with all students enrolling during enrolment to discuss any concerns, support needs, or disclosure of difficulties, disabilities and/or health problems

- Information regarding the students learning support needs is shared by the Study Skills Department via ProMonitor with Curriculum Leaders/Course Leaders and any relevant staff for Health and Safety purposes as appropriate. For those students with an EHCP the provision outlined in the plan will also be shared with any staff working with them through a detailed provision plan; access to full EHCP documents will be available on request and held on file in the EHCP Manager's office.

13.2 HE students

a) There is pre-entry advice for students who disclose their learning difficulty/disability and/or health problem on application

b) Information about specialist support is sent to all students who are offered a place at the college

c) Students who self-refer or who are referred by tutors will undergo an advisory meeting carried out by Academic Mentoring staff

d) Where a student does not have a current diagnostic assessment report, or has not previously been assessed as having a Specific Learning Difficulty, the team will support the student to arrange for a full assessment to be carried out by either a specialist assessor or, for example, in the case of mental health issues, refer a student to their consultant. It is the student's responsibility to provide this report. The Academic Support Manager may also identify appropriate interim support for students at this point depending on their apparent level of need

e) If the above assessment clearly identifies a need, the student will be advised and supported to apply for a Disabled Students Allowance. This requires the student to complete and send a DSA application form and a copy of the assessment to Student Finance

f) If the application is accepted the student will be contacted by Student Finance advising them to arrange a Needs Assessment to identify the support and equipment required to help them on their course

g) Student Finance has to approve the recommendations on the Needs Assessment

h) If the recommendations are approved Student Finance will instruct the student to contact the suppliers of the equipment to arrange delivery; Only the provider identified to provide support will be contacted by Student Finance and will receive a copy of the student's Needs Assessment

i) If support is not allocated to Hereford College of Arts, the Academic Support Manager will have no knowledge of a student's difficulties or disabilities without the student disclosing and actively sharing information. The HE Academic Support Manager communicates with course teams regarding appropriate compensatory measures as identified by UWTSD

j) Copies of each students' compensatory measures document is made available to all course leaders and individual students outlining appropriate reasonable adjustments in all areas of their studies as outlined by UWTSD

k) All details will be retained in the student's file within the Academic Mentoring Department and will be made available to the Finance Department to enable invoicing of relevant funding bodies.

14. Recognition of Prior Certificated Learning (RPCL)

14.1 All HE courses seek to recruit applications from as wide a range of students as possible. Students with RPCL will be offered a place subject to approval by the Awarding Body. Further details of UWTSD requirement regarding recognition of Prior Learning Procedure can be found online in the UWTSD Academic Quality Handbook Academic Quality Handbook | University of Wales Trinity Saint David.

14.2 The following RPCL principles apply:

a) Recognition of prior achievement will be considered at interview/portfolio review/audition. Applicants should evidence previous qualifications, for example, a transcript and certificate, together with details of module descriptors and learning outcomes

b) Responsibility lies with the candidate for the submission of acceptable evidence of prior achievement

c) Responsibility lies with the college Course Leader/Registry for ensuring that the applicant is fully informed of the kind of evidence required and has access to advice if required

14.3 Where an applicant seeks admission with advanced standing, and therefore the formal accreditation of prior learning, the following principles will apply:

a) In recognising prior achievement, only credit for learning related to the course objectives will be awarded, and submitted evidence of learning will be judged in relation to its relevance to the course of study to be followed, including the balance between theoretical and practical work

b) The assessment of prior achievement only confers eligibility; it does

not itself provide a right of entry

c) The college will be required to claim accreditation of the applicant's prior learning with the relevant Awarding Body, prior to enrolment.

d) Students will be unable to enrol until the Awarding Body has approved the RPCL application.

14.4 Applications for RPCL will be considered by the Course Leader in the first instance, who will require documentary evidence of prior achievement from the candidate which will be mapped against the intended learning outcomes of the module(s) in question and recorded in a written format.

14.5 Applicants should submit all RPCL evidence (RPCL application form, transcript &certificate, module descriptors and learning outcomes) prior to enrolment.

14.6 Any recommendations should be discussed with the Course Leader prior to the completion of the Recognition of Prior Certificated Learning form. A completed application form and all supporting evidence should be submitted to Registry who will forward relevant forms to the Awarding Body for authorisation.

14.7 All approved RPCL will be reported to the Examination Board and be ratified for the award of credit. In the event of an appeal against a decision, this will be referred to the Validating Body – UWTSD.

15. International Applicants (Non UK/Ireland)

15.1 International applicants include all applications from outside the UK and Ireland.

15.2 Admissions Tutors should liaise with Registry staff for information and advice about European and overseas qualifications to ensure that appropriate procedures are followed and that a standard approach to overseas applications are maintained.

15.3 All students whose first language is not English should have met the college's minimum English language requirement before commencing the course. The standard requirement for all HE undergraduate courses is CEFR level B2. Please refer to the Visa and Immigrations website: Student visa : Knowledge of English - GOV.UK (www.gov.uk) for further information about English language requirements/equivalents.

15.4 International students applying for FE study should note that the college is only able to offer places to overseas students wishing to study the Level 3 Foundation Diploma in Art & Design course.

15.5 Applicants must be at least 18 years of age.

15.6 The standard English language requirement for our FE course is CEFR level B1. Please refer to the Visa and Immigrations website: Student visa : Knowledge of English - GOV.UK (www.gov.uk) for further information about English language requirements/equivalents.

