

# HUDDERSFIELD NEW COLLEGE

## HE PROVISION

### 2020

**Admissions  
Information**



# Huddersfield New College Policy

## Higher Education Admissions Policy 2020 Entry Students Studying FdSc Sport & Exercise Science



### 1.0 Policy Statement

- The College is committed to its mission statement of remaining an inclusive sixth form college.
- This policy reflects the college values and the inclusive nature of the college. It summarises the applications process (online via UCAS).
- The College offers educational provision at level 4 for students studying the FdSc Degree in Sport and Exercise Science (in partnership with UCLan)
- The College sets fair and transparent entry criteria that every prospective student must satisfy in order to be considered for a place. There are also performance standards that are equitably applied.
- The College recruits with integrity and if it is considered that a potential student would be better suited following a course of study or training with another provider we would advise them of this and refer them to the College Careers Service and/or to the Calderdale and Kirklees Careers Service to explore all the opportunities available to them.

### 2.0 Scope of Policy

- This policy is designed to enable every potential student to understand the process and guidelines that are applied to their application to study at Huddersfield New College.

### 3.0 Aims

- To ensure students access the most appropriate course(s). This is vital to students' success, so we must be confident that we are offering students a place at the college on courses which match their incoming grade profile.
- To enable our students to develop fully academically and personally, and to progress with confidence to employment or further study.
- To ensure a smooth transition into the College for each student and ensure their individual needs are taken into consideration.
- To engage with students in a transparent way so that all understand the processes, outcomes and requirements.
- To support the college in meeting target student numbers.

### 4.0 Objectives

- To ensure that prospective students are consistently given highest quality, consistent advice and guidance.
- To give every prospective student the opportunity to discuss the course content with the designated course leader.
- To offer the opportunity to prospective students to visit the College and talk to staff and students.

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- To make reasonable adjustments to ensure that wherever possible and appropriate, prospective students with learning difficulties and/or disabilities are able to access Huddersfield New College.
- To ensure that all documentation and practice complies with the college's Equal Opportunities Policy and Safeguarding Policy.

### 5.0 Criteria and expectations

- For 2020 entry this is available on our website <http://www.huddnewcoll.ac.uk/apply-courses/entry-requirements>
- Huddersfield New College has high expectations of all students and the college expects these to be upheld at all times. These are detailed in the 'Student Code of Conduct for HE Students'.
- Specific expectations regarding performance targets for this course are detailed in the 'HE Course Handbook'.

### 6.0 Specifics and links to other documentation

- The course will commence on 21<sup>st</sup> September 2020 and end in June 2022. Holidays and reading weeks will be in line with the college term dates as published on our website.
- Other documents that link to this policy are available on our website;
  - Student Code of Conduct (includes; IT, Social Networking, Equality and Diversity and HE Student Contract)
  - Fees Policy
  - Consumer Protection Law
  - Assessment Malpractice Policy

### 7.0 Fees

- The fees for this course are £5,995 for a full time course, per year. The duration of study at Huddersfield New College is two years and this will award a Foundation Degree. If a top-up to a full degree is undertaken this must be at an alternative provider and will be subject to that provider's entry requirements and fees.
- The preferred way of arranging fees is through the Student Finance area of the UCAS application. If this is not the prospective student's favoured form of payment, then payment must be made in full before the commencement of the course.
- If a prospective student needs support that is identified as being above what the college would normally provide then we may charge the appropriate costed rate. Please note that students with an Educational Health Care Plan will be exempt from this clause.

### 8.0 Process for application to a HE programme

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- Application is only available via UCAS <https://www.ucas.com/>
- Offer of a place at the college
  - All offers will be dependent on potential students achieving the stated entry requirements for this course.
  - References and personal statements should be available via UCAS and will be taken into consideration.
  - Offers will be communicated by the college via UCAS.
- Accepting a place at the college
  - As the prospective student has applied via UCAS, this offer status must be updated by the prospective student on the UCAS website.
  - As this course requires placements where a prospective student will be working with pre-16 year old students, a DBS (Disclosure Barring Service) check will be required once a prospective student has accepted their offer of a place. This can be organised on the prospective student's behalf by the college and the college will pay the £44.00 cost of an initial check. This must be completed before the start of the course.

