Recruitment and Admissions Policy

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Overview

At AA London College, we acknowledge our learners as the cornerstone of our institution. Our commitment to their success and our organisational growth necessitates the adoption of recruitment strategies grounded in integrity. This policy outlines the fundamental standards prospective students should anticipate when they seek information, advice, guidance, and enrolment at our college. Accordingly, we implement these standards through two interconnected yet separate domains: Recruitment and Admissions.

Learner Recruitment

In addition to having quality staff, it is fundamental to the function of the College that the recruitment of learners is conducted in such a way so as to maximise the opportunity for a learner to be able to apply, whilst ensuring that the academic standards expected of a higher education institution are met.

We approach this through accepting applications from as diverse a range of learners as possible to apply to the courses we offer, whilst maintaining the integrity of the educational standards set by the College and awarding organisations.

The college is committed to ensuring that it recruits learners with integrity irrespective of their age, ethnicity, gender, sexual orientation or any other arbitrary diversity characteristic. It will make everyeffort to support learners who have special requirements by detailing the support available with their studies. The only prerequisite imposed is the ability of the candidate to satisfy the entry criteria for the course.

Promotion

AA London College aims to exploit varied avenues to promote the College and further our recognition in the wider community and to widen participation. The mechanisms outlined below represent the long-term goals of the College's modes of promotion:

- Actively encouraging word-of-mouth promotion through learners
- Distribution of leaflets and similar promotional material if necessary
- Maintenance of an accurate and user-friendly website
- An active presence on social media (e.g. Facebook)
- Presence at events intended for learner recruitment
- Conducting of our own targeted recruitment drives

Development of Professional Relationships

AA London College recognises that further development of professional relationships is a mechanism for improving the recognition and provision of services provided by the College. It enables us to embed learning in a real-life context and add value to course provision.
This involves the following:

- Developing mutually beneficial relationships with local businesses (e.g. advertising, discount schemes etc) enabling us to organise opportunities for professional development with their staff

- Further develop positive relationships with accrediting bodies through regular participation at events and curricular feedback

- Develop relationships with academic institutions in the UK and EU/EEA which conduct courses at entry level for our own (i.e. High Schools and Colleges) enabling us to promote direct entry routes to a diverse audience and ensure that the entry requirements are met with integrity

- Develop relationships with UK universities and recognition of our programmes as entry routes for their courses via direct entry, foundation schemes and top-up programmes

Admissions

Criteria for Acceptance on Courses

All decisions relating to admissions will be made in the best interests of the applicant. Decisions will be made on the basis of potential to succeed and will reflect the following characteristics of the applicant;

- Prior educational attainment
- Existing qualifications including, where applicable, those in English and Mathematics
- Prior work experience if applicable (voluntary or paid)
- Specific skills required for the course if any (identified clearly in the course specification)

Accreditation/Recognition of Prior Learning and Experience (APL/APEL/RPL)

Due to limitation of student number, AA London College mainly focuses on learners who do not hold an equivalent qualification or experiential learning recognition that may result in the consideration of an application for APEL/APCL. However, in the event of the consideration of such cases, please see the Recognition of Prior Learning policy.

Reasonable Adjustments

The college is committed to making any reasonable adjustments to prevent any disadvantage that an applicant with a disability or condition that may be categorised as a specific need may have compared to one who does not. This may include the provision of access to further support services in order to facilitate the equality of opportunity. Further details may be found in the Reasonable Adjustment and Special Consideration policy.

Late Admissions or Variation to Course Start Date

The College may accept late admission applications or delay the course start date for up to 1 month after the planned start date. Any late joining students will be given extra support to cover any missed lessons.

