

# Policy and Procedures

## UCW Admissions Policy

2019 – 22



UNIVERSITY  
CENTRE  
WESTON

Document Consultation		Approval	Dissemination		
HEDMT	STUDENT engagement	HEBS	HEMT (For info)	HE CPD	CLB (For info)
		June 2019	September 2019		
review date: June 2022					

### Background and National Context

The Schwartz report *Fair admissions to higher education: recommendations for good practice (2004)*, outlined five principles of a fair admissions system - transparency, merit-based selection, reliable and valid assessment methods, minimal barriers for applicants, and professional structures and processes. This policy, and our admissions processes, have been devised and are conducted to take into account these principles and in accordance the guiding principles set out by the QAA UK Quality Code for Higher Education.

“Recruitment, selection, and admission policies and procedures adhere to the principles of fair admission. They are transparent, reliable, valid, inclusive and underpinned by appropriate organisational structures and processes. They support higher education providers in the selection of students who are able to complete their programme.”

Due regard has also been given to guidance from UCAS, including resources previously developed by Supporting Professionalism in Admissions (SPA), along with appropriate equality legislation.

### Purpose and Scope

UCW is committed to recruiting students from a broad and diverse community, who have the potential to succeed and benefit from higher education. UCW seeks to recruit students who have varying experiences of education, including those who are well qualified academically and those who may have followed non-traditional paths. Accordingly, and by agreement with the partner universities, UCW recognises a wide range of qualifications and experience for entry to higher education courses.

This policy applies to all taught higher education provision whether direct or indirect and full-time or part-time. This includes:

- Foundation Degrees
- Honours Top-Up Degrees
- Bachelor’s Degrees
- Integrated Master’s Degrees
- Higher National Certificates/Diplomas

This will ensure that the approach to admissions is both consistent and transparent, and convergent with partner universities.

## Principles

UCW is committed to the elimination of all kinds of discrimination. It ensures that all applicants are treated fairly and that decisions about recruitment, selection, admission and progression to its courses at all levels are based on objective academic and non-academic criteria that have been made available to applicants prior to application.

UCW aims to ensure that information provided to applicants on courses, facilities, entry requirements and procedures are as detailed and accurate as possible, in order to enable applicants to make informed decisions. This detail will be provided in a variety of forms to be made easily accessible for applicants. The information is also available through the website and at the University and Colleges Admissions Service (UCAS). The prospectus specifies the typical standard entry requirements for each course. We do not use admissions tests nor take into account A level unit grades. Due to deadlines for printed matter, online information is expected to be the most current.

UCW's aim is to select those students most likely to benefit and succeed. The entry criteria and selection methods chosen for each course are designed to ensure that students who are offered places are likely to succeed academically and gain intellectually from the provision available. Aptitude and commitment for a particular course is therefore the primary criteria for selection. However, it is important to note that this is subject to places being available and that it is not always possible to make offers to all the good candidates who 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 prior to the event. Applicants will be given detailed information regarding what to expect, along with advice regarding anything they need to bring or prepare in advance. These expectations are reiterated to candidates on arrival.

The purpose of an audition or interview is to ensure that candidates have enthusiasm, motivation and ability to succeed on the course. Where applicable, the performance skills necessary to meet all the criteria for the course are also required to be taken into account.

Applicants for courses that do not require an audition or interview will be made an offer, provided they meet, or are predicted to meet, the standard entry requirements, and have made the application by the relevant deadline. The decision whether or not 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.

All full time applications received prior to the UCAS closing date will be given equal consideration. Applications received after this date will only be considered if places remain on the course. Decisions on such applications could therefore be made until later in the admissions cycle. Part time applications will be considered as received until all available places have been awarded, or the course has commenced and it is deemed to disadvantage a student to start at that point.

## Student Transfers and Accreditation of Prior Experiential / Certificated Learning

Students seeking to transfer to UCW from an alternative higher education provider should contact the Admissions Officer ([admissions@ucw.ac.uk](mailto:admissions@ucw.ac.uk)) who can provide advice on the options available, the appropriate stage for them to transfer onto and the relevant application process. Applicants who possess prior accreditation / certification may claim appropriate exemption from part of their course or look to enter directly into year two of a course. The options available will be determined by whether any modules have previously been completed and that there is similarity between the programmes / learning outcomes. Students may be required to undertake an audition or interview with a member of academic staff and would generally be required to obtain a transcript of any credits achieved to date. Candidates would be considered under the Accreditation of Prior Certificated Learning (APCL) procedures for the appropriate institution.

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 Accreditation of Prior Experiential Learning (APEL) procedures for the appropriate institution.

Further information on UCW's APEL / APCL policy for direct provision is included in appendix 3.

