



London College of Business Studies

Recruitment and Admissions Policy

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This policy may be used in conjunction with the following policies and documents:

1. Quality Assurance Policy
4. Assessment Policy
5. Malpractice Policy
6. Equality and Welfare Policy
7. Health and Safety Policy
8. Complaints and Appeals Policy
9. Attendance Policy

Quality Code Reference

A1	A2	A3	A4	A5	A6	B1	B2	B3	B4	B5	B6	B7	B8	B9	B10	B11	C
X	X						X		X		X			X	X		X

Overview

We recognise that the foundation of London College of Business Studies is its learners. In order for us to enable our learners to achieve and to facilitate growth within our organisation, strategies that enable us to recruit with integrity must be in place. This policy sets out to define the minimum standards that all applicants to the college can expect when seeking information, advice, guidance and enrolment at the college. To this effect, we recognise that this must be implemented through two closely related, but distinct areas: Recruitment and Admissions.

Learner Recruitment

In addition to having quality staff, it is fundamental to the function of the College, that the recruitment of learners is conducted in such a way so as to maximise the opportunity for a learner to be able to apply, whilst ensuring that the academic standards expected of a higher education institution are met.

We approach this through accepting applications from as diverse a range of learners as possible to apply to the courses we offer, whilst maintaining the integrity of the educational standards set by the College and awarding organisations.

The college is committed to ensuring that it recruits learners with integrity irrespective of their age, ethnicity, gender, sexual orientation or any other arbitrary diversity characteristic. It will make every effort to support learners who have special requirements by detailing the support available with their studies. The only prerequisite imposed is the ability of the candidate to satisfy the entry criteria for the course.

Promotion

London College of Business Studies aims to exploit varied avenues to promote the College and further our recognition in the wider community and to widen participation. The mechanisms outlined below represent the long-term goals of the College's modes of promotion:

- Actively encouraging word-of-mouth promotion through learners
- Distribution of leaflets and similar promotional material if necessary
- Maintenance of an accurate and user-friendly website
- An active presence on social media (e.g. Facebook)
- Presence at events intended for learner recruitment
- Conducting of our own targeted recruitment drives

Development of Professional Relationships

London College of Business Studies recognises that further development of professional relationships is a mechanism for improving the recognition and provision of services provided by the College. It enables us to embed learning in a real-life context and add value to course provision.

This involves the following:

- Developing mutually beneficial relationships with local businesses (e.g. advertising, discount schemes etc) enabling us to organise opportunities for professional development with their staff
- Further develop positive relationships with accrediting bodies through regular participation at events and curricular feedback
- Develop relationships with academic institutions in the UK and EU/EEA which conduct courses at entry level for our own (i.e. High Schools and Colleges) enabling us to promote

direct entry routes to a diverse audience and ensure that the entry requirements are met with integrity

- Develop relationships with UK universities and recognition of our programmes as entry routes for their courses via direct entry, foundation schemes and top-up programmes

Admissions

Criteria for Acceptance on Courses

All decisions relating to admissions will be made in the best interests of the applicant. Decisions will be made on the basis of potential to succeed and will reflect the following characteristics of the applicant;

- Prior educational attainment
- Existing qualifications including, where applicable, those in English and Mathematics
- Prior work experience if applicable (voluntary or paid)
- Specific skills required for the course if any (identified clearly in the course specification)

Accreditation of Prior Learning and Experience (APL/APEL/RPL)

LCBS usually focuses on learners who do not hold an equivalent qualification or experiential learning recognition that may result in the consideration of an application for APEL/APCL. However, in the event of the consideration of such cases, the following principles will apply;

In order to effectively deliver consistent tuition, it is essential that a candidate's ability to complete their chosen course is effectively assessed. This is done via the assessment of that candidate's prior learning (APL/RPL) which aims to ensure that learners do not duplicate previous learning during their time at the College, whilst maintaining the need for learners to demonstrate successful attainment of the learning outcomes appropriate to their award. In turn this process must:

- Recognise that prior learning can take place in both academic and non-academic contexts
- Be reliable, ensuring that decisions are made consistently throughout the College;
- Be transparent, in that it is clear to learners, staff and external auditors the criteria and methods by which applicants prior learning is judged
- Recognise and respect equality and diversity.