Admissions Process

Following an enquiry about admission, the following procedure will apply:

1. AA London College publishes the information about the courses it offers on its website. On receipt of a request,if the applicant has not already done so, the College will direct applicant to the relevant course section on its website.
2. If applicants wish to proceed with entry, they will be asked to complete an Application Form and submit it with the required supporting documentation.
3. The college will verify eligibility for entry in accordance with the respective awarding organisation's entry requirements. At all times the original ID and educational documents of applicants will need to be seen in order to verify the truthfulness of the documents.
4. The applicant will then be required to take a diagnostic assessment for English and Mathematics at the College and must pass the assessment to move to the interview stage. All the applicants who pass the diagnostic assessment will be invited to attend an interview with the designated College representatives. The applicants who fail the assessment will need to refer to the section, '*Appeals against Admission Decisions'* below, if required.
5. After passing the interview the learner may be informed of the admission outcome at the end of the interview. The applicant will however, receive a formal offer of admission via email. The email will also include information regarding the induction that the applicant needs to attend.
6. Where applicable, the applicant will be required to pay the appropriate registration fee for the Awarding Body. The decision on whether to collect or when to collect the fee will be at the College's discretion.

Exemption from Modules/Units:

For learners who are enrolled for an external programme, their exemption is subject to the terms of the relevant awarding organisation. Exemption will take into account the learner's prior learning and experience.

Registration with Awarding Organisations

The College will ensure that all learners enrolled on the programme are registered within 4 weeks of the programme enrollment date. All new learners are usually required to register with their respective awarding organization and pay the relevant registration fee. If applicable, applicants willbe informed of any such fee payable during the admission process. *Please note registering with the college does not mean automatic registration with awarding organisations.* It is the learner's responsibility to ensure compliance with the College and awarding organisation's registration policy. Our administrators can help learners to do this and where learners make direct application to an awarding body, they must supply a copy of their registration documents to the college as soon as they have registered.

Transfer between courses

All learners have the opportunity to transfer course within AA London College. The deadline for learner initiated transfers is the end of the third week after the class start date. All learners wishing to transfer are required to complete a Request form justifying the rationale for the decision to change course in the first instance. This is then sent to the Head of Academics or Principal for approval. Decisions will be made in accordance with the standard admission criteria, and will take into account both prior learning and experience if applicable. All learners must still meet the requisite entry requirements for their new courses.

In the event of circumstances beyond the learner's control and which necessitate the considerationof a change of course, the college will support the learner in making alternative study arrangements. The same admission considerations will be taken into account; however, there is no set window of application for such changes except where that is externally imposed requirement.

If a student has passed one of the courses at a lower level (example level 4 or 5) run through a different awarding body and has requested to take admission into a different course offered by a different awarding body and that is on a higher level than the one completed, the student will be required to undergo an interview only, conducted by the assessor/tutor of the course. No diagnostic assessment would be required due to the progression in place. If the course is completely different, for example a student previously studying business or management decides to study IT, Accounts or Law, then the relevant diagnostic assessment would be required for the particular course.

Appeals against Admission Decisions and Re-sit Requests

Following the Diagnostic Assessment and/or Interview, if an applicant has failed to secure a place at the College, he or she will be informed either over the telephone or via email of the outcome of the application. If a student is unhappy with the decision and feels that he or she was equitably suitably for the admission to the course, then he or she may contact the Admissions Office for an administrative review of the outcome or request to re-sit the assessment.

If the applicant decides to Appeal the decision through an administrative review, then applicant's performance in the diagnostic assessment and interview will be reviewed and verified by another tutor/assessor in conjunction with the admission office to ascertain the outcomes. If the review confirms the assessment decision/outcome as correct, then the learner will be informed of this and will be advised to re-sit if he/she believes that they can do better in the second attempt.

However, following the review, if it is determined that the learner's performance in the diagnostic assessment was adequate to be admitted to the programme, then the learner will be advised of this and will

be asked to give a second interview only. The decision to accept the learner will now be based on the performance in the second interview alone.

The applicant will not be able to request another review but may appear for another diagnostic assessment and interview if he or she feels that they are likely to perform better. This request would also be made through the Admissions Office, which will be reviewed against the likelihood of the student being able to pass in the next attempt and use discretion to allow the applicant to re-sit. In any event, an applicant will not be given more than 2 chances to sit for the diagnostic assessment per intake.