### 9.0 Request to Defer Offer of a Place

- Prospective students wishing to defer their place may indicate this on the offer response form. If subsequent to accepting an offer, students wish to request a deferral they should do this as soon as possible by submitting a request in writing to the HE Administrator (email [studentservices@huddnewcoll.ac.uk](mailto:studentservices@huddnewcoll.ac.uk)) explaining the reason for their request. In most cases we will try to accommodate student requests. In the event of a request being refused by the Admissions Team, students have the right to appeal as per the appeals process identified below.

### 10.0 Appeals

- Please see appendix A for the Higher Education Admissions Appeals and Complaints: Code of Practice.

### 11.0 Access to the Policy

This policy is available to the public on our <http://www.huddnewcoll.ac.uk/about-us/our-policies>. There is also a section which details the application process in more detail.

### 12.0 Policy Review

The Senior Leadership Team will approve the policy before it is published on the College website. This policy is the responsibility of the Senior Leadership Team and will be reviewed annually.

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3	January 2018	Julie Pryce (Thomas)	Updates for 2019 entry	Approved by SLT 30 <sup>th</sup> January 2019	December 2019
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## Higher Education 2020 Entry

### Appendix A: Appeals and Complaints Code of Practice



**This Code of Practice relates to appeals and complaints by prospective students who are applying for, but who are not yet enrolled upon, a place on a Higher Education programme of study at Huddersfield New College and who wish to complain about, or appeal against, an admissions decision or process.**

**Full account has been taken of the UK Quality Code for Higher Education, Chapter B2: Recruitment, selection and admission to higher education when preparing this Code of Practice.**

1.0 This Code of Practice (“The Code”) provides procedural guidelines for an appeal or complaint against an unsuccessful application to study at Huddersfield New College. Whilst the majority of candidates accept the academic decisions that are made in relation to their applications, Huddersfield New College is committed to the principles of fair admission. We therefore offer all applicants the opportunity to make an appeal against the decision made or to complain about any experience relating to the admissions process.

2.0 There is an expectation that any appeal should be submitted within 15 days of the original decision being made. However, it is recognised that under certain circumstances this may not be possible (due to appellant illness or the complexity of the appeal for example). In these circumstances, the appellant would be expected to submit authentic and reliable evidence alongside their appeal documentation which demonstrates why the application has fallen outside of Huddersfield New College’s normal timescales.

3.0 The appeal must be made by the applicant him/herself, however, they are not precluded from seeking third party advice, guidance or support if they so wish.

4.0 The Code shall not be applicable to any issue over which Huddersfield New College has no control. This would include, for example, any financial decision made by the Student Finance Company, or an issue arising with UCAS.

5.0 Huddersfield New College offers any appellant the assurance that they will not suffer any discrimination or victimisation as a result of their decision to submit an appeal. All appeals will be handled as efficiently as possible and investigated in a manner which is most appropriate to the nature of the appeal. Huddersfield New College will provide an appellant with feedback to any appropriate query raised regarding their admissions decision prior to a formal appeal or complaint. This feedback to be provided to the appellant within 10 days of their request (subject to the caveat contained in point 9.0).

6.0 The appellant is entitled to provide new information that was not included in their original application as part of their appeal. They are also permitted to provide additional supporting documentation such as letters of support from employers or current/former tutors. This documentation could relate to academic, personal or experiential attributes.

7.0 If Huddersfield New College requires additional information in order to properly and fairly investigate the appeal and the application fails to provide this information, or a valid reason why it is not available, this may result in the investigation process being terminated.