Principles of assessment of prior learning

- Learning, wherever it occurs, can count towards an academic qualification provided that it can be measured, authenticated and is at an appropriate level. The APL/RPL decision relating to making process is a matter of academic judgement.
- APL can be awarded to a student registered for a course at the College for learning that takes place either prior to registration or concurrent with registration but is not otherwise credited within the College's or programme credit framework.
- APL can be awarded for certificated [C] or experiential [E] learning. The College values APCL and APEL equally.
 - i. Certificated learning will have taken place in a recognised Higher Education institution, or equivalent, and will have been internally and externally assessed. The outcome of such learning is the production of an authenticated certificate or transcript. Certificated learning may have resulted in a particular qualification.

- ii. Experiential learning will have come from less structured contexts such as company training schemes and courses. Experiential learning does not normally result in the production of an authenticated certificate or transcript.
- Measurement of APL/RPL consists of three dimensions – the volume of relevant learning, the level at which the learning takes place and, the type of credit a learner will be awarded.
- The volume of credit that can be awarded is referenced against the normal amount of learning a full-time learner is expected to undertake in an academic year.
- The type of credit a learner will be awarded:
 - i. Specific or module credit is awarded for achieving particular learning outcomes relevant to a particular module.
 - ii. Pathway credit is awarded for achieving learning outcomes relevant to a named course of study.
 - iii. General credit is awarded for achieving learning outcomes that are not directly relevant to the named course of study, but relevant to the overall award.
- An application for exemptions from part of a course may be made on the basis of APL/RPL, however the final say for exemptions lays with the awarding body/organisation
- The learner is responsible for initiating the APL/RPL process. The learner is responsible for providing appropriate evidence and for clarifying information provided to assessors where this is necessary
- London College of Business Studies recognises a range of qualifications, which it has determined are normally acceptable for APL/RPL purposes
- The award of APL/RPL credit is formally recorded on a student's transcript. Credit achieved by UK students at London College of Business Studies can be added to the Learner Achievement Record (LAN) for learners. This is done upon learner request, and the learner should provide the college with their Unique Learner Number. Where a learner does not have one, the college will support the learner in acquiring one.

Reasonable Adjustments

The college is committed to making any reasonable adjustments to prevent any disadvantage that an applicant with a disability or condition that may be categorised as a specific need may have compared to one who does not. This may include the provision of access to further support services in order to facilitate the equality of opportunity. Further details may be found in the Equality and Welfare policy.

Late Admissions or Variation to Course Start Date

The College may accept late admission applications or change the course start date for up to 1 month after the planned start date. Any late joining students will be given extra support to cover any missed lessons.

Admissions Process

Following an enquiry about admission, the following procedure will apply:

1. LCBS publishes the information of the courses it offers on its website. On receipt of a request, the College will direct applicants to the section on its website related to the course they are interested in.
2. If applicants wish to proceed with entry, they will be asked to complete an Application Form along with the required supporting evidence and where appropriate pay their course fee.
3. The college will verify eligibility for entry in accordance with the respective awarding organisation's entry requirements. At all times the original ID and educational documents of applicants will need to be seen in order to verify the truthfulness of the documents. For students on Tier 4, the documents will be verified upon enrolment at the College after arriving in the UK.
4. Where applicable, the applicant will be required to pay the appropriate registration fee for the Awarding Body. The decision on whether to collect or when to collect the fee will be at the College's discretion.
5. The applicant will then be required to take a diagnostic assessment at the College and must pass the assessment to move to the interview stage. All the applicants who pass the diagnostic assessment will be invited to attend an interview with the designated College representatives. The applicants who fail the assessment will need to refer to the section, '*Appeals against Admission Decisions*' below.
6. After passing the interview the learner may be informed of the admission outcome at the end of the interview. The applicant will however, receive a formal offer of admission via email. The email will also include information regarding the induction that the applicant needs to attend.

Exemption from Modules/Units:

For learners who are enrolled for an external programme, their exemption is subject to the terms of the relevant awarding organisation. Exemption will take into account the learner's prior learning and experience.

Registration with Awarding Organisations

All new learners are usually required to register with their respective awarding organization and pay the relevant registration fee. If applicable, applicants will be informed of any such fee payable during the admission process. ***Please note registering with the college does not mean automatic registration with awarding organisations.*** It is the learner's responsibility to ensure compliance with the College and awarding organisation's registration policy. Our administrators can help learners to do this and where learners make direct application to an awarding body, they must supply a copy of their registration documents to the college as soon as they have registered.