Terms and Conditions for Learners at AA London College

The following terms and conditions are the explicit responsibilities of each learner while he/she is registered at the College and these are not the responsibility of a third party. The following details are included in the application form to ensure that learners are fully aware of the requirements prior to enrolment. They are written in as the first person. The conditions apply to all learners.

Personal Details Requirements:

1. I agree to inform the College immediately and without any delay, of changes to my personal details while I am a student of the College. All students are required to note that this Includes: Any changes to your contact and personal details including – your UK residential address, your telephone number, your mobile number, your next of kin, your personal status or any other change where this effects my legal right or capacity to continue with studies.

2. I agree to provide the College with any changes to my Passport or status details.

3. I agree to inform the College of any significant changes in my Personal Circumstances (Including financial circumstances)

4. I agree to immediately inform the College if I am found in breach or violation of any UK Laws (Including - Civil, Criminal, Immigration, or other UK Government law or regulations). I agree that my enrolment at the college may be suspended pending the result of the legal action.

5. I understand that the College is registered under the Data Protection Act 1998 and 2018 (GDPR)and information given on this form will only be used in accordance with the terms of the registration. The information on this form will be stored in an electronic and paper format and will be used for all purposes relating to admission and studies at the College. Data will at all times be processed in accordance with the Data Protection Acts above.

Misrepresentation and providing false or misleading information:

6. I understand that if I have deliberately provided misleading information or falsified in any way the information which is used to gain entry to the programme that the college reserves the right to terminate my study forthwith and require me to leave the college immediately.

Registration Requirements:

7. I agree to pay the relevant non-refundable registration fee for the awarding body when requested.

8. I understand and agree that if I enrol late due to a valid reason then I may be required to defer admission, commencement and registration for the programme to next available intake. I understand that all such deferrals are subject to prior agreement by and subject to the absolute discretion of the College's academic management and that entry may not be guaranteed. I understand and agree that the college reserves the right to take a decision not to register after the registration deadline.

9. I understand and agree the College reserves the right to keep my photographic and any other required details for the administrative purposes and college documentation including student photo ID Card, attendance, academic records and other records that may be required from timeto time by law.

10. I have no objection to the College contacting my prior institutions of learning for the purpose of verification of my previous academic qualifications and verifying references provided

11. I will inform the college immediately if I decide to defer, suspend my studies or withdraw from the course.

12. I understand and agree that AA London College reserves the right not to run any programme due to an insufficient number of learners enrolled. However, I may be offered an alternative course.

Attendance and Absence from Study:

13. I understand that full course attendance is expected and that any absences should be evidenced wherever possible. I agree to abide with the College's Attendance Policy (available on the website) and I have to inform the college prior to absence wherever feasible and provide appropriate evidence of extenuating circumstances if any.

14. I understand and agree that without prior written permission from the college I cannot change/defer or withdraw from the programme of study offered.

15. I understand that any leave of absence from the study must be approved by the college prior to leave

Academic Requirements

16. I understand and agree that I have to attend all the lectures sessions delivered as part of the programme and that I have to submit all the assignments, coursework or other assessed work by the submission deadlines.

17. I understand and agree that if my attendance fails to meet the college's requirement this will lead to disciplinary action and may culminate in the termination of studies and exclusion from the programme of study. In this event, all relevant authorities will be notified.

18. I understand and agree that it is my own responsibility to be fully aware of the course content and the facilities and services offered by the college to support my studies; and it is my responsibility to ensure the best uses of those facilities and learning opportunities.

Progression

19. I understand and agree that I will be required to demonstrate progress academically by achieving all the assessment criteria of the units taught.

20. In the event of consistent assessment failures, I understand and agree that the College reserves the right to reconsider continued enrolment on the course. The College will consider reasonable alternatives, but may ultimately terminate enrolment.

