



## London Professional Academy

<b>Title:</b>	<b>Admissions Policy And Procedures</b>
<b>Policy Number</b>	P004
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## **1. Introduction and Purpose**

1.1 The Admissions Policy is clearly aligned to college's overall strategic aims. It is our intention to deliver the highest level of professional and customer service in order to ensure each individual from their first point of contact with London Professional Academy (LPA) is directed to the right course, at the right level, with the right support.

1.2 The overall aim of this policy is to ensure an effective, efficient and coordinated admissions process that upholds the values of equality, inclusion and maximising the potential and employability of our current and future students.

London Professional Academy (LPA) will achieve this aim by:

- Encouraging applications from all those with the motivation and ability to thrive at LPA, whatever their background
- Assessing each application carefully and fairly
- Ensuring appropriate course placement based on interest, entry criteria (including English and maths)
- Offering places so that applicants progress and achieve at LPA.

1.3. The procedures through which the College assesses applications and offers places are designed to be:

- Easily understood by applicants
- Transparent
- Fair and robust to ensure the right learner is on the right course
- Based on principles that are applied consistently across LPA.

1.4. LPA will review the policy and procedures annually in the light of experience, research and best practice. Policies are subject to equality analysis to check that they do not adversely affect any specific group.

## **2. Scope**

2.1 This policy applies to all LPA programmes.



### **3. Expectations and Standards**

3.1 LPA expects that applicants will:

- Provide timely, full, and accurate information regarding contact details, qualifications and experience and tell LPA of any changes to these.
- Provide relevant evidence of qualifications and/or experience.
- Provide at least one referee, if requested.

In some instances, an offer may be withdrawn following the receipt of a reference.

- Pay for tuition fees, apply for a loan and/or set up an instalment plan or confirm that an employer is paying where fees are due (if applicable).
- Comply with all LPA policies. Failure to do so could result in a withdrawal of any offers made and/or removal from the programme of study.

Applicants applying for Higher Education programmes are also required to refer to the Higher Education Terms and Conditions which will be forwarded to all applicants on offer of a place.

3.2 Applicants can expect that LPA will:

- Take account of legislation, government priorities and funding arrangements in the development of its offer.
- Offer programmes designed to meet local and national priorities, to support inclusion, to develop skills in English and maths and to facilitate progression to higher levels of education, training and employment.
- Develop and publish entry criteria for each course/level. Additional and/or specific entry criteria may be applied to individual courses as specified on LPA website.
- Adopt a 'right learner for the right course at the right level with the right support' approach – this aims to enable applicants to enrol on the best programme of study, based on their interests, aspirations and previous attainment.
- Treat all applicants with respect and apply a fair and consistent approach to the admissions process in line with our College Equality and Diversity policy.
- Administer the admissions process in an efficient and customer-focussed manner.



- Give accurate information (e.g. course information, entry criteria).
- Inform applicants about the next steps in the application process and keep them updated about curriculum events and news.
- Confirm by email the outcome of the application, i.e. conditional or unconditional offer. This will also include any conditions to be met by the applicant.
- Inform applicants of additional support available as appropriate (e.g. financial and additional learning support)
- Refer applicants to suitable alternative provision if LPA is unable to meet the course preference and or other needs of an applicant.
- Make reasonable adjustments during the admissions process in line with current legislation for applicants with learning difficulties and/or disabilities/significant medical conditions. In exceptional circumstances, LPA may decide it is unable to make appropriate adjustments without causing adverse impact to the learning experience of other learners or the person in question. In such cases, LPA will inform the applicant as soon as this becomes clear. LPA will then make every effort to support referrals to other more appropriate educational provision.
- Collect, process and store information required as part of the admissions process in compliance with current legislation concerning data protection.

#### **4. Reservations**

4.1 The application and admissions process will be simple and straightforward for most applicants. However, for some applicants, additional information may be required and this may affect LPA's decision on whether to offer a place.

LPA aims to reserves the right to:

- Request references and/or school reports for applicants.

Certain convictions may lead to a refused course offer.

- Review and refuse admission to an applicant/learner who has previously been excluded from this or any other educational institution. This will be subject to an interview with the relevant LPA staff member to assess the applicant's suitability to study LPA and taking account of its duty of care to students and staff.



