



Admissions Policy and Procedure

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Author	Head of Admissions
Policy Owner	Head of Admissions
Responsible Committee	College Management Team
Approved by & date	College Management Team April 2026
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Audience	Staff, Applicants and General Public
Linked Policies	SLCC 6.1 UKCBC Terms and Conditions; SLCC 6.12a Admissions Appeals and Misconduct Policy; DIG 2.1 Data Protection and Confidentiality Policy (Students); DIG 2.3 Student Privacy Notice; SLCC 6.2 Tuition Fee and Refund Policy; SLCC 6.3 Student Complaints Policy; SLCC 6.11 Access and Participation Plan; PC 5.3 Equality Diversity and Inclusion Policy; SWS 7.5 Additional Learning Support (ALS) Policy; SLCC 6.13 Student Protection and Material Changes Policy
External References	UK Quality Code (Principle 9); CMA Consumer Protection Guidance for HE Providers; Equality Act 2010; Data Protection Act 2018; UK GDPR

1. Purpose

This policy establishes the framework within which UK College of Business and Computing (UKCBC or the College) recruits, selects and admits students to programmes delivered at its campuses. It sets out the principles, procedures and safeguards that govern every stage of the admissions lifecycle, from initial enquiry through to enrolment.

The policy is designed to ensure that admissions processes are:

- fair, transparent and consistently applied across all applicants
- aligned with the UK Quality Code for Higher Education (Principle 9) and Consumer and Markets Authority (CMA) consumer protection guidance for higher education providers
- supportive of the College's commitment to widening participation and inclusive practice
- robust in verifying the accuracy and authenticity of information and evidence provided by applicants
- accessible and comprehensible to applicants, so that all individuals can understand what is expected of them and what they can expect from the College.

2. Scope

This policy applies to:

- all applicants seeking admission to undergraduate or postgraduate programmes delivered by UKCBC
- all UKCBC staff involved in any aspect of the admissions process, including admissions officers, academic assessors, registry staff and support services
- any recruitment agents or third parties acting on behalf of the College
- collaborative arrangements with partner institutions where relevant.

The policy applies to the full admissions lifecycle, from initial contact and application through assessment, offer, acceptance and formal enrolment. It covers home students. Separate arrangements apply to international applicants where required by immigration regulations.

3. Definitions

The following terms are used throughout this policy:

Term	Meaning
Applicant	An individual who has submitted or is in the process of submitting an application for admission to a programme at UKCBC.
Conditional offer	An offer of a place on a programme that is subject to the applicant meeting specified conditions, such as providing additional evidence or achieving a required qualification.
Unconditional offer	An offer of a place on a programme where all entry requirements have been satisfied.
Enrolment	The formal process by which an accepted applicant is registered onto a programme with the College and, where applicable, with the validating university partner.
Misrepresentation	The submission of false, misleading or materially incomplete information in connection with an application, whether in documents, declarations or oral communication.
Reasonable adjustments	Changes to assessment or admissions processes made to ensure that applicants with disabilities or additional needs are not placed at a disadvantage.
RPL	Recognition of Prior Learning: the formal consideration of learning acquired outside standard academic routes, including professional experience and vocational training.
CEFR	Common European Framework of Reference for Languages: the internationally recognised standard used to assess the level of English language proficiency.
SLC	Student Loans Company: the government body responsible for administering student finance in England.

4. Roles and Responsibilities

4.1 Policy Sponsor — Director of Innovation, Operations, and Commercial Success

- Ensures the admissions strategy is aligned to the College's overall Strategic Plan.

4.2 Policy Owner — Head of Admissions

- Drafts, maintains and updates this policy.
- Coordinates consultation with relevant stakeholders prior to review.
- Monitors compliance with policy provisions.
- Maintains version control records.
- Ensures that admissions communications are clear, accurate and accessible.

4.3 Admissions Team

- Processes applications in accordance with the procedures set out in this policy.
- Provides information, advice and guidance (IAG) to applicants at all stages of admissions.
- Verifies supporting documentation and records outcomes.
- Participates in quality assurance activity and staff training.