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8.0 All appeals, complaints or requests for additional information, in the first instance, shall be submitted to the HE Admissions Administrator, Huddersfield New College, New Hey Road, Huddersfield, HD3 4GL ([studentservices@huddnewcoll.ac.uk](mailto:studentservices@huddnewcoll.ac.uk)). Acknowledgement of receipt will be provided within 5 days (subject to the caveat contained in point 9.0).

9.0 It should be noted that any appeal, complaint or request for additional information which is submitted during periods of Huddersfield New College closure or at a time when key staff are unavailable due to Assessment or Examinations Boards, the time periods provided elsewhere in this Code may be extended. If this becomes necessary, appellants will be provided with a full explanation as to why the investigation has been delayed.

10.0 Any appeal or complaint made under this Code of Practice will be investigated by the Head of Admissions (normally the Assistant Principal Curriculum Data and Planning) nominated by the Vice Principal (Curriculum & Quality). An appellant may be invited to a meeting with the Head, the Vice Principal (Curriculum & Quality) or with the relevant Head of School as part of the investigation process. The appellant may, if required to attend any such meeting, be accompanied by a friend. This friend may not be a lawyer acting in a professional capacity and may not speak on behalf of the appellant unless invited by the Panel to do so.

11.0 On conclusion of the investigation, the appellant will be provided with a clear statement, in writing, which confirms that the investigation has been concluded, that a decision has been reached, and the nature of that decision. The issue of this letter completes the procedures. If, at this stage, the appellant is of the opinion that the investigation has not been handled in a reasonable and appropriate manner, they may have the right to make use of the complaints procedures of the College or the relevant partner organisation, details of which can be provided by Huddersfield New College.

12.0 The process and timescales for appeals and complaints are detailed on page 3.

13.0 The Senior Leadership Team will approve the policy before it is published on the College website. This policy is the responsibility of the Senior Leadership Team and will be reviewed annually.

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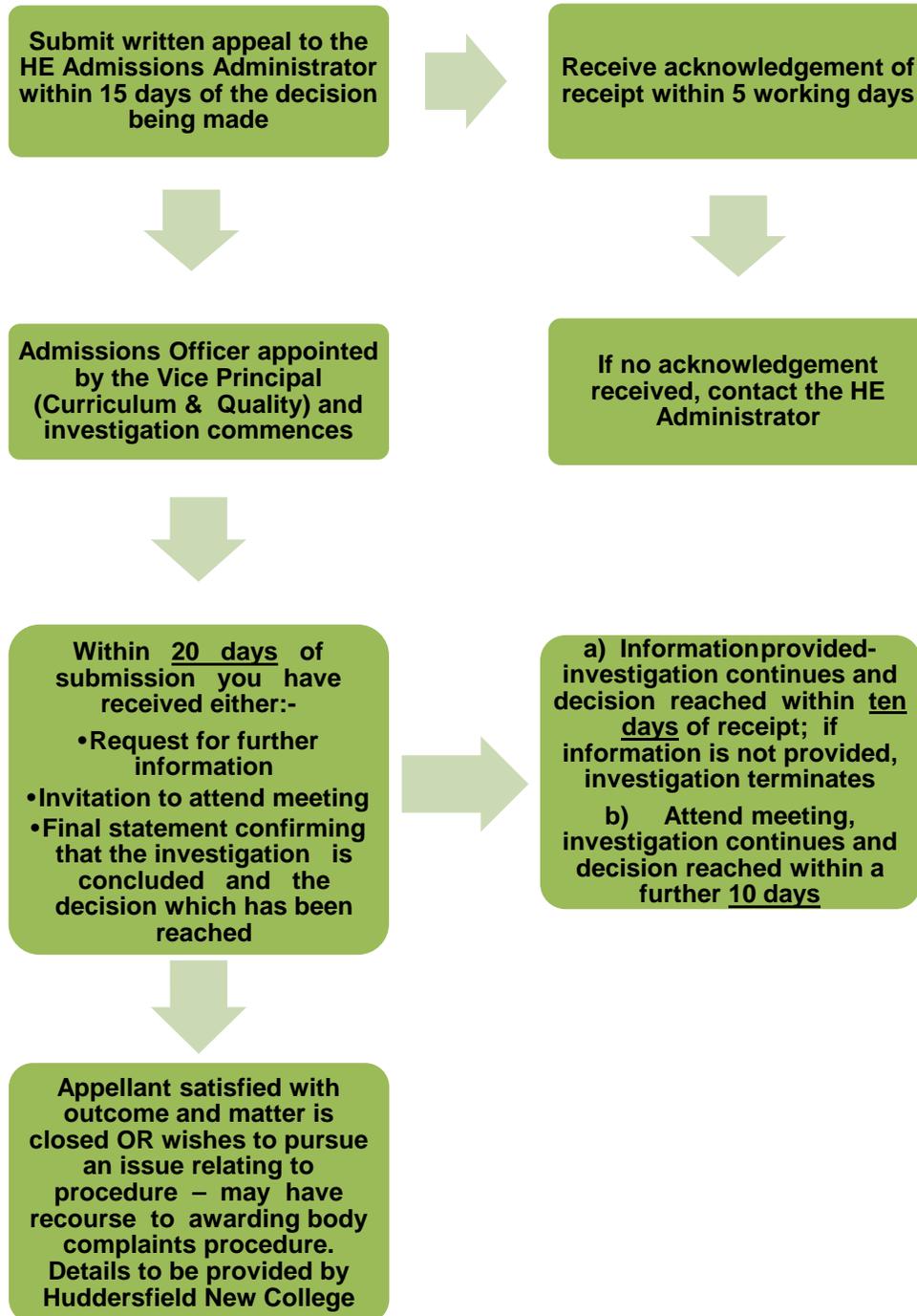
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Process and Timescales (N.B. Timescales subject to the provision of points 2.0 and 9.0)