15.7 For any overseas applicant it must be made clear that acceptance on a course is subject to the student obtaining the appropriate student visa. Without a student visa the college cannot accept that student onto the course. The college in accepting the student will be acting as that student's sponsor and will provide the relevant information to support the student's visa application including the issuing of a Confirmation of Acceptance for Studies (CAS) number, which is supplied by UK Visas and Immigration (UKVI). Overseas students applying through UCAS will be required to enter passport details whilst completing their UCAS application form.

15.8 Detailed information regarding the visa application process can be found on the UKVI website: Student visa: Apply - GOV.UK (www.gov.uk)

15.9 It must also be made clear to the applicant the approximate level of fees that will have to be paid to the college and that these fees will need to be paid annually and in advance of enrolment in order to fulfil visa requirements. The College Accountant should be contacted for any further information.

16. Students with dual nationality, without a British Passport or living outside the UK with a British Passport

16.1 Applicants living in the UK who do not have a British Passport will need to provide evidence of their immigration status by providing the College with a share code

16.2 Applicants living outside the UK that hold a British Passport, will need to provide a copy of their passport.

16.3 Applicants with dual nationality will need to provide a copy of their passport.

17. Criminal Convictions

17.1 The college requires both FE and HE applicants to declare any criminal convictions/pending criminal charges (including spent convictions).

17.2 FE Students

a) Students are required to declare any criminal convictions/pending criminal charges (including spent convictions) on the application form. The college will refer the applicant to the Designated Safeguarding Lead (DSL) to follow up. The DSL will decide whether they or a safeguarding representative will need to attend the applicants interview alongside the member of academic staff. Each case will be treated on its own merit and a risk assessment will be completed by

the DSL. The applicant will be notified of the outcome of the interview within the usual timescale.

10.1) HE Students

a) Students are required to notify the college about any criminal convictions/pending criminal charges (including spent convictions) within 15 working days upon receipt of their offer letter. Students should declare their criminal conviction/pending criminal charge by emailing registry@hca.ac.uk. Upon receipt of this email the applicant will be asked to complete a questionnaire which is sent to the designated safeguarding leads. The DSL will make contact with the applicant within 10 working days of receipt of the questionnaire. Each case will be treated on its own merit and a risk assessment will be completed by the DSL. The applicant will be notified of the outcome of the risk assessment.

18. Feedback and Complaints

18.1 Any applicant who has been unsuccessful in their application and who wishes to receive feedback should contact the college Registry Admissions Staff who will request the relevant academic programme area to provide any advice and guidance to the applicant. Applicants must make such requests in writing within 5 working days of notification of the admission decision and should note that feedback will normally be given on request only.

18.2 Under the Data Protection Act a request for feedback should come from the applicant or from someone that the applicant gives express and voluntary consent in writing, to act on their behalf, such as a school teacher/advisor or parent.

18.3 Feedback will be limited to the applicant's profile in relation to the entry criteria for the course(s) applied for.

18.4 Applicants requesting feedback will not be discriminated against in any further applications on the basis of such a request.

18.5 The college recognises that applicants who are not successful in their application may be disappointed and undertakes to provide constructive feedback to those who are not offered a place on a course, upon receipt of a request in writing.

18.6 The college undertakes to handle applications in a fair and consistent manner and makes provision for an appeal or complaint about an admissions decision to be made only on the grounds of:

a) A procedural irregularity

b) Evidence of bias or prejudice

c) New material information which may have affected the decision. (In this instance reasons why this information was not made available to the college at the time of application must be given and failure to do so may impact on the progression of the appeal).

18.7 Applicants wishing to lodge an appeal or complaint about an admissions decision or wishing to enquire about the admission decision appeals or complaints process should contact the College Complaints officer at complaintsadvice@hca.ac.uk who will raise with the relevant Vice Principal.

19. The College's right to refuse admission

19.1 The college has the right to refuse entry to persons who have previously been excluded from the college or have disciplinary actions outstanding.

19.2 Where a student has been formally excluded from the college, decisions to re-enrol the student will be made on an individual basis.

19.3 Students will only be readmitted to the college where they are able to demonstrate that they have made sustained efforts to resolve the issues that resulted in their exclusion and can show evidence that they have made positive progress during the time that they have not been in attendance at the college.

19.4 If an applicant has a history of high-risk behaviour, which may pose a risk to the health and safety of themselves or other members of the college community, the college has the right not to allow these applicants to enrol.

19.5 The college will undertake a risk assessment in all such cases.

19.6 The college may place conditions on those applicants who wish to return to the college whose attendance or behaviour has previously not been of an appropriate or acceptable standard.

19.7 The college reserves the right to refuse admission to a student who previously attended the college but failed to make sufficient effort towards successfully completing their studies.

19.8 The college reserves the right not to admit an applicant who has any outstanding debts to the college.

20. Training and Development

20.1 All college staff who are involved in the recruitment, selection, interview and admissions of applicants will receive training in admissions and will be made aware of the College's admissions policy and procedures.

20.2 New staff involved with admissions will receive training and regular staff

development events will be organised to ensure that all staff are made aware of any new internal or external policy developments which potentially impact upon admissions policy and procedure.

20.3 Admissions staff are actively encouraged to participate in relevant professional activities such as UCAS Fairs, workshops, conferences and awarding body staff development events to ensure their knowledge of admissions are regularly updated.

21. Scope

21.1 This admissions policy and procedure will apply to all applicants to college/undergraduate/postgraduate courses.