



Admissions policy and procedure

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Linked policies:	SLCC 6.1 UKCBC Terms and Conditions; DIG 2.1 Data Protection and Confidentiality Policy; DIG 2.3 Student Privacy Notice; SLCC 6.2 UKCBC Tuition Fee Refunds and Compensation Policy; SLCC 6.3 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; GA 3.5 Anti-Fraud, Bribery and Corruption Policy
Audience:	Staff, Applicants and General Public

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, 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. This policy applies to applicants with home fee status only, that is, applicants assessed as eligible to be charged tuition fees at the home rate.

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.
Common European Framework of Reference for Languages (CEFR)	Common European Framework of Reference for Languages: the internationally recognised standard used to assess the level of English language proficiency.
Student Loans Company (SLC)	Student Loans Company: the government body responsible for administering student finance in England.

4. Roles and Responsibilities

4.1 Policy Sponsor — Chief Operating Officer

- 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.
- Conducts the written assessment, English language assessment and academic interview, and records the outcomes in accordance with College procedures.
- Participates in quality assurance activity and staff training.

4.4 Registry and Enrolment Staff

- Verify identity and right to study documentation in person at enrolment.
- Collect and record the applicant's student finance application information at enrolment.
- Complete formal enrolment with both the College and, where applicable, the validating university partner.
- Maintain accurate student records.

4.5 Chief Academic Officer

- 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
- General Certificate of Secondary Education (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). The work experience evidence each partner requires is set out in Appendix B.

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 minimum English language requirement for each programme is set by the relevant validating university partner and is published in the programme information. At the date of this policy, programmes with an integrated foundation year validated by the University of West London or Plymouth Marjon University require CEFR Level B1, and other programmes require CEFR Level B2, unless the programme specification sets a higher level.

Applicants who hold a GCSE in English Language at grade 4 (C), level 2 functional skills or above (not accepted for University of West London programmes), 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 admissions interview for Plymouth Marjon University programmes).

Two English language tests are used. The UKCBC English test, accepted by Plymouth Marjon University, may be taken online, with the Admissions team invigilating over Microsoft Teams and the applicant sharing their screen. The UK College of English (UKCE) English test, required by the University of West London, is taken on campus under supervised conditions. All components are marked using standardised criteria. Scores on the UKCBC English test are mapped to CEFR levels as follows:

Internal Range	Score	CEFR Level	Descriptor
70–100		B2	Upper Intermediate
50–69		B1	Intermediate
49 and below		Below B1	Limited Proficiency

Applicants who do not achieve the minimum CEFR level required for their programme 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 six stages. Each stage must be completed satisfactorily before an applicant can progress to the next, except that outstanding documents are submitted after the admissions interview (see Section 7.2). The stages are:

Stage	Description
Stage 1	Initial Enquiry and Information
Stage 2	Application, Initial Checks and Documentation
Stage 3	Admissions Interview and English Language Test (including Recognition of Prior Learning where applicable)
Stage 4	UKCBC Decision and Referral to Partner
Stage 5	Partner Approval and Offer
Stage 6	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.

Enquiries received before an application is submitted are handled by the Marketing team. Once an application has been submitted, the Admissions team handles it.

7.2 Stage 2: Application, Initial Checks and Documentation

Applicants who wish to proceed with a formal application are required to complete and submit their application via the admissions portal. On submitting the application, the applicant must verify their email address, submit photographic identity and, where applicable, proof of residency. Only when these have been completed can the applicant book their admissions interview. After a successful admissions interview, the applicant books the English language test where required and must then submit all outstanding documentation. Documents are uploaded to the applicant's e-Vision portal as clear copies of the originals and are checked digitally.

Once the application has been submitted, 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
- review and verify all uploaded documentation provided by the applicant
- notify the applicant of any additional documents required for the application

7.2.1 Required Documentation

All applicants are required to upload clear copies of the following original documents to their e-Vision portal, where they are stored securely in accordance with the College's Data Protection and Confidentiality Policy.

Identity and Right to Study:

- A valid passport or equivalent photographic identity document
- Evidence of right to study in the United Kingdom and of home fee status, such as a British or Irish passport, or proof of settled or pre-settled status evidenced through a share code
- 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:

- Certificates for all qualifications cited in the application, including Level 3 qualifications, A Levels, GCSEs or equivalent
- UK qualifications at Level 3 and below are checked against the Ofqual register. Where a qualification is not listed, the Admissions team uses the awarding body's qualification checking service where available, and otherwise confirms with the relevant partner university whether it will accept the qualification.
- Non UK Level 3 qualifications are accepted where UK ENIC confirms a direct match to a full UK Level 3 qualification; partner translation requirements are set out in Appendix B.