## Training

UCW is committed to the continuing professional development of all staff and to deliver an ongoing programme of appropriate training events. In order to ensure that admissions processes are conducted in a professional manner by authorised and competent representatives, UCW offers related development sessions. All staff involved in the recruitment, selection, interview and admission of students are required to engage with this training. This could include admissions procedures, best practice, decision making, equality and diversity matters and updating regarding other related issues such as new qualifications and disability issues. As part of this

process, all relevant staff meet with admissions staff on an annual basis to discuss procedures for the forthcoming cycle.

The HE Admissions Officer and Assistant Director HE: Academic Registry attend interviews throughout the cycle to observe those making decisions in order to ensure decisions are appropriate, that the policy is being adhered to and in order to highlight best practice or topics to be covered in future development sessions.

## Directly-funded Provision

UCW will ensure accuracy and completeness of published information on learning opportunities and assure it is available in a variety of formats, including online and hard copy. The partnership with the specific university will also be made explicit.

UCW will ensure that information regarding qualifications, course content, entry requirements and selection is available on the UCAS website. All full time applications are initially received by UCAS and processed in a timely fashion. Applicants applying for courses that do not require an interview / audition will be made an offer providing they meet the entry requirements and subject to places being available. In normal circumstances UCW would aim to make decisions within seven working days. These decisions will be processed through UCAS, to ensure all appropriate deadlines are adhered to.

Applicants requiring an interview will normally be invited to attend an interview within seven working days of receipt of their application. Applicants would normally be given a minimum of two weeks' notice of an interview, but at busy times they may be given additional time to prepare. If students are unable to attend on the date given they can contact the admissions team on 01934 411409 for an alternative date. Following interviews decisions will be processed through UCAS to ensure all appropriate deadlines are met and usually within one week of an interview.

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. Students 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) check or evidence of a work placement. This information will be available on the UCW website, explained at interview, and during orientation days, and sent to applicants in advance of the commencement of the course.

## International Students

International students should submit a UCAS application and will then be contacted to provide copies of all appropriate documentation along with proof of identity. UCW require notarised copies of all certificates / documentation including any completed

qualifications. Students would then be interviewed using a prescribed set of questions asked to all international applicants. Following a successful interview we would issue a CAS certificate to enable students to obtain the appropriate visas.

International students are advised to apply early to ensure there is appropriate time to process their application and get appropriate visas in place.

We are required to return attendance reports to the UK Border Agency (UKBA) in order to ensure UCW meets all statutory requirements of UKBA.

UCW sets minimum requirements for the standard of English expected of applicants for whom English is not the first language. Full details are available within the prospectus.

## Part-time Students

Applicants looking to join a directly-funded programme on a part-time basis should email [admissions@ucw.ac.uk](mailto:admissions@ucw.ac.uk) to request an application form. Once the completed form is returned and any additional selection methods have taken place successful applicants will then receive confirmation of their offer to join the programme, along with any conditions, by email.

## Indirectly-funded Provision

It is the responsibility of the partner university to ensure that information regarding qualifications, course content, entry requirements and selection are available on the UCAS website. UCW and the partner university will ensure that all information published about courses is accurate, complete and easily accessible, made available in a variety of formats to include online and hard copy.

All full time applications are initially received by UCAS and processed by the university who carry out the initial selection activity. Applications are then forwarded to UCW for consideration, with decisions subsequently processed through UCAS in a timely fashion, to ensure all appropriate deadlines are adhered to.

Interviews or auditions will be arranged where necessary in accordance with institutional agreements and as agreed at the admissions meetings. If candidates are subject to an interview, UCW will ensure that decisions are returned to the university in a timely fashion, enabling all UCAS deadlines to be met. Normally decisions would be communicated with admissions staff at the partner university within two working days of the interview being conducted and processed by them via UCAS as soon as possible.

Both institutions will work together to ensure all international students obtain the appropriate visas, and meet all requirements of the UK Border Agency including the

return of attendance reports as necessary. In addition, specialist advisors will support any international students who accept places to study. It is recommended that students from outside the UK contact specialist staff within the partner universities for specific advice and support.

UCW and the partner university will agree target numbers and offer levels at the beginning of the recruitment cycle.

UCW will provide information regarding course fees, including additional costs such as residential visits or studio fees, and sources of additional support. Students 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) check or evidence of a work placement. This information will be available on the UCW website, explained at interview, and during orientation days, and sent to applicants in advance of the commencement of the course.

## Part-time students

Applicants looking to join an indirectly-funded programme on a part-time basis should email [admissions@ucw.ac.uk](mailto:admissions@ucw.ac.uk) to request the appropriate application form from the relevant partner university. Once the completed form is returned and any additional selection methods have taken place successful applicants will then receive confirmation of their offer to join the programme, along with any conditions, from the partner university.