4.4 Academic Assessors

- Conduct interviews and academic assessments where required.
- Provide professional academic judgement regarding applicant suitability.
- Record assessment outcomes in accordance with college procedures.

4.5 Registry and Enrolment Staff

- Verify identity and right to study documentation at enrolment.
- Complete formal enrolment with both the College and, where applicable, the validating university partner.

- Maintain accurate student records.

4.6 Director of Governance, Quality and Student Success

- Provides oversight of the policy framework and its alignment with regulatory obligations.
- Reports on admissions quality and integrity matters to the Quality of Education Committee (QoE)

5. Policy Statement

UKCBC is committed to delivering admissions processes that are fair, transparent, consistent and inclusive. The College admits students on the basis that there is a reasonable expectation that they will be able to successfully complete their chosen programme of study. All decisions are made on evidenced, objective grounds and are recorded.

5.1 Transparency of Information

Applicants will receive complete and accurate information about their programme of interest before they are asked to accept any offer. This information will include:

- programme content, structure and mode of delivery
- the location and scheduling of study, including any specific attendance requirements
- assessment methods and academic expectations
- total fees and any additional costs that may be incurred
- the identity of the awarding body or validating university partner
- key terms and conditions, including the implications of any conditional offer.

Note: *In accordance with CMA consumer protection guidance, this information is provided proactively at the point of enquiry and is not withheld until after an offer is made.*

5.2 Fairness and Objectivity in Decision Making

All admissions decisions are:

- based on published, objective criteria that are applied consistently across all applicants
- made by appropriately trained and authorised staff
- formally communicated to the applicant with sufficient clarity

- recorded with a documented rationale that can withstand scrutiny and audit.

Reasons for rejection are recorded in all cases. Feedback is available to unsuccessful applicants on request.

5.3 Equality, Diversity and Inclusion

The College is committed to inclusive admissions practice and actively encourages applications from individuals of all backgrounds. Decisions are made without discrimination on the grounds of gender, age, marital status, race, nationality, ethnic or national origin, sexual orientation, religion or belief, disability, family circumstances, or any other characteristic protected under the Equality Act 2010.

The College gives particular consideration to applicants from non-traditional backgrounds, including those who may be first-generation higher education students, those from low-income households, mature students and those with declared disabilities. Reasonable adjustments are made throughout the admissions process to ensure accessibility.

5.4 Admissions Integrity and Verification

The College operates a rigorous verification framework throughout the admissions process. All evidence submitted in support of an application is subject to systematic checking. The College will not admit a student on the basis of documentation or information that has not been verified to a reasonable standard.

Misrepresentation in any form is treated as grounds for rejection of an application, withdrawal of an offer, or, where misrepresentation is discovered after enrolment, cancellation of registration. This includes:

- the submission of false, altered or forged documents
- the omission of material information, including undeclared criminal convictions where required
- the use of a proxy or agent to undertake any part of the assessment and interview process on behalf of an applicant
- any statement or representation that is misleading in a material respect.

5.5 Student Finance and Funding

The College provides clear information to all applicants about student finance eligibility and the nature of any loan obligation. Applicants are advised that a student loan is a financial contract with the Student Loans Company and is repayable in accordance with SLC terms. Staff are available to provide guidance, but applicants bear responsibility for understanding their own financial obligations before accepting an offer.

6. Entry Requirements

6.1 Academic Entry Requirements

Entry requirements for each programme are published on the College website and in programme information materials. Requirements are set in accordance with the specifications of the relevant awarding body or validating university partner. Applicants are required to demonstrate one of the following:

- Level 3 qualifications (or equivalent) that are Ofqual approved and accepted by the relevant partner institution, such as A Levels, a recognised Access to Higher Education Diploma, or a Level 3 vocational qualification
- GCSE grades at grade 4 (C) or above in relevant subjects, where specified by the programme
- for applicants aged 21 or over at the point of entry: evidence of relevant work experience in lieu of formal qualifications, assessed through the Recognition of Prior Learning process (see Section 8).