Transfer between courses

All learners have the opportunity to transfer course within London College of Business Studies. The deadline for learner initiated transfers is the end of the third week after the class start date. All learners wishing to transfer are required to complete a Request form justifying the rationale for the decision to change course in the first instance. This is then sent to the Head of Academics or Principal for approval. Decisions will be made in accordance with the standard admission criteria, and will take into account both prior learning and experience if applicable. All learners must still meet the requisite entry requirements for their new courses.

In the event of circumstances beyond the learner's control and which necessitate the consideration of a change of course, the college will support the learner in making alternative study arrangements. The same admission considerations will be taken into account; however, there is no set window of application for such changes except where that is externally imposed requirement.

If a student has passed one of the courses at a lower level (example level 4 or 5) run through a different awarding body and has requested to take admission into a different course offered by a different awarding body and that is on a higher level than the one completed, the student will be required to undergo an interview only, conducted by the assessor/tutor of the course. No diagnostic assessment would be required due to the progression in place. If the course is completely different, for example a student previously studying business or management decides to study IT, Accounts or Law, then the relevant diagnostic assessment would be required for the particular course.

Appeals against Admission Decisions

If an applicant has failed to secure a place at the College, he or she will be informed either over the telephone or via email of the outcome of the application. If a student is unhappy with the decision and feels that he or she was equitably suitably for the admission to the course, then he or she may contact the Admissions Office for an administrative review of the outcome or request to re-sit the assessment. The applicant's performance in the diagnostic assessment and interview will be reviewed and verified by another tutor/assessor in conjunction with the admission office to ascertain the outcomes. The applicant will not be able to request another review but may appear for another diagnostic assessment and interview if he or she feels that they are likely to perform better. This request would also be need to made through the Admissions Office, which the will be reviewed against the likelihood of the student being able to pass in the next attempt. The opportunity to take another diagnostic assessment will only be available in case the applicant decided to appeal the outcome. In any event, an applicant will not be given more than 2 chances to sit for the diagnostic assessment per intake.

Terms and Conditions for Learners at London College of Business Studies

The following terms and conditions are the explicit responsibilities of each learner while he/she is registered at the College and these are not the responsibility of a third party. The following details are included in the application form to ensure that learners are fully aware of the requirements prior to enrolment. They are written in the first person. The conditions apply to all learners.

Personal Details Requirements:

1. I agree to inform the College immediately and without any delay, of changes to my personal details while I am a student of the College. All students are required to note that this Includes: Any changes to your contact and personal details including – your UK residential address, your telephone number, your mobile number, your next of kin, your personal status or any other change where this effects my legal right or capacity to continue with studies.
2. I agree to provide the College with any changes to my Passport or status details.
3. I agree to inform the College of any significant changes in my Personal Circumstances (Including financial circumstances)
4. I agree to immediately inform the College if I am found in breach or violation of any UK Laws (Including - Civil, Criminal, Immigration, or other UK Government law or regulations). I agree that my enrolment at the college may be forfeit without recourse to refund pending the result of the legal action.
5. I understand that the College is registered under the Data Protection Act 1998 and information given on this form will only be used in accordance with the terms of the registration. The information on this form will be stored in an electronic and paper format and will be used for all purposes relating to admission and studies at the College. Data will at all times be processed in accordance with the Data Protection Act.

Misrepresentation and providing false or misleading information:

6. I understand that if I have deliberately provided misleading information or falsified in any way the information which is used to gain entry to the programme that the college reserves the right to terminate my study forthwith and require me to leave the college immediately.

Registration Requirements:

7. I agree to pay the relevant non-refundable registration fee for the awarding body when requested.
8. I understand and agree that if I enrol late due to a valid reason then I may be required to defer admission, commencement and registration for the programme to next available intake. I understand that all such deferrals are subject to prior agreement by and subject to the absolute discretion of the college's academic management and that entry may not be guaranteed. I understand and agree that the college reserves the right to take a decision not to register after the registration deadline.
9. I understand and agree the College reserves the right to keep my photographic and any other required details for the administrative purposes and college documentation including student photo ID Card, attendance, academic records and other records that may be required from time to time by law.
10. I have no objection to the College contacting my prior institutions of learning for the purpose of verification of my previous academic qualifications and verifying references provided
11. I will inform the college immediately if I decide to defer, suspend my studies or withdraw from the course.
12. I understand and agree that London College of Business Studies reserves the right not to run any programme due to an insufficient number of learners enrolled. However, I may be offered an alternative course.

