



Version Control Statement

Version	Date	Changes	Reason	Author	Next review
1	Aug 2024	New Policy		Principal/Director	Jul/Aug 2025
2	09/12/2024	Information added relating to the minimum admissions requirement for the BKSB English language proficiency test		Assistant Principal Quality	Aug 2025

External Reference Points

- UK Quality Code Advice and Guidance on Admissions, Recruitment and Widening Access
- Supporting Professionalism in Admissions (SPA)
- Schwartz report (2004)

Related Policies and Documents

Affects all other policy documents. This document should however be read together with the following documents:

- Enrolment Form
- Appeal Against Admission Decision Form
- Complaint against Admission Form
- Admission Checklist
- Recognition of Prior Learning
- Widening Access and Participation Statement
- Learner Contract
- Equality and Diversity Policy
- Data Protection Policy



Winston College of London

V2 Dec 2024

- Fitness to Work Policy
- Fitness to Study Policy



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WCOL Learner Recruitment, Selection and Admission Policy and Procedure

Scope:

The Winston College of London (WCOL) aims to recruit with integrity and provide a high-quality educational experience for all learners.

This policy complies with relevant legislation and considers the UK Quality Code, funding organization contractual guidance, Advice and Guidance Admissions, Recruitment and Widening Access in complying with the Core practice for Standards and Quality as set out in the Quality Code, any relevant accrediting professional bodies and the Supporting Professionalism in Admissions (SPA) good practice guidance and principles.

Purpose:

To provide policy information and reference to enquirers, applicants and advisors about recruitment, selection and admissions at WCOL.

To provide a policy framework and guidance for all WCOL staff who are involved in recruitment, selection and admissions activity.

Principles of Fair Admissions

WCOL seeks to ensure a fair admissions system, which provides equal opportunity for all individuals, regardless of background, to gain admission to a program suited to their ability, level of attainment and aspirations. Our approach to the admission of learners also upholds the principles of fair admission outlined in the Schwartz report (2004) through being:

- Transparent
- Fair
- Honest
- Consistent
- Accessible
- Personalised
- Timely



Policy Aims:

The first important step in ensuring learner success is ensuring learners are on the right program. Consequently, the principal aim of the Admissions Policy of WCOL is to assess, match and offer admission to learners in a program that appropriately matches their ambition, ability and goals, irrespective of social, racial, religious and financial considerations.

Further aims are:

- aspiration – to encourage applications from groups that are, at present, under-represented
- fairness – to ensure that each applicant is individually assessed, without partiality or bias, by the Equality and Diversity Policy, and to ensure that an applicant's chance of admission to the Training Provider does not depend on unnecessary barriers or obstacles

Once learners are admitted, we ensure that they are given the academic and personal, support necessary for the successful completion of their program at WCOL.

We, therefore, undertake to:

- To minimise barriers to access for prospective learners.
- To prepare learners for successful participation in their chosen careers.
- To recruit learners who have the potential and motivation to succeed in their chosen program.
- To ensure fairness, transparency and equal opportunity for all applicants.
- To provide accurate information, advice and guidance to all prospective learners concerning all aspects of their learner journey
- Enable Learners to make informed decisions regarding their choices.
- Encourage applications from all learners regardless of backgrounds.
- Ensure that each application is assessed equally and in line with WCOL, and/or partner institutions' policies and procedures.
- Select learners based on their merits and their ability to succeed in both their chosen



program and profession.

- Provide learners with points of reference and contact to obtain further information, advice and guidance when a decision not to offer a place has been given.

Information for Applicants and Enquirers

Pre-entry information and support to enable prospective learners to make informed decisions regarding any application they make to WCOL will make every effort to ensure information is appropriate, accurate and current.

All relevant Admissions Policies, Procedures and selection criteria for each program will be displayed on the WCOL website, enabling easy access for applicants, marketing consultants and staff. Advice will also be made available on the website on how to contact WCOL for specific queries regarding applications.

Prospective learners therefore should also refer to the website for the most up-to-date information. The published information will also make it clear to prospective learners how the recruitment, selection and admission process will be conducted and what prospective learners must do to make an application to enroll and whether there are any additional requirements.

All learners are expected to complete WCOL application form and supply any additional information requested.