Applicants under the age of 21 are required to hold a recognised Level 3 qualification or equivalent as a condition of admission. Work experience alone is not sufficient for this group.

6.2 English Language Requirements

All applicants must demonstrate that they meet the English language requirements for their chosen programme. The standard minimum requirement for admission to higher education programmes at the College is CEFR Level B2 (Upper Intermediate), unless a higher standard is specified within the programme specification.

Applicants who hold a GCSE in English Language at grade 4 (C), level 2 functional skills or above, an accepted equivalent qualification, or a Level 3 qualification that has been delivered and awarded in English are exempt from the internal English Language Assessment. All other applicants must undertake the assessment prior to an offer being made.

6.2.1 English Language Assessment

The internal English Language Assessment evaluates competency across four skill areas:

- Reading comprehension
- Written communication
- Listening comprehension

- Speaking and oral communication (assessed during the academic interview).

The assessment is conducted in person at a college campus, under supervised and verified conditions.

All components are marked using standardised criteria. Scores are mapped to CEFR levels as follows:

Internal Range	Score	CEFR Level	Descriptor
85–100		C1	Advanced
70–84		B2	Upper Intermediate
55–69		B1	Intermediate
Below 55		Below B1	Limited Proficiency

Applicants who do not achieve the minimum CEFR Level B2 threshold will not be offered a place on a higher education programme at that point. Admissions staff will discuss appropriate next steps with the applicant, which may include further language support or reapplication at a future date.

7. Admissions Procedure

The admissions process at UKCBC consists of five sequential stages. Each stage must be completed satisfactorily before an applicant can progress to the next. The stages are:

Stage	Description
Stage 1	Initial Enquiry and Information
Stage 2	Submission of Documentation
Stage 3	Assessment and Academic Interview (including Recognition of Prior Learning assessment where applicable)
Stage 4	Decision and Offer
Stage 5	Enrolment and Registration

7.1 Stage 1: Initial Enquiry and Information

The admissions process begins when a prospective applicant contacts the College, whether through the College website, a marketing campaign, a community outreach event, an open day, a personal visit to a campus, or any other channel.

At this stage, Marketing staff will:

- provide the applicant with accurate and comprehensive information about the programme they are interested in, including course content, delivery arrangements, assessment methods, fees and any conditions that may apply
- check whether the applicant appears to meet the basic eligibility criteria for the programme
- provide the applicant with the College's Course Information Guide, which sets out all material pre-contractual information in accordance with CMA guidance
- direct the applicant to the College website and, where applicable, to the SLC website, so that they can review all relevant information before proceeding
- encourage the applicant to take sufficient time to consider whether the programme is appropriate to their circumstances, career goals and financial situation before making a formal application.

No applicant is pressured to proceed. The College's overriding aim at this stage is informed decision-making.

7.2 Stage 2: Submission of Documentation

Applicants who wish to proceed with a formal application are required to complete and submit their application via the admissions portal. All document checks are conducted digitally as part of this process. Applicants must upload clear copies of original documents; these will be verified during the admissions process.

During the documentation stage, an admissions officer will:

- conduct a one-to-one information, advice and guidance (IAG) session with the applicant
- explain the contents of the Course Information Guide and the Admissions Policy
- support the applicant in completing the application form via the admissions portal
- review and verify all uploaded documentation provided by the applicant

7.2.1 Required Documentation

All applicants are required to provide originals of the following documents. Documents will be scanned and stored securely on the College's password-protected management information system in accordance with the College's Data Protection and Confidentiality Policy.

Identity and Right to Study:

- A valid passport or equivalent photographic identity document
- Proof of settled or pre-settled status, or a valid visa with right to study in the United Kingdom (evidenced through a share code or Biometric Residence Permit)
- Proof of current UK address: a utility bill or bank statement dated within the previous three months. A driving licence is not accepted as proof of address.