Attendance and Absence from Study:

13. I understand that full course attendance is expected and that any absences should be evidenced wherever possible. I agree to abide with the College's Attendance Policy and I have to inform the college prior to absence wherever feasible and provide appropriate evidence of extenuating circumstances if any.
14. I understand and agree that without prior written permission from the college I cannot change/defer or withdraw from the programme of study offered.
15. I understand that any leave of absence from the study must be approved by the college prior to leave

Academic Requirements

16. I understand and agree that I have to attend all the lectures sessions delivered as part of the programme and that I have to submit all the assignments, coursework or other assessed work by the submission deadlines.
17. I understand and agree that if my attendance fails to meet the college's statutory requirement this will lead to disciplinary action and may culminate in the termination of studies and exclusion from the programme of study. In this event, all relevant authorities will be notified.

18. I understand and agree that it is my own responsibility to be fully aware of the course content and the facilities and services offered by the college to support my studies; and it is my responsibility to ensure the best uses of those facilities and learning opportunities.
19. I understand and agree that I will be expected to purchase core unit text books, a personal laptop or other resources for all study units prior to commencement of the course.

Progression

20. I understand and agree that I will be required to demonstrate progress academically by achieving all the assessment criteria of the units taught.
21. In the event of consistent assessment failures, I understand and agree that the College reserves the right to reconsider continued enrolment on the course. The College will consider reasonable alternatives, but may ultimately terminate enrolment.

Fees & Costs

22. I understand that the all fees will be paid in a timely manner. If I am paying fees by instalments then I am required to fully comply with and meet the instalment plan specification.
23. I understand and agree that academic/tuition fees are separate from awarding organisation fees and that these are non-interchangeable

Refund Policy

24. If for any reason a course is cancelled, student will be offered suitable alternative course or tuition fees refunded. In the event of a difference of fees between the former and the new course, the difference will be paid or refunded accordingly.
25. Once a learner has commenced the course, fees will not be refunded. If a learner withdraws or drops out from the course before its completion or is suspended by the College due to misconduct, no fee will be refunded.
26. Learners may be allowed to pay his/her tuition fees in instalments. If a learner is not allowed to continue his/her studies due to missed instalment payment, no refund will be given
27. No interest is paid on a refund of any fees/deposit.
28. The College reserves the right to modify its fees and amend refund policies
29. In the event of termination from the course student will not get any refund.

Code of Behaviour and Conduct

30. I understand and agree that if I am found to be disruptive or participate in illegal or similar activity, the college has the right to terminate my enrolment at any time and require me to withdraw from the programme and the college premises.
31. I understand that inappropriate behaviour or conduct may be subject to disciplinary action which may lead to termination from the course.
32. I understand that all students are expected to conduct themselves with integrity in their academic, public and other activities at all times and must behave in a respectful manner, and that any student who contravenes this could have their registration terminated.
33. I understand and agree that if I engage in any academic malpractice or misrepresentation

I will be subject to the disciplinary proceedings of the college and that these may result in the termination of enrolment

Acceptance of Terms and Conditions

34. I understand that the Signature of this application by the applicant indicates full acceptance of the terms and conditions of London College of Business Studies.
35. The learner will be asked to provide documentary evidence in support of any statement made on the application form

Learner Induction

The College will give learners an induction upon arrival to the college in order to familiarise themselves with the college environment and what to expect from their time studying at the College. Inductions will take place within the first two working weeks from the start of term, and normally right at the start. Learners will also give signed feedback to the college to acknowledge that they have understood what has been explained to them. The induction will include:

- Programme content – including progression and assessment
- Information, advice and guidance on settling in
- Equality, diversity and welfare guidance
- Health and Safety guidance – including first aid and fire and evacuation protocols
- Appeals and complaints
- Terms and conditions of learning
- How to register with their awarding body
- Fees and fee payment management
- Course Handbook
- Timetable
- Key staff members