- Review and refuse admission for applicants where there is evidence that they may be a threat or danger to themselves or others or will disrupt the learning of others. Where such applicants are offered a place on a course, LPA will ensure it puts in place appropriate risk assessments to manage any identified risk/s and ensure the relevant support is put in place.
- Review and refuse admission to an applicant/learner who has any outstanding debt to the LPA, until it's cleared in full.
- Require that learners are funded by a government body, themselves or another body e.g. employer in order that the LPA receives payment for the cost of studying.
- Cancel any unconditional and conditional offers at any time during the admissions and enrolment period. LPA also has the right to withdraw a place on a course during the funding confirmation period, at which point learners will be sign-posted to alternative internal or external opportunities as appropriate.
- Alter or withdraw any course owing to circumstances including (but not limited to) industrial action, change in LPA circumstances, withdrawal of funding and lack of demand. LPA will refund full or partial fees paid in the event of cancelling a course or if the attendance of the learner is made impossible or inappropriate by some action of the College.

LPA will not reimburse applicants for any other loss or expenditure occurred as a result of the withdrawal of an offer and accepts no liability for any loss occurred.

4.2 Any review process will be conducted in line with legislation and the overall aims of this policy as outlined in the Introduction and Purpose above.

## **5. General Admissions Procedures**

### **5.1 Application and Course Choice**

5.1.2 Applications to our courses are made in-person or online via our website either directly or with the support of staff who can input the relevant information.

### **5.2 Entry Criteria**

5.2.1 Entry criteria will be guided by a commitment to ensure progression through levels of learning and to ensure that applicants have the ability to achieve and



succeed on their chosen course. In some cases, entry criteria may relate to a specific requirement for the profession into which the applicant wishes to progress. Entry criteria may be subject to change.

5.2.2 LPA may also, where relevant, accredit prior learning. These decisions will be made on an individual basis and are subject to approval by the curriculum board.

5.2.3 Applicants will normally complete an application form and attend an induction day to review if they fulfil the entry requirements. This will normally include a screening of relevant English and Maths skills. Interviews and screening may be face to face.

5.2.4 Where there are more applicants meeting the entry criteria than places, a place on the course will be allocated in a transparent and fair way, subject to payment of course fees (e.g. on a first-come-first-served basis). These conditions will be made clear to applicants when the place is offered.

## **6. Applicants' responsibilities**

6.1 Applicants are responsible for providing full and accurate information on entry as required by the awarding body and/or LPA.

6.2 Any work submitted to gain entry onto a course, including as part of an online initial assessment or an application form, needs to be the student's own work. Any work suspected to be produced by generative AI tools will not be considered.

6.3 If applicants are later found to have misrepresented any pre-course requirement they can be excluded from the course and their fees will not be refunded.

6.4 Applicants have to notify LPA of any changes or corrections to their original applications. Failure to do so may result in any offer of a place on a course being withdrawn.

## **7. English and Maths requirements**

7.1 All courses must include a relevant check of an applicant's English and Maths skills prior to their acceptance onto a course.



7.2 An English language qualification will not automatically exempt applicants from screening.

7.3 LPA applies the following standards for effective screening:

the English and/or Maths check relates directly to the skills identified in the 'skills statement' of the course outline or pre-course information sheet the purpose of screening is explicitly explained to the applicant prior to screening, the need for any adjustments is discussed so that these can be made at screening applicants are offered constructive feedback following screening to identify their next steps.

## **8. Course information and essential policies to be made available to candidates**

- how to apply and the application process
- entry criteria as set by the awarding body and/LPA (this will include the English and/or Maths
- skills to be demonstrated prior to joining the course)
- learning outcomes
- course content and structure
- teaching and learning strategies
- how candidates will be assessed
- time commitment expected on the part of the candidate (including homework)
- course Fee
- opportunities to apply for student loans or other financial support
- qualifications or accreditation to be gained
- progression opportunities



- work placement opportunities (where applicable)
- health and safety requirements (where applicable)
- Essential policies for e.g. Health and Safety, safeguarding, admissions and appeals etc. will be explained and link to be shared for future reference
- appeals procedure
- any other requirements.