## Apprenticeships

UCW offers a number of Foundation Degrees and Bachelor's Degrees within Higher and Degree Apprenticeships. Recruitment to these programmes is typically managed by employers - prospective apprentices will therefore apply to the employer rather than directly to UCW and should expect their application to be progressed in accordance with the employer's policy.

In some cases UCW may be invited by employers to participate in the process for recruitment to apprenticeship programmes. Where this occurs UCW will endeavour to operate in accordance with the principles set out in this policy.

## Applicant responsibility

Most 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 will be rejected by default (RBD) and it may not be possible to reinstate original offers. UCW will inform any applicants they are aware of that are approaching a RBD date if they have not already responded.

Disabled applicants are encouraged to disclose their 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 / audition if appropriate, and prior to the commencement of study. Specialist staff will support applicants with a Disabled Students Allowance (DSA) application and a range of specialist support services are available to students with physical disabilities, mental health conditions or learning difficulties / disabilities.

Weston College has been awarded the Buttle Trust Quality Mark for care leavers. Candidates are encouraged to disclose this information on their application and contact the named contacts for priority students in our specialist support team if they would like to access additional support with the application process.

## Details of Policy and Procedures

### Information, Advice and Guidance (IAG)

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

### Open Day

Where applicants are not required to attend an audition or interview they will be invited to attend an open day following the receipt of an offer of place. With late applications however, this may not always be possible.

These events will enable applicants to receive further details regarding the courses, assessment, facilities, support services and overall student experience. In addition students will be able to meet the course team and current students as well as being taken on a tour.

Applicants who cannot attend may request additional literature or to visit on an alternative date by contacting [enquiries@ucw.ac.uk](mailto:enquiries@ucw.ac.uk).



## Offers to alternative programmes

Applicants that have applied unsuccessfully to a course delivered at a partner university may occasionally be made an offer to join an alternative course delivered at UCW. Recognising that they may have interviewed or auditioned at the partner university, these applicants will where possible be offered the opportunity to visit UCW prior to making a decision regarding their offer.

## Changes to courses

It may sometimes be necessary to change the specification or discontinue a course, occasionally at short notice. Alternatively, delivery days may need to alter. Any such significant changes to courses will be communicated to applicants as soon as possible. In accordance with legislation applicants will be given the option to withdraw their application and apply elsewhere.

Where a course fails to recruit viable numbers UCW will work with the applicants affected to make alternative offers either at UCW, or one of the partner universities. In addition we will discuss other options elsewhere and release applicants into clearing should they so decide.

Courses that are still subject to validation are clearly promoted so applicants are aware that the course may not run.

## 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 to the appropriate decision making institution based on whether the course is direct or indirect provision. It would not normally be possible to allow an applicant to defer for more than one year.

## Cancellation and Clearing

Full-time applicants will be subject to UCAS-set deadlines for replying to offers they have received. Where applicants who have accepted an offer would like to be released from this acceptance (including being released into Clearing) UCW will not unreasonably object to this.

## Pre-contract information

At the point at which an applicant is made an offer they will be advised how to access the UCW pre-contact information relating to this offer. This information set will remain

applicable for the duration of a student's course whilst new pre-contract information will be issued if they progress to a further course, e.g. a Top-up.

Applicants to indirect provision will also be sent additional pre-contract information by the relevant partner university.

## Induction and enrolment

Applicants will be sent information from UCW and their partner university if appropriate regarding start of term arrangements.

Students will be taken through a full programme of activities during Freshers and Induction week, starting with a welcome talk which will cover a range of important information about UCW and its support services. During this week students will be able to enrol with UCW (and their partner university where required) 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

All applicants are required to declare any criminal convictions that are unspent under the Rehabilitation of Offenders Act 1974 at enrolment and are strongly encouraged to disclose any such convictions at the point of application. In addition, offers made to applicants to join courses that involve contact with children or vulnerable adults will be subject to the completion of 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 within an offer of a place.

The Assistant Director HE: Academic Registry will contact any applicant that has declared a criminal conviction seeking further information in order that UCW can satisfy itself that an offer can be made to that individual. In the majority of cases, a criminal conviction will not prevent an offer being made. However, UCW 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, students or visitors to UCW campuses, or within work placements, at risk.

Where an applicant has made a declaration of an offence in applying for more than one course, that declaration will not be taken into account in decision-making for courses where it is not relevant.

Decisions on the admission of applicants with criminal convictions will normally be made by UCW according to our Safeguarding policy. However, in the case of serious convictions on an indirect course, the decision may be referred to the partner university and a group of senior staff may be asked to review the case. This will be

dealt with in a sensitive way and maintaining the confidentiality of the applicant where possible.