Qualifications:

- Original certificates for all qualifications cited in the application, including Level 3 qualifications, A Levels, GCSEs or equivalent
- All UK qualifications level 3 and below must be Ofqual approved and accepted by the relevant partner institution.
- Any international qualifications would need to be converted to UK equivalents using the NARIC assessment process.

Work Experience (where applicable):

- Pay slips for a minimum of three consecutive months, together with an employment contract confirming continuous employment
- Two consecutive P60 documents covering two years of employment
- An employer reference, which may be provided in lieu of a contract to demonstrate continuous employment
- For self-employed applicants: two years of tax returns, together with an accountant's letter where an accountant has been used to submit returns, and company registration and Unique Taxpayer Reference (UTR) documentation.

7.2.2 Document Verification Safeguards

The College uses trained staff to verify applicants' biometric identity, passport details and proof of address through appropriate identity verification and document authentication checks:

- Admissions officers inspect submitted documents for signs of alteration, inconsistency or forgery.
- The personal details on all certificates are cross referenced against those in the passport or identity document.
- Where an applicant's facial appearance does not match the identity document presented, the application will not proceed.

Qualification Verification:

- The College uses trained staff to contact awarding bodies directly to verify the authenticity of all academic certificates submitted.
- A record of the verification outcome is retained on the applicant's file.
- Where an applicant proceeds to the acceptance stage, confirmation of qualification verification is shared with the relevant partner institution.
- Applicants whose qualification verification is unsuccessful will be informed and their application will be rejected at this stage.

Employment Verification:

- The Admissions team will contact all employers named in an application via the contact details provided on official documentation to verify the authenticity of the employment evidence submitted.
- Any discrepancy between the evidence provided and the information confirmed by the employer will be investigated before the application proceeds.

Note: Where there is any doubt about the authenticity of a document, the College will contact the issuing authority directly. Evidence of additional checks is retained on the applicant's file.

7.2.3 Criminal Conviction Disclosure

All applicants are required to declare any relevant unspent criminal convictions as part of the application process.

For the purposes of this policy, relevant convictions include:

- Offences against a person, whether violent or sexual in nature; and

- Offences involving the unlawful supply of controlled drugs or substances, where the conviction relates to commercial dealing or trafficking.

Convictions that are considered spent under the terms of the Rehabilitation of Offenders Act 1974 are not required to be disclosed and will not be taken into consideration as part of the admissions process.

A declaration of an unspent criminal conviction does not automatically disqualify an applicant from admission. Each case will be considered individually, considering:

- The nature and seriousness of the offence;
- The relevance of the conviction to the intended programme of study; and
- Any other relevant or mitigating factors.

The College reserves the right to refuse an application or terminate a student's registration where it is found that an applicant or student has omitted, withheld, or falsified any relevant information relating to criminal convictions or associated matters. The College may also refuse admission where the nature or seriousness of the offence is considered incompatible with the programme of study or wider student welfare considerations.

Applicants may be required to provide additional information or supporting documentation to assist in the assessment of their application. Applicants should complete the relevant declaration form, including submission of any supporting evidence. Applicants may also be asked to provide the names and email addresses of two-character referees, who must not be related to the applicant.

Where an applicant is convicted of a relevant offence after submitting an application, they are required to notify the College immediately.

7.3 Stage 3: Assessment and Academic Interview

Applicants who have successfully completed the documentation stage will proceed to the assessment and academic interview stage. This stage is designed to confirm the applicant's suitability for the programme, verify their identity and English language capability, and assess their motivation and preparedness for higher education study.

Applicants applying through the Recognition of Prior Learning (RPL) pathway will have their prior learning assessed at this stage. This may include additional evaluation activity, such as structured discussion, portfolio review or extended academic questioning, to determine readiness for higher education study. The assessment is conducted in accordance with the process set out in Section 8.

7.3.1 Written Assessment

Prior to the interview, applicants undertake a written assessment. The assessment is invigilated by a member of the support team. On completion, the applicant is allocated to an academic interviewer.