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; a reference sent by email is accepted where it comes from a company email address
- For self employed applicants: tax returns, an accountant's letter where an accountant has been used to submit returns, and company registration and Unique Taxpayer Reference (UTR) documentation, as accepted by the relevant partner.

The work experience evidence each partner requires is set out in Appendix B.

7.2.2 Document Verification Safeguards

The College uses trained staff to verify applicants' biometric identity and passport details, and to collect 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 applicant will be given the opportunity to provide a more recent identity document; if one is not provided, the application will not proceed.

Qualification Verification:

- Where the awarding body provides a qualification checking service, trained staff use it to verify the authenticity of academic certificates. Where no such service exists, including for university awards, staff review the transcripts and certificates submitted.
- A record of the verification outcome is retained on the applicant's file.
- Confirmation of qualification verification is retained on the College's customer relationship management (CRM) and is shared with the partner institution where the partner requires it (see Appendix B).
- Applicants whose qualification verification is unsuccessful will be informed and their application will be rejected at this stage.

Employment Verification:

- Where an applicant provides an employer reference letter, the Admissions team checks it against the contact details on official documentation. Where no reference letter is provided, the Admissions team contacts the employer by email to request a reference.
- 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.

7.2.4 Eligibility Indicators

At the documentation stage, and again at enrolment, the College checks each application for indicators that an applicant may not be eligible for the programme or for student finance, or that an application may not be genuine. The outcome of each check is recorded on the applicant's file. Admissions staff check:

- that the identity, home fee status and right to study evidence is consistent across the application form, the identity document and all supporting documents;
- whether the applicant's name and date of birth, address, telephone number or email address, or any bank details provided, are already held on another application or student record;
- whether the applicant has previously applied to, enrolled at or withdrawn from UKCBC, or has previously studied at higher education level, so that the effect on programme eligibility and student finance entitlement can be considered;
- whether the application was introduced by a recruitment agent or other third party, and that the introduction is recorded on the applicant's file; and
- whether the address given on the application is consistent with any distance to study declaration made under Section 7.3.4.

Where an indicator is identified, the admissions officer reviews it before the application progresses and escalates it to the Admissions Manager where it is complex or cannot be resolved. Where the review does not resolve the concern, the matter is dealt with under Section 7.5.3 and the GA 3.5 Anti-Fraud, Bribery and Corruption Policy.

7.3 Stage 3: Admissions Interview and English Language Test

Applicants who have completed the initial checks in Section 7.2 book their admissions interview. 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 have their prior learning and CV discussed during the admissions interview. Partner universities may also request to conduct their own interview or discussion with the applicant. The process is set out in Section 8.

7.3.1 English Language Test

There is no written assessment before the admissions interview. Where an English language test is required (see Section 6.2), the applicant books it after a successful admissions interview.

7.3.2 Admissions Interview

Admissions interviews are conducted online or on campus, as the applicant chooses, by a trained member of the Admissions Team. 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

- for Plymouth Marjon University programmes, assessing the applicant's speaking and oral communication in English.

The interviewer records the assessment and decision on the College's CRM.

Applicants who hold qualifications that evidence the required level of English language proficiency (see Section 6.2) are not required to take the English language test. Having English as a first language is not in itself sufficient; evidence that the minimum English language requirement is met is still required. All applicants must pass the admissions 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: UKCBC Decision and Referral to Partner

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 processed and submitted to the relevant validating university partner for its final determination.

7.5 Stage 5: Partner Approval and Offer

7.5.1 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 or a rejection; partners do not issue unconditional offers. UKCBC will communicate the outcome to the applicant. No offer is made until the partner institution has approved the application.

7.5.2 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 admissions 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.

7.5.3 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 by the Admissions Manager. 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.

7.6 Stage 6: Enrolment and Registration

7.6.1 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.

Enrolment is completed face to face at a College campus, with a member of the Registry team, on a date set by the Registry team.

During enrolment, the applicant must:

- produce original identity and right to study documents for verification in person by Registry staff, who check the photograph on the identity document against the applicant and the details against those held on the admissions record
- provide the information about their student finance application that the Registry team requires, including evidence of their application to the Student Loans Company (see Section 7.6.2)
- complete all registration documentation required by the College and the partner institution
- confirm their eligibility to study and, where applicable, their student finance arrangements.

Registry staff record the outcome of each identity, right to study and eligibility check on the student record. Where a document cannot be verified, or the details provided are inconsistent with the admissions record or raise an indicator described in Section 7.2.4, enrolment is not completed and the matter is dealt with under Section 7.5.3.

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.

7.6.2 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.

Registry staff collect the applicant's student finance application information at the face to face enrolment appointment (see Section 7.6.1) and record it on the student record.

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.