## Feedback

In the event of an applicant being unsuccessful, they may contact UCW Admissions for feedback if it is felt by them they should have been offered a place, provided they have paid due regard to the following:

- Close reading of the entry requirements,
- Listening to the general advice provided at interview or audition

If it is still unclear why a place has not been offered, based on all of the information, applicants should contact UCW Admissions by email ([admissions@ucw.ac.uk](mailto:admissions@ucw.ac.uk)) within two weeks of receiving the unsuccessful decision.

Feedback to unsuccessful applicants will be provided to applicants only on request. Due to the numbers of applicants on some courses it will not always be possible to provide highly specific or tailored commentaries.

Parents, guardians, advisors, schools and colleges are asked to note that feedback will usually only be offered direct to the candidate unless UCW or the partner university has received a clear written statement indicating that the applicant is willing for matters to be discussed with another individual or party.

## Complaints and appeals

UCW regularly reviews and monitors all matters relating to student admissions to ensure that the process is as fair and transparent as possible. However, if applicants feel they have been treated unfairly, or are dissatisfied with the way their application has been handled they can submit a complaint as detailed in the Complaints Policy and Procedure. This can be obtained via the website [www.ucw.ac.uk/about/wider-information-set](http://www.ucw.ac.uk/about/wider-information-set) or by phoning 01934 411402

An appeal is a request for reconsideration of an application decision. There is limited right to appeal and this should relate solely to the process. Applicants do not have a right of appeal against the academic or professional judgement about the applicant's suitability for entry to a particular programme. However if relevant information was missing from the original application, or a procedural irregularity occurred applicants can submit the details in writing to the Assistant Director Higher Education: Academic Registry or the Deputy Academic Registrar. This communication should be received no more than 28 calendar days after the UCAS decision is processed.

In the event that an applicant submits both an appeal and a complaint, the applicant's appeal will be addressed first, as satisfactory resolution can often remove

the need for a complaint to be made. On conclusion of the appeal process the applicant will be asked if they still wish to make a complaint.

In some cases it may be necessary to forward a complaint to the appropriate university, if they have made the final decision. The complaint would then be processed under their appropriate policy.

## Review

UCW seeks feedback from students, through forums and other means, regarding their experiences from application through selection, admissions and induction. We take their feedback seriously and implement changes regarding how we can improve and enhance their experience as appropriate.

A formal review of this policy and procedures will take place every three years, although recruitment, selection and admissions will be subject to ongoing evaluation. The next date it is due for a formal review is June 2020. The processes and detail of this policy will be reviewed on a regular basis as stated above to ensure they are still appropriate and fit for purpose. In addition entry requirements are reviewed on an annual basis and revised as appropriate.

## Appendix 1



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# Interview Record Sheet 2019 – 2022

Applicant name	
Programme	
Date	
Interviewer	

### Instructions to interviewers

Notes should be made during or immediately after an interview and before the next interview – where time between interviews is limited brief notes should be made and then expanded on later. Each interviewer should complete their own record sheet prior to consultation with others. Interviewers should be aware that applicants are entitled to view their interview notes upon request and notes should therefore demonstrate integrity and professionalism at all times.

#### Motivation to study at HE level

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#### Communication skills

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#### Career exploration

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Portfolio/assessment (where applicable)

Audition/performance (where applicable)

Additional comments

Decision					
Unconditional offer	<input type="checkbox"/>	Conditional offer	<input type="checkbox"/>	Unsuccessful	<input type="checkbox"/>

Conditions (or reason unsuccessful)

Once completed this sheet should be given to the HE Admissions Officer or a digital copy emailed to [admissions@ucw.ac.uk](mailto:admissions@ucw.ac.uk)

## Appendix 2: HE Admissions Procedures Summary

UWE = University of the West of England      BSU = Bath Spa University  
Hartpury = Hartpury University