7.3.2 Academic Interview

Academic interviews are conducted in person at a college campus by an appropriately qualified and trained academic. The interview serves the following purposes:

- confirming the identity of the applicant by cross-referencing their appearance with their identity documentation
- exploring the applicant's educational background, motivation for study and career intentions
- conducting a viva voce assessment based on the completed written test
- conducting a reading comprehension assessment in the presence of the interviewer
- conducting a listening comprehension assessment in the presence of the interviewer
- assessing the applicant's English language proficiency in speaking and oral communication.

The academic interviewer will record their assessment and decision on the standard interview record form. All outcomes are retained on the applicant's file.

Applicants whose first language is English, or who hold relevant qualifications that evidence the required level of English language proficiency, are not required to undertake the written language assessment. They are, however, still required to pass the academic interview.

7.3.3 Disability and Additional Needs

Applicants are invited to declare any disability or additional need at the application stage. Where a disability or additional need is disclosed, the College will make reasonable adjustments to assessment arrangements to ensure that the applicant is not disadvantaged. Disclosure information is shared with the College's Student Support and Welfare team at Welfaresupport@ukcbc.ac.uk, who will work with the applicant to identify appropriate support arrangements.

7.3.4 Commuter Student / Distance to Study Requirements

If an applicant successfully passes the interview and their commute exceeds two hours, the interviewer should request evidence of a term-time address and require the applicant to complete a declaration form.

Where the applicant's commute is between 90 minutes and two hours, term-time address evidence will not be required. However, the applicant must complete a declaration form providing full details of their commute and confirming that travel arrangements will not adversely affect their attendance, engagement, or academic performance.

In addition, the relevant Partner Institute Distance to Study Policy will apply and should be followed where applicable.

7.4 Stage 4: Decision and Offer

7.4.1 Provisional Assessment by Admissions Staff

Following the assessment stage, the admissions officer will review the application in its entirety and consider the following:

- whether the applicant is suited to the programme for which they have applied, having regard to all information gathered
- whether there are any physical or mental health factors that would require reasonable adjustment in programme delivery
- whether any declared criminal conviction should influence the decision
- whether the applicant meets all published entry requirements and there are no outstanding concerns
- whether the applicant meets the English language requirements of the programme.

Where the admissions officer is satisfied that the application meets all requirements and that the information provided is genuine, the application is approved at this stage and submitted to the relevant validating university partner for their final determination.

7.4.2 Partner Institution Decision

UKCBC's validating university partners retains the final decision on whether to admit an applicant to a validated programme. Applications are submitted to the partner institution in the form and format it

requires. The partner institution may issue a conditional offer, an unconditional offer or a rejection. UKCBC will communicate the outcome to the applicant.

7.4.3 Unsuccessful Applications

Where an application is unsuccessful, the admissions officer will record the reasons for the decision. The applicant will be notified by email. Feedback on the decision is available from the Admissions Team on request.

An application may be rejected at any point in the admissions process. Common grounds for rejection include:

- the applicant does not hold the required academic qualifications
- required documentation was not submitted or could not be verified
- the applicant's English language level falls below the required standard
- the applicant failed to demonstrate sufficient suitability during the academic interview
- the relevant programme is full
- misrepresentation, fraud or provision of false or forged documentation was identified
- the partner institution declined to admit the applicant.

Applicants who have been excluded on academic grounds may not normally be admitted to a related programme at a subsequent date.

7.4.4 False Information and Fraudulent Applications

Where the College has reason to believe that an applicant, or any person acting on their behalf, has provided false information, omitted material information, engaged in misrepresentation, or submitted forged or counterfeit documents, a formal investigation will be conducted. Depending on the outcome of the investigation, the application may be rejected, any offer made may be withdrawn, and, where the applicant is already enrolled, the matter may be referred to the partner institution with a recommendation to cancel registration. An applicant found to have used a proxy in any part of the admissions process, or whose application is found to involve collusion with a member of staff, will be permanently barred from applying to any programme at UKCBC.

7.5 Stage 5: Enrolment and Registration

7.5.1 Enrolment Process

Once an applicant has received and accepted an offer, their details are passed to the Registry team for enrolment. The applicant will be contacted by the Registry team and provided with all information required to complete enrolment. Enrolment must be completed within the period specified by the validating university partner.