Learners can request a telephone or face-to-face consultation with a relevant member of staff to discuss the program on offer, entry requirements, recognition of prior learning, transfers, progression routes, payment methods, the recruitment, selection and admission process, and any other matters pertinent to them making an informed decision about the program most suitable to their needs and expectations.

Although not a common occurrence, WCOL reserves the right to make changes to program during the application cycle. Where changes to programs do occur following receipt of applications, the change will be communicated to applicants at the first opportunity and within two weeks of WCOL being notified of the changes.

This includes the units or modules delivered as part of the program; if this occurs after a program has started, learners will be consulted, and their agreement sought before the introduction of the change.

In certain circumstances, a program may have to be withdrawn during the admissions cycle, this most commonly occurs when insufficient learner numbers for a particular program are achieved.



Where programs are withdrawn, any accepted applicants for the withdrawn programs will be signposted and assisted in securing places on alternative programs at WCOL.

Where learners have been referred by JCP or the Probation Service, prospective learners may be interviewed in the job centre and complete their enrolment on the first day. WCOL will report on progress to these applications on the first day to confirm attendance as well as through out the program.

Selection Criteria

WCOL will publish at least annually its selection criteria for its programs and applicants are advised to check WCOL's website for program-specific selection criteria.

Entry criteria for all programs are reviewed annually.

For many programs, entry criteria will exceed the minimum institutional requirements, which are:

- Applicants should demonstrate acceptable levels of literacy and numeracy as prescribed in the entry requirement of the program they applied for
- Applicants whose first language is not English should be able to demonstrate English Language proficiency in Speaking, Writing, Reading, and Listening to the standards required by either WCOL or partner organisation and to the program for which the applicant has applied.

Selection criteria represent the usual level of academic attainment that an applicant is expected to attain before being admitted onto a program. The selection criteria are not intended to provide a guarantee that all applicants who meet these basic selection criteria will be offered a place.

Staff can use discretion when considering applicants for specific programs regarding levels of prior experience and academic achievement.

Applications will be assessed against academic and non-academic selection criteria specific to the program for which they have applied, to ensure the applicant is eligible for admission onto the WCOL's programs.

This includes checking the qualifications and authenticity of qualification documents. This may require calling and crosschecking with the awarding bodies/organisations of the qualifications. Staff checking qualifications are required to stamp and sign all documents to confirm their authenticity. The staff will also check the Learner Records Service to ensure



that the learners are not going to be double funded or attending education at a different establishment, a copy of their will be stored with the learners' enrolment form.

Applicants with foreign qualifications may be requested to provide documents that have been interpreted into English or to apply for checking through UK Naric what the UK equivalence of their qualifications is.

Fitness to practice

Some programs lead to both academic qualifications and the opportunity to apply for licences to practice. If there is a stipulation about fitness to practice for professional registration, then that may be included in the entry criteria as a mandatory requirement for entry to the program.

Please note that you may not be offered a place on a program if your history or personal circumstances mean you would not be able to progress into a specific industry/sector or job role. Some programs may require occupational health checks or Disclosure and Barring Service (DBS) as part of their conditions of entry. This could be because there are external requirements regarding placements.

WCOL reserves the right to deny admission to such programs to applicants who are unable to supply a satisfactory Occupational Health or DBS check. Where a learner has been refused entry based on an Occupational Health or DBS check WCOL supply feedback as to the reasons for this decision. All information provided to WCOL on an Occupational Health or DBS check remains confidential between the program leader and the applicant.

Following enrolment, if further disclosure or other information becomes available that was not disclosed and considered during the admissions process, the learner's enrolment may be re-assessed and cancelled as a result of the new information.

Fitness to study

WCOL has a Fitness to Study policy, which is intended to protect individual learners and the Training Provider community.

If it becomes clear to WCOL that an applicant may be unfit to study, as defined by the policy, then a discussion with the applicant will take place.

Should it become clear that the issue is not resolvable by discussion the procedures set out in this policy will be followed.

Assessing Applications

If WCOL receives many more applications than it has places for, and therefore the admissions



process is competitive. The learner will be referred to the next available course, to ensure that they are not disadvantaged.