# Huddersfield New College Policy

## Students Studying a Higher Education Programme

### UK Higher Education Providers; advice on Consumer Protection Law



**Please see full document at:**

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/428549/HE\\_providers\\_-\\_advice\\_on\\_consumer\\_protection\\_law.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/428549/HE_providers_-_advice_on_consumer_protection_law.pdf)

***Summary of requirements for HE providers (taken from above document) Information provision: ensuring that students are given up front, clear, timely, accurate and comprehensive information***

*These consumer protection issues relating to:*

- (a) the information available to students to enable them to choose the most appropriate course and HE provider;
- (b) the terms and conditions used by some universities, including their accessibility, fairness and proportionality; and
- (c) the speed and effectiveness of complaints handling by some universities, as well as an apparent lack of student knowledge about the process.

#### **1.0 Student research and application stage**

(a) To comply with the Consumer Protection from Unfair Trading Regulations 2008 (CPRs) Huddersfield New College will provide prospective students with material information – including about the courses we offer, the structure of courses, and the fees/costs. This will be given **before** any prospective student makes a decision about which course to apply for, with us as their HE provider. This includes information given in writing, visually and verbally. Huddersfield New College will make sure this information is accurate and will not omit important information that could affect students' decisions.

(b) The information will be accurate, clear, unambiguous and timely, and will be given up front.

(c) Huddersfield New College will ensure that information is easily accessible – for example, via our website, course marketing literature, course handbooks and at Open Events.

(d) Huddersfield New College will draw prospective students' attention to important and surprising rules and regulations, and make them accessible.