During enrolment, the applicant must:

- produce original identity and right to study documents for verification by Registry staff
- complete all registration documentation required by the College and the partner institution
- confirm their eligibility to study and, where applicable, their student finance arrangements.

An applicant's status will move from provisional enrolment to fully enrolled once all requirements have been completed. Failure to complete enrolment within the required period may result in the offer being deferred to the next available intake or cancelled.

7.5.2 Student Finance

Applicants who intend to fund their studies through student finance are required to submit their application to the Student Loans Company in good time. SLC applications must be finalised by the deadline specified by the relevant university partner. Where SLC approval has not been received by the required deadline, the applicant's enrolment may be deferred or cancelled, unless the partner institution agrees to an extension.

Applicants who are not approved for student finance funding may, if they wish, make alternative arrangements to pay tuition fees directly. The College's Finance team will invoice students accordingly. It is the applicant's responsibility to make payment arrangements before the commencement of the programme.

7.5.3 Cooling Off Period

Students are entitled to a 14-day cooling off period from the date they first attend classes. During this period, a student may withdraw from their programme without financial penalty. After this period, the standard withdrawal and refund arrangements apply.

Applicants may also cancel their application at any point before enrolment is completed by contacting the Registry team at the address set out in Section 13. The admissions record will be updated and closed accordingly.

Note: *The College also reserves the right to review applications and enrolments during the cooling off period. Where the Academic team or Student Support team identifies that a learner is at material risk of failing to complete the programme and cannot be adequately supported by the College, the Registry team may initiate a withdrawal in consultation with the relevant teams.*

7.5.4 Induction

All students are required to attend an induction before commencing their studies. Induction forms a formal part of the transition into higher education and provides an opportunity for students to meet key staff, understand the requirements of their programme and access support services.

Induction covers:

- welcome and introduction to key members of staff
- information about UKCBC and, where applicable, the validating university partner
- the academic calendar, course structure, module content, teaching methods and assessment arrangements
- progression routes and graduate outcomes
- the virtual learning environment (VLE) and other learning resources
- workshops, additional support services and welfare provision
- student engagement channels, including the Student Council
- key policies and procedures, including the Student Code of Conduct, PREVENT and the Learning Agreement
- the College's Safeguarding and Prevent Policy.

On the day of induction, students are asked to complete a personal information form that includes a health declaration, emergency contact details and induction feedback.

8. Recognition of Prior Learning (RPL)

8.1 Purpose

The College recognises that applicants may have acquired relevant knowledge, skills and competencies through pathways other than conventional academic qualifications. These may include professional experience, vocational training and independent learning. Recognition of Prior Learning (RPL) provides a formal mechanism through which such learning may be considered in the admissions process.

RPL enables the College to admit applicants who do not hold standard qualifications but who are able to demonstrate the capability to succeed at the required level of study. In doing so, it supports the College's commitment to widening participation.

8.2 Scope

RPL is available to applicants who cannot demonstrate that they meet published entry requirements through conventional academic qualifications but who are able to provide evidence of relevant prior learning. It is most commonly used by mature applicants returning to education but is not restricted to any particular age group.

RPL is considered for the purposes of admission only. It does not confer advanced standing or exemption from programme elements unless separately approved under the relevant academic regulations.

8.3 Evidence of Prior Learning

Applicants seeking admission through RPL must provide verifiable evidence of their prior learning. The specific requirements will vary depending on the applicant's background and the programme applied for. Evidence may include:

- a current curriculum vitae and personal statement
- employer references or letters of employment
- work experience records, contracts or pay slips
- certificates from vocational or professional training
- a portfolio or other record of relevant learning.

Applicants may additionally be invited to attend an interview or complete an academic assessment to further demonstrate their suitability.

8.4 Assessment and Decision

Applications under RPL are subject to a structured assessment process. RPL assessment is conducted as part of the Stage 3 assessment process (see Section 7.3). Following an initial review by the Admissions Team, qualifying applications are referred to the relevant Programme Leader or academic nominee for evaluation. The academic authority will assess the applicant's prior learning against the knowledge, skills and competencies required for the programme.