Excludes programmes delivered exclusively within an apprenticeship

Course	Direct / Indirect	University Partner	Additional selection methods for standard applicants	Decision Made by
FdSc Aerospace Engineering Manufacturing	Direct	UWE	<ul style="list-style-type: none"> <li>Interview</li> </ul>	UCW programme team
FdSc Animal Management	Direct	Hartpury	None	UCW programme team
FdSc Applied Computing	Direct	UWE	None	UCW programme team
BSc (Hons) Applied Computing top-up	Direct	UWE	None	UCW programme team
FdSc Biological Laboratory Sciences	Direct	UWE	<ul style="list-style-type: none"> <li>Interview</li> </ul>	UCW programme team
FdA Business with Management	Direct	UWE	None	UCW programme team
BA (Hons) Business Management with Sustainability top-up	Direct	BSU	None	UCW programme team
HNC Construction and the Built Environment	Direct	Pearson	None	UCW programme team
HNC Construction and the Built Environment (Civil Engineering)	Direct	Pearson	None	UCW programme team
FdA Contemporary Art & Professional Studies	Indirect	BSU	<ul style="list-style-type: none"> <li>Portfolio</li> <li>Interview</li> </ul>	UCW programme team with BSU approval
BA (Hons) Contemporary Art & Professional Studies top-up	Indirect	BSU	<ul style="list-style-type: none"> <li>Portfolio</li> <li>Interview</li> </ul>	UCW programme team with BSU approval
FdSc Counselling	Direct	BSU	<ul style="list-style-type: none"> <li>Written task</li> <li>Interview</li> </ul>	UCW programme team
BSc (Hons) Counselling top-up	Direct	BSU	<ul style="list-style-type: none"> <li>Presentation</li> <li>Interview</li> </ul>	UCW programme team
BA (Hons) Dance for Commercial Performance	Indirect	BSU	<ul style="list-style-type: none"> <li>Group audition</li> <li>Interview</li> </ul>	UCW programme team with BSU approval
FdA Early Childhood Studies	Indirect	BSU	<ul style="list-style-type: none"> <li>Written task</li> <li>Interview</li> </ul>	UCW programme team with BSU approval
FdA Early Years	Indirect	BSU	<ul style="list-style-type: none"> <li>Written task</li> <li>Interview</li> </ul>	UCW programme team with BSU approval
BA (Hons) Early Years top-up	Indirect	BSU	<ul style="list-style-type: none"> <li>Written task</li> <li>Interview</li> </ul>	UCW programme team with BSU approval
MSci Environmental Health and Practice	Indirect	UWE	None	UWE
FdA Events Management and Production	Direct	BSU	None	UCW programme team
FdA Film & Media Arts Production	Direct	BSU	<ul style="list-style-type: none"> <li>Show reel</li> <li>Interview</li> </ul>	UCW programme team
BA (Hons) Games and Animation Production	Direct	UWE	<ul style="list-style-type: none"> <li>Portfolio</li> <li>Interview</li> </ul>	UCW programme team
BSc (Hons) Games and Animation Production top-up	Direct	UWE	<ul style="list-style-type: none"> <li>Portfolio</li> <li>Interview</li> </ul>	UCW programme team



FdA Graphic Design	Indirect	BSU	<ul style="list-style-type: none"> <li>Portfolio</li> <li>Interview</li> </ul>	UCW programme team with BSU approval
BA (Hons) Graphic Design top-up	Indirect	BSU	<ul style="list-style-type: none"> <li>Portfolio</li> <li>Interview</li> </ul>	UCW programme team with BSU approval
BA (Hons) Hair, Make-up and Prosthetics Production	Direct	BSU	<ul style="list-style-type: none"> <li>Portfolio</li> <li>Interview</li> </ul>	UCW programme team
FdSc Health & Social Care	Direct	UWE	<ul style="list-style-type: none"> <li>Interview</li> <li>Written questionnaire</li> </ul>	UCW programme team
FdA Inclusive Practice	Direct	UWE	<ul style="list-style-type: none"> <li>Interview</li> </ul>	UCW programme team
FdSc Integrated Mental Health and Social Care	Direct	UWE	<ul style="list-style-type: none"> <li>Interview</li> <li>Written questionnaire</li> </ul>	UCW programme team
LLB (Hons) Law	Indirect	UWE	None	UWE
BA (Hons) Lens-Based Media Arts top-up	Direct	BSU	<ul style="list-style-type: none"> <li>Portfolio</li> <li>Interview</li> </ul>	UCW Programme Team
HNC Mechanical Engineering	Direct	Pearson	None	UCW Programme Team
BA (Hons) Musical Theatre	Indirect	BSU	<ul style="list-style-type: none"> <li>Group audition</li> <li>Individual interview/audition</li> </ul>	UCW programme team with BSU approval
BA (Hons) Musical Theatre top-up	Indirect	BSU	<ul style="list-style-type: none"> <li>Group audition</li> <li>Interview</li> </ul>	UCW programme team with BSU approval
BA (Hons) Performing Arts	Indirect	BSU	<ul style="list-style-type: none"> <li>Group audition</li> <li>Individual interview</li> </ul>	UCW programme team with BSU approval
BA (Hons) Performing Arts top-up	Indirect	BSU	<ul style="list-style-type: none"> <li>Group audition</li> <li>Individual interview/audition</li> </ul>	UCW programme team with BSU approval
FdA Photography in Practice	Direct	BSU	<ul style="list-style-type: none"> <li>Portfolio</li> <li>Interview</li> </ul>	UCW programme team
BA (Hons) Professional and Commercial Dance top-up	Indirect	BSU	<ul style="list-style-type: none"> <li>Group audition</li> <li>Interview</li> </ul>	UCW programme team with BSU approval
BA (Hons) Professional Music and Production	Indirect	BSU	None	UCW programme team with BSU approval
BA (Hons) Professional Music Performance and Production top-up	Indirect	BSU	None	
FdSc Public & Environmental Health	Direct	UWE	None	UCW programme team
BSc (Hons) Public & Environmental Health top-up	Direct	UWE	None	UCW programme team
FdSc Sports Studies	Direct	Hartpury	None	UCW programme team
FdSc Sports Studies (Football)	Direct	Hartpury	None	UCW programme team
FdA Tourism Management	Direct	BSU	None	UCW programme team
BA (Hons) Uniformed & Public Services	Direct	UWE	None	UCW programme team
BA (Hons) Uniformed & Public Services top-up	Direct	UWE	None	UCW programme team