7.6.3 Cooling Off Period

Students have the cancellation rights set out in SLCC 6.1 Terms and Conditions, section 10: a statutory 14 day period starting on the day after offer acceptance, and a further 14 day period starting on the day after first year enrolment. No tuition fee liability is incurred where a student cancels within either period. After these periods, the standard withdrawal and refund arrangements in SLCC 6.2 Tuition Fee Refunds and Compensation Policy apply.

Applicants may also cancel their application at any point before enrolment is completed by contacting the Admissions team at the address set out in Section 12. After enrolment, cancellations are made to the Registry team. 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 and Experience 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.

7.6.4 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.

Partner universities may request to conduct their own interview or discussion with the applicant.

8.4 Assessment and Decision

Applications under RPL are assessed as part of the admissions interview (see Section 7.3). Following review by the Admissions Team, the application is referred to the relevant partner university for approval.

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. The RPL record is kept on e-Vision (see Appendix A).

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 Admissions team (see Section 12 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

The College does not operate a separate admissions appeals procedure. An applicant who is dissatisfied with any aspect of the admissions process, or who wishes to challenge an admissions decision, may submit a complaint under the SLCC 6.3 Complaints Policy, which applies to applicants where no separate admissions or appeals process applies. Where a complaint concerns a decision taken by the validating university partner, the College will determine the appropriate route in accordance with SLCC 6.3 and explain it to the applicant. Applicants may not be eligible to refer a complaint to the Office of the Independent Adjudicator for Higher Education (see SLCC 6.3).

11. Monitoring and Review

The implementation of this policy is monitored by the Admissions Team and the Chief Academic Officer. 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 Quality of Education Committee (QoE). 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

Appendix A: Recognition of Prior Learning — Record

The information gathered for an application under the Recognition of Prior Learning pathway is recorded on e-Vision and is subject to quality assurance review. No separate assessment form is used; partner universities approve individual RPL applications.

Appendix B: Partner Specific Admissions Requirements

The requirements below apply in addition to, or in place of, the College standard set out in this policy for programmes validated by each partner. Partner regulations take precedence where they differ.

Requirement	University of West London	Plymouth Marjon University	Ravensbourne University London
Work experience evidence (non standard entry)	Evidence such as a reference letter; the HM Revenue and Customs (HMRC) employment summary for the past five years is also accepted	Updated CV only; no further evidence required	Updated CV only; no further evidence required
Self employed evidence	Tax returns, accountant's letter, company registration and UTR documentation are accepted individually	Not accepted	Updated CV only
English language qualifications	Level 2 functional skills not accepted	As Section 6.2	As Section 6.2
English language test	UKCE English test, taken on campus	UKCBC English test, which may be taken online with invigilation over Microsoft Teams; speaking assessed during the admissions interview	As Section 6.2
Non UK Level 3 qualifications	Accepted where UK ENIC confirms a direct match to a full UK Level 3	As for UWL; a translation is required	As for UWL
Qualification verification	Retained on the College's CRM, which the University can access	Not required	Shared with the University on request

Version History

Version	Date	Author	Summary of changes	Approved by
1.0	November 2025	Chief Academic Officer	Initial version	
2.0	April 2026	Head of Admissions	Comprehensive revision: increased procedural detail, student-facing language, evidence verification safeguards, document framework alignment	College Management Team (CMT) – April 2026
2.1	23 October 2026	Chief Academic Officer	Role titles updated following organisational restructure; scope limited to home fee status applicants; admissions complaints route clarified and reference to SLCC 6.12a removed; Section 7.2.4 eligibility indicators added; face to face enrolment and student finance information collection described; numbering, cross references and committee name corrected; front sheet, footer and cross references updated for approval; Admissions Manager comments of 22 October 2026 addressed: academic interviews conducted by the Admissions Team (section 4.4 Academic Assessors removed), English language minimum set by the validating partner (B1 for UWL and PMU integrated foundation years), partner approval added as Stage 5 with sections 7.5 and 7.6 renumbered; Admissions Manager comments of 23 October 2026 addressed: procedure aligned to current practice (Marketing handles enquiries, documents uploaded to e-Vision, verification checks, admissions interview online or on campus with no written assessment, two English tests and revised score bands, RPL referred to the partner for approval, cancellation route), Appendix A RPL form replaced by the e-Vision record and Appendix B partner specific requirements added; cancellation periods and route aligned with SLCC 6.1 section 10 (Admissions until enrolment, Registry after enrolment) Heading	Quality of Education Committee

Version	Date	Author	Summary of changes	Approved by
			spacing corrected and abbreviations spelt out, in line with GA 3.1 (26 October 2026). Version History table aligned with the suite (26 October 2026). Approval aligned to the Quality of Education Committee (CAO decision, 26 October 2026).	