All RPL decisions must be supported by a documented rationale and are subject to appropriate quality assurance oversight. Applicants are informed of the outcome in writing. The College reserves the right to decline any RPL application where the evidence provided does not satisfactorily demonstrate readiness for higher education study.

9. Cancellations and Withdrawal of Applications

9.1 Applicant-Initiated Cancellation

An applicant may cancel their application at any point prior to completion of enrolment. To do so, the applicant must send an email to the Registry team (see Section 13 for contact details) confirming their intention to cancel and providing a reason. The admissions record will be updated and closed. Applicants who have cancelled their application will not normally be contacted further by the College, unless they subsequently demonstrate a wish to reapply and provide satisfactory evidence that the circumstances have changed.

9.2 College-Initiated Cancellation

The Admissions Team reserves the right to cancel an application in the following circumstances:

- the applicant has provided false or misleading information
- the applicant has submitted forged or counterfeit documentation
- the applicant has omitted material information from their application
- misrepresentation or collusion has been identified
- the applicant has behaved in a manner that is inappropriate or contrary to the College's values.

Where an application is cancelled by the College on any of the above grounds, the applicant will not be permitted to apply for any programme at UKCBC in the future.

10. Admissions Complaints and Appeals

Any applicant who is dissatisfied with any aspect of the admissions process, or who wishes to appeal against an admissions decision, may do so by submitting a complaint in accordance with the College Complaints Policy.

11. Monitoring and Review

The implementation of this policy is monitored by the Admissions Team and the Director of Governance, Quality and Student Success. Monitoring activity may include:

- analysis of admissions data, including application volumes, offer rates, conversion rates and rejection patterns
- internal quality assurance reviews of admissions processes and record-keeping
- sampling of interview records and verification documentation
- feedback from applicants and staff.

Admissions quality and any matters of concern are reported to the Academic Standards and Quality Committee (ASQC). This policy is reviewed at least every two years, or earlier where regulatory or operational changes require revision.

12. Contact Details and Further Information

If you have any questions about the admissions process or wish to raise a concern, please contact:

Contact	Details
Admissions Team	admissions@ukcbc.ac.uk
Registry Team	registry@ukcbc.ac.uk
Complaints	complaints@ukcbc.ac.uk

Student Loans Company	www.gov.uk/student-finance
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14. Version Control

Version	Date	Author	Summary of Changes	Approved By
1.0	November 2025	Director of Governance, Quality and Student Success	Initial version	
2.0	April 2026	Head of Admissions	Comprehensive revision: increased procedural detail, student-facing language, evidence verification safeguards, document framework alignment	

Appendix A: Recognition of Prior Learning — Assessment Record

This form must be completed for all applications submitted under the Recognition of Prior Learning pathway. It must be retained on the applicant's file and is subject to quality assurance review.

Applicant Details	
Full Name	
Applicant ID	
Date of Birth	
Programme Applied For	
Campus	
Intended Start Date	
Nature of RPL Application	
Type: Experiential / Certificated / Combined	
Reason standard entry requirements are not met	
Evidence Provided	
CV and Personal Statement (Yes / No)	
Professional Experience Summary	
Employer References (Yes / No)	
Qualifications or Training Details	
Additional Evidence Details	
Assessment Activity	

Interview Conducted (Yes / No)	
Academic Assessment Completed (Yes / No)	
Assessor Comments	
Evaluation of Prior Learning	
Relevance to Programme	
Level of Knowledge and Skills Demonstrated	
Readiness for Study Assessment	
Decision	
Outcome: Unconditional Offer / Conditional Offer / Decline / Further Evidence Required	
Conditions (if applicable)	
Rationale for Decision	
Approval	
Admissions Officer Name and Signature	
Programme Leader Name and Signature	
Date of Decision	
Quality Assurance	
Reviewed (Yes / No)	
Reviewer Name	
Review Outcome	