## Appendix 3 – Accreditation of Prior Learning Policy



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University Centre Weston

ACCREDITATION OF PRIOR LEARNING POLICY

### Policy Aim.

To facilitate the assessment and recognition of prior learning that students may have gained through previous experience.

### Principles.

- To enable recognition of prior learning in support of flexible learning pathways
- To promote lifelong learning
- To support widening participation
- To develop employability
- To increase opportunities for partnership working
- To ensure decisions are accessible, transparent, fair and consistent

These principles reflect University Centre Weston's objectives which seek to ensure equality of opportunity and widening participation.

UCW may award credit for successfully assessed experiential learning and/or for learning accredited by other institutions delivering higher education or other bodies recognised by UCW for this purpose.

Scrutiny of prior learning for the purpose of the recognition by UCW of credit toward a named award should be undertaken by academic staff within faculties in accordance with the procedures. Such staff shall have appropriate programme discipline and/or professional expertise and should have regard for UCW information and guidance on accreditation of prior learning.

Accreditation may be used for:

- Admission to a programme of study. (Please refer to Admissions Statement.)
- Awarding credit to allow admission to a programme of study at a point subsequent to initial entry (advanced standing), e.g. transferring from another university.
- The recognition of credit towards an award.

### Conditions

- Any module for which credit is awarded will be capped at a 40% pass. No classification will be awarded.
- The maximum credit allowed within any single award is two-thirds.

In general UCW would look to advise students where possible to engage fully with the integrated nature of the learning experience presented within a programme of study.

## **FEES**

In respect of HEFCE-funded programmes, an applicant should not usually be charged a fee for consideration of their application. However the programme fee will not be reduced.

## **GUIDELINES AND PROCEDURES**

### **Applications**

In all cases claims for APL should be submitted to the Assistant Director HE: Academic Registry. Students should initially discuss the potential and suitability of their proposed claim directly with the Assistant Director HE: Academic Registry.

### **Types of Accreditation**

Generally students ask for one of two types of accreditation for prior learning to be considered:

- **AP(C)L: Accreditation of Prior Certificated Learning**

This is where a student is seeking admission to a programme of study or is seeking to transfer from another higher education institution onto a similar programme at the same level and already has verifiable passes in modules containing equivalent learning outcomes. Another example might be a student wishing to change the mode of study from part-time to full-time or vice versa.

- **AP(E)L: Accreditation of Experiential Learning**

This is where a student has prior and relevant experience academically and professionally which might be seen to match closely the entry requirements and/or the learning outcomes of a particular module and can be supported by a portfolio of evidence or successful completion of a written project set at the correct academic level; the portfolio to include a mapping of student reflection on how the relevant learning outcomes have been met, job descriptions and independent corroboration.

### **Process**

It is the student's ultimate responsibility to decide the grounds on which he/she wishes to make a claim for APL.

In the case of AP(C)L the appropriate form should be submitted, together with an academic transcript obtained from the higher education institution at which they have studied. This should include programme title, level, dates results obtained, module descriptors and learning outcomes.

The Assistant Director HE: Academic Registry, with reference to the relevant Programme Co-ordinator and the Assistant Director HE: Curriculum and Quality where appropriate, will oversee the decision making in these cases.

In the case of AP(E)L an outline of the potential claim should be submitted to the Assistant Director HE: Academic Registry, following which the applicant will be referred to the programme co-ordinator for detailed advice about compiling a portfolio of evidence. The

programme co-ordinator should usually provide support to students wishing to make such claims and guidance on the verification of professional expertise and currency of prior learning.

In some cases a suitable written assignment may also be prescribed.

Upon formal submission the Assistant Director HE: Academic Registry will pass the portfolio of evidence on to the appropriate Programme Co-ordinator for consideration, who should use the following criteria to inform their decision.