Fees & Costs

21. I agree to abide with the College's Fee Policy (available on the website). I understand that the payment of the tuition fee is my personal liability. Following my enrolment at the College, if I have applied for Student Finance to fund my tuition fee and I continue to study at the College while I wait for the outcome of my application, I understand that, irrespective of the finance application outcome, I will be personally responsible for my tuition fees as per the Fee Policy.

22. In case of paying tuition fee through Student Finance, if any re-assessment of a student loan entitlement occurs during the course and Student Loans Company will no longer pay for my tuition

fees or withdraw full funding, previously paid to the College, then I *myself have to ensure that my tuition fees are paid.*

23. I understand that the all fees will be paid in a timely manner. If I am paying fees by instalments then I am required to fully comply with and meet the instalment plan specification.

24. I understand and agree that academic/tuition fees are separate from awarding organisation fees and that these are non-interchangeable

25. I understand that if I withdraw after enrolling, any outstanding fees for the Academic Year will become payable immediately as per the Fee Policy.

Refunds

26. By accepting the admission offer I also accept the Refunds and Compensation Policy (available on the website). I understand that if for any reason a course is cancelled, I will be offered suitable alternative course or tuition fees refunded *(please see Refunds and Compensation Policy available on the website).* In the event of a difference of fees between the former and the new course, the difference will be paid or refunded accordingly.

27. I understand that, once I have commenced the course, fees charged, as per the Fee Policy, will not be refunded. If I am suspended or expelled by the College due to misconduct, no fee will be refunded. Please refer to are Refunds and Compensation Policy available on the website

28. I understand that I may be allowed to pay tuition fees in instalments and I must abide by the given instalment plan.

29. No interest is paid on a refund of any fees/deposit.

30. The College reserves the right to modify its fees and amend refund policies

Code of Behaviour and Conduct

31. I understand and agree that if I am found to engage in disruptive behaviour, participate in illegal activities, or any conduct deemed unacceptable by the College, AA London College reserves the right to terminate my enrolment at any time. This may include requiring me to withdraw from the programme and vacate the College premises without delay.
32. I acknowledge that inappropriate behaviour, misconduct, or breaches of the College's rules and policies may result in disciplinary action. Such actions may range from warnings to immediate termination of my enrolment in the course or programme.
33. I understand that all students of AA London College are expected to uphold the highest standards of integrity in their academic, personal, and public activities. This includes treating fellow students, staff, and members of the community with respect and courtesy at all times. Any behaviour that violates these principles may lead to sanctions, including the termination of registration or removal from the College.
34. I agree and understand that engaging in academic malpractice, such as plagiarism, cheating, or misrepresentation, is a serious offence. Such conduct will subject me to disciplinary proceedings, which may include sanctions up to and including the termination of my enrolment at AA London College. I accept that the College takes a zero-tolerance approach to any form of academic dishonesty to maintain the integrity of its programmes.

Acceptance of Terms and Conditions

35. I confirm that by submitting my application for admission to AA London College, I fully accept the terms and conditions outlined by the College. I acknowledge that these terms form a binding agreement between myself and the College.
36. I undertake to provide accurate and truthful information on my application form and understand that the College reserves the right to request supporting documentary evidence for any claims or statements I make. I agree to provide such evidence promptly when requested, and I acknowledge that failure to do so may result in the cancellation of my application or enrolment.

Learner Induction

The College will give learners an induction in order to familiarise themselves with the college environment and what to expect from their time studying at the College. Inductions will take place within the first two working weeks from the start of term, and normally right at the start. Learners will also provide signed induction checklists to the college to acknowledge that they have understood what has been explained to them. The induction will include:

- Programme content – including progression and assessment
- Information, advice and guidance on settling in
- Equality, diversity and welfare guidance
- Health and Safety guidance – including first aid and fire and evacuation protocols
- Appeals and complaints
- Terms and conditions of the College
- Information regarding Awarding Body
- Fees and fee payment management
- Programme Handbook
- Timetable
- Key staff members