#### **1.1 Offer stage**

(a) The CPRs and the Consumer Contracts (Information, Cancellation and Additional Charges) Regulations 2013 (CCRs) both apply at the offer stage. When an offer is accepted, Huddersfield New College the HE provider and prospective student enter into a contract. To comply with both pieces of

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## Students Studying a Higher Education Programme UK Higher Education Providers; advice on Consumer Protection Law



legislation Huddersfield New College will ensure that:

- (i) we continue to provide important information to prospective students to inform their decisions about which offer(s) to accept (this obligation continues throughout our dealings with students);
- (ii) we draw prospective students' attention to our full terms and conditions, that these are easily accessible, and that we highlight particularly surprising or important terms;
- (iii) we provide prospective students with the necessary pre-contract information under the CCRs at the latest before they accept an offer of a place on a course;
- (iv) where any pre-contract information (as defined in the CCRs) we have already provided changes, that we will have obtained the student's express agreement to the change before or at the time of making the offer;
- (v) where we anticipate that some things might change after the offer is accepted, we make clear in the pre-contract information what could change, when, and how, so that the student can agree to this; and
- (vi) any terms in the contract that purport to allow changes to the pre-contract information are fair under unfair terms legislation.

(b) At the stage of offer and acceptance of a place on a course, a contract is concluded between Huddersfield New College HE provider and student. For distance contracts (for example, offers and acceptances made via the Universities and Colleges Admissions Service (UCAS)), we will

- (i) provide confirmation of the contract on a durable medium, for example as attachments to an email. The confirmation must include all pre-contract information, unless it has already been provided on a durable medium; and
- (ii) make clear to prospective students notice of their 14-day right to cancel, where the application and offer are carried out at a distance.

### 1.2 Student enrolment stage

(a) In principle, the pre-contract information we give to students at the offer stage should still be accurate on enrolment. In any event, if it has been necessary to make any changes that affect material information (as defined in the CPRs), we will ensure that we tell students about these at the earliest opportunity – failure to do this may be a misleading omission under the CPRs.

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(b) Huddersfield New College will draw students' attention to our terms and conditions, and any other rules and regulations, and make them accessible. We will highlight important and surprising terms and provisions to students.

#### 2.0 Ensuring that terms and conditions between HE providers and students are fair

*Huddersfield New College will ensure that:*

(a) College terms can be easily located and accessed and are available to students, via the website and our VLE as appropriate.

(b) students are made aware of our terms and are given the opportunity to review them before they accept an offer;

(c) we will highlight any important or surprising terms and draw them to the students' attention before they accept an offer, so that their significance is not missed;

(d) our terms are written in plain and intelligible language so that students understand them and understand how they affect their rights and obligations and how the terms could impact them; and

(e) our terms are not drafted in such a way that their effect could be unfair.

#### 3.0 Ensuring that HE providers' complaint handling processes and practices are accessible, clear and fair to students

*Huddersfield New College will ensure that:*

(a) our complaints procedure is easily located and accessible to students, via the website and our VLE as appropriate.

(b) we provide prospective students with information about our complaints process before they accept an offer of a course. This includes procedures relating to applicants and current students if they are separate;

(c) we provide students with clear and accurate information about our complaint handling procedures in writing and (where applicable) verbally, for example:

(i) where we offer courses in partnership with another HE provider it will be clear where responsibility for complaint handling lies;

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### UK Higher Education Providers; advice on Consumer Protection Law



- (ii) we will provide accurate details of any external complaint or redress scheme that students can access; and
  - (iii) where students raise concerns at an informal level, we will inform them that they can make a complaint under your formal complaints process if the matter is not satisfactorily resolved;
- (d) our complaints handling processes are fair, which is more likely to be achieved where we:
- (i) set out clear and reasonable timescales in which students can expect to hear back about their complaint at each stage of the process, as applicable;
  - (ii) set out clear and reasonable timescales relating to how long students will be given to respond to any requests for further information that you may make;
  - (iii) do not create unreasonable barriers for students pursuing a complaint; and
  - (iv) provide the ability for students to escalate the matter if they are unhappy and, where the regulatory framework allows it, ultimately to appeal if the matter is not satisfactorily resolved;
- (e) we follow any guidelines published by any third party redress or complaint schemes of which we are a member; and
- (f) our staff are trained in and follow our complaint handling procedures in practice.

#### 4.0 Appeals

Please see appendix A for the Higher Education Admissions Appeals and Complaints: Code of Practice.

#### 5.0 Policy Review

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