### Guidance Criteria for Staff Making Assessments

- **AP(C)L**

The transcript or other evidence provided should include clear confirmation of the institution of study; (validating body); course/programme title studied; student name; dates of study; modules passed and credit points achieved; and/or final award. Vigilance should be exercised where any of the above details are omitted, and additional evidence normally sought. If there are any queries about the authenticity of the transcript (including if the student now bears a different name to the one listed on the transcript), the Assistant Director HE: Academic Registry will need to note that approval is pending sight of the original document or other evidence. Admission onto a programme must be based on receipt of sufficient documentary evidence.

- **AP(E)L**

A portfolio of evidence and/or written assignment for experiential learning is assessed against the learning outcomes of the module(s) for which a claim is made.

There are five criteria to consider:

- **Content:** does the evidence indicate that the student has acquired the types of knowledge/ understanding and skills developed in the module(s)?
- **Level:** does the evidence indicate that the learning has been at the same higher education level as the module(s)?
- **Volume:** does the evidence indicate that the learning has been of sufficient volume to deserve credit equivalent to the module(s)?  
*Note:* this is particularly important in placement-type modules where the student must have a certain length of work experience.
- **Currency:** is the learning still current, in relation to the module learning outcomes? As a rule of thumb, ten years is considered the maximum 'shelf life' over which the learning is considered current. However, this will depend on subject. For instance, learning in subjects where there has been rapid technological development, or where professional requirements have changed, will have briefer currency.
- **Authenticity:** are you confident that the evidence presented is authentic?

The student should provide evidence of **broad equivalence** – i.e. that he/she has met the same learning outcomes as a student who has taken and passed the module. If the module

is a prerequisite for another, or if it is a core or compulsory module within a student's programme, the student must provide evidence to suggest that he/she is sufficiently prepared to progress to the next module or level. The student must provide an equivalent document that clearly maps materials in the portfolio against the module learning outcomes, normally in the form of a grid. It is not the job of the programme co-ordinator to do this mapping. A claim might be referred back if the student has not completed this properly.

The Programme Co-ordinator, after consideration of this evidence, will make one of three recommendations (outlined below) and return to the Assistant Director HE: Academic Registry for communication to the student.

### **Formal Decision**

Possible recommendations are:

1. **Acceptance** of the accreditation for the specified module(s).
2. **Referral** of the claim. The student is encouraged to resubmit. Comments in the feedback section should make it clear where the weaknesses are. In cases where it might be difficult to provide new evidence, the student might be invited to demonstrate learning by undertaking a written or oral assignment.
3. **Rejection** of the claim. The student is not encouraged to resubmit (comments should make it clear where the shortfalls are), and therefore encouraged to engage with the whole programme where appropriate.

The Assistant Director HE: Academic Registry will meet with the Programme Co-ordinator and where appropriate with the Assistant Director HE: Curriculum and Quality to establish:

1. Claims which may be formally approved and signed off at that point.
2. Claims which require further evidence.
3. Claims which cannot be accepted.

### **Notification of Decision**

When the claim has been formally approved the Assistant Director HE: Academic Registry will send notification to the student. Confirmation will be passed to the HE Student Records Officer, for input to the student's record as soon as possible.

When a claim has been referred the Assistant Director HE: Academic Registry will send notification to the student asking for specific supporting evidence to be provided for clarification and support of the claim.

When the claim has been rejected the Assistant Director HE: Academic Registry will send notification to the student indicating the grounds for rejection.

The Assistant Director HE: Academic Registry has final approval for all decisions.



STUDENT NAME:		STUDENT NUMBER	
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PROGRAMME APPLIED FOR: <i>(list title and/or code)</i>

<b>PERSONAL DETAILS</b>	
Surname	
Forename(s)	
Former Name <i>(if applicable – proof of name change to be submitted with application)</i>	
Title <i>(eg Mr, Mrs, Ms, Miss)</i>	Male / Female
Correspondence address	
Postcode	
Telephone No	Email <i>(for current students, we will use your student mail)</i>

**APPLYING FOR:** *(please tick as appropriate)*

- **Accreditation of Prior Certificated Learning: AP(C)L**

If you are applying for AP(C)L, please attach a list of the modules for which you are seeking credit, a transcript of your results so far, and an outline (printed from the website of your current institution) of the module content.

- **Accreditation of Prior Experiential Learning: AP(E)L**

If you are applying for AP(E)L, please complete the application form and attach it to your portfolio or completed assignment.

**FOR UCW USE ONLY**

Date received by Assistant Director HE:  
Academic Registry: \_\_\_\_\_

Offer  Reject  *(Programme Co-ordinator to indicate)*

Reasons for Rejection: \_\_\_\_\_  
\_\_\_\_\_

Programme Co-ordinator: \_\_\_\_\_

*Signature*

*Date*

Assistant Director HE:  
Curriculum and Quality: \_\_\_\_\_

*Signature*

*Date*

Approved by Assistant  
Director HE: Academic  
Registry: \_\_\_\_\_

*Signature*

*Date*

This cover sheet, together with the required documentation outlined above, should be returned to:

Assistant Director HE: Academic Registry, Directorate of Higher Education, University Centre Weston, Knightstone Road, Weston-super-Mare BS23 2AL



**University Centre Weston  
ACCREDITATION OF PRIOR CERTIFICATED  
LEARNING: AP(C)L**

*This form must be completed by a programme co-ordinator in order to make a recommendation for credit on the basis of Prior Learning which is **Certificated** (that is, formally assessed and resulting in a qualification or award of credit). On signature by the Assistant Director HE: Curriculum and Quality, this document becomes confirmation of AP(C)L and is copied to the Applicant and all relevant departments*

<b>Student's Surname:</b>	<b>Forename:</b>	<b>Student Number:</b>
<b>Programme Title:</b>		

*List below the module codes for any **COMPULSORY MODULES** where learning outcomes have been acceptably covered by the student's prior learning. It is helpful to annotate and append a copy of the transcript to indicate where there is broad equivalence with UCW programme modules*

Certificated Module Title	UCW Module Title	Number of Acceptable Credits

<b>Sum of Total Credit to:</b>	Level 4:		Level 5:		Level 6:		<i>NB: The total volume of AP(C)L should not normally exceed the Maximum Credit Limits by award.</i>
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<b>Confirmation</b>
Student accepted for entry at: UG Level 4 <input type="checkbox"/> UG Level 5 <input type="checkbox"/> UG Level 6 <input type="checkbox"/>



**Student required to take the following module(s), not covered by AP(C)L above, to meet course requirements for the level/stage of entry.**

*(Please list module title and credit value)*

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Programme Co-ordinator: .....  
Signature Date

Assistant Director HE: Curriculum and Quality: .....  
Signature Date

**Attach applicant's form, together with all evidence and any additional feedback, and return to:**

*Assistant Director HE: Academic Registry, Directorate of Higher Education, Knightstone Campus*



University Centre Weston  
ACCREDITATION OF PRIOR EXPERIENTIAL  
LEARNING: AP(E)L

This form must be completed by programme co-ordinators in order to make a recommendation for credit on the basis of Prior Learning which is **Experiential** (that is, uncertified learning which did not result in the award of credit or a qualification. On signature by the Assistant Director HE: Curriculum and Quality, this document becomes confirmation of AP(E)L and is copied to the Applicant and all relevant departments

<b>STUDENT NAME</b>		<b>STUDENT NUMBER</b>	
<b>PROGRAMME</b> (including module title and code)			
<b>MODULE CLAIMED</b> (please complete separate form for each module claimed)			Tick to confirm
<b>Content:</b> does the evidence indicate that the student has acquired the types of knowledge/ understanding and skills developed in the module(s)?			
<b>Level:</b> does the evidence indicate that the learning has been at the same higher education level as the modules?			
<b>Volume:</b> does the evidence indicate that the learning has been of sufficient volume to deserve credit equivalent to the module(s)? <i>Note: this is particularly important in placement-type modules where the applicant must have a certain length of work experience.</i>			
<b>Currency:</b> is the learning still current, in relation to the module learning outcomes? <i>Note: as a rule of thumb, ten years is considered the maximum 'shelf life' over which the learning is considered current. However, this will depend on subject. For instance, learning in subjects where there has been rapid technological development, or where professional requirements have briefer currency.</i>			
<b>Authenticity:</b> are you confident that the evidence presented is authentic?			
<b>DECISION</b>			Tick to confirm
<b>Accept</b> portfolio for credit against module listed above			
<b>Refer</b> the claim. Student is encouraged to resubmit. <i>Note: Comments in Feedback section below should make it clear where the weaknesses are. In cases where it might be difficult to provide new evidence, the student might be invited to demonstrate learning by undertaking a piece of written or oral assessment.</i>			
<b>Reject</b> the claim and recommend student to engage with the whole programme. Student is not encouraged to resubmit (comments below should make it clear where the shortfalls are)			
<b>FEEDBACK ON ANY WEAKNESSES OR GAPS / SUGGESTIONS FOR RESUBMISSION</b>			

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Programme Co-ordinator: .....  
*Signature* *Date*

Assistant Director HE: Curriculum and Quality: .....  
*Signature* *Date*

**Attach applicant's form, together with all evidence, and return to the Assistant Director HE: Academic Registry, Knightstone Campus**

Portfolio to be collected from Assistant Director HE: Academic Registry at above address (the portfolio will be retained until after the External Examiner has visited)		Portfolio enclosed with feedback	
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