All applications are assessed against the same entry criteria on an individual basis. Where places are limited, we assess the enrolments by the following methods but may include:

- Prior academic achievement.
- Interviews.
- Aptitude tests/initial assessments (where required).
- Previous relevant employment and experience.
- Previous non-academic achievement.

All learners will be tested for English language competency as follows:

- Applicants who have submitted satisfactory qualifications/ experience are invited for an interview and initial assessment to establish competence in the core areas, including English.
- All English Language tests and statements will be assessed according to the guidelines provided by BKSBS Assessments. WCOL uses BKSBS Initial Assessments for checking Learners' English Level before they are admitted onto the course.
English Language proficiency test is a mandatory admission requirement. Applicants who intend to pursue our courses have to show that they meet the IELTS 5.5 or equivalent. This means applicants should attain a minimum of BKSBS Level 2 in English, which is equivalent to CEFR level B2 or, GCSE English Language at grade C/4 or higher, or accepted equivalent qualification.
- The interview will serve as a further test of English Language Competency

Interviews are conducted face to face and /or online, to enhance the applicant's experience in WCOL to support him/her where needed. Selection interviews are conducted by the Admissions Team, who consult the relevant Subject Lead where necessary.

We understand that, on occasion, the standard procedure for assessing an applicant's suitability for a program may not provide the admissions staff with an accurate understanding of an applicant's suitability and, in such cases, we may require applicants to submit additional evidence in support of their application.

Applicants will be contacted directly by the admissions staff with clear guidance on what is required.

WCOL reserves the right not to admit:

- Learners who have previously been excluded from this or any other educational institution.
- Individuals who previously attended WCOL but failed to make a sufficient effort towards completing their studies.



- Learners where there is evidence that they could be a threat or danger to others.
- Learners whose behavior has been considered to be “vexatious” towards WCOL.

WCOL will accept learners from a range of different qualification backgrounds and will give fair consideration to any applicant presenting a relevant academic qualification.

Widening Access Commitment

Mature Applicants, Prior Learning and Learners returning to education

WCOL welcomes applications from mature learners. Staff will ensure that these applicants are not disadvantaged in the selection process. The applications will be considered against the advertised program-specific selection criteria. WCOL is aware that for mature applicants the selection process may not always evidence their full suitability for the chosen program. Where appropriate, staff supported by the assessment team will seek and consider alternative evidence to ensure that applicants are given equal consideration.

Where this additional evidence is deemed to meet entry criteria fully, an applicant may not be required to meet the standard academic entry criteria.

Applicants who do not have formal qualifications may be able to be considered based on prior experiences and/or qualifications. Learners seeking entry through this route will be required to evidence their previous experience through references.

Learners with Additional Support Needs

WCOL welcomes applications from prospective learners with disabilities or Additional Support Needs. All applications from learners are considered against the set selection criteria for each program, with consideration being given during this process to any impact this may have on attainment.

Upon receipt of an application where a disability, health condition or learning difficulty has been declared, the admissions staff will request additional information from the applicant to ensure that full consideration of the applicant's needs has been considered during the selection process. Where it is apparent that an applicant will require reasonable adjustments to enable them to undertake the program, and are considered academically suitable for the program, the staff will discuss the applicant's needs during the interview process so that support measures can be put in place for the start of the program. This will all be recorded on the ILP with any changes to the curriculum fully documented.

Where the needs of the applicant are complex, WCOL may issue an offer based on academic and other eligibility criteria, which remain subject to investigation as to whether WCOL can make such adjustments. If WCOL is unable to provide the support required for the applicant, WCOL will discuss this with the applicant directly to advise and, where possible, support the applicant in making further decisions relating to this.



Learners with Additional Support Needs are welcome to contact WCOL in advance of an application to discuss their requirements.

Learner Support Funds

WCOL in some of our delivery contracts do have additional support funds which learners are able to access if they need additional whilst attending WCOL. The support fund is available to all learners who meet the requirements. To access the learner support funds the learner will need to refer to the learner support application form for further guidance and to ensure they meet the requirements.

WCOL have made the decision that they will not make an administration charge against the funding pot for any of the funding partners and to allow all support funds to be used for students.

Applicants who re-apply and the re-admittance of excluded learners

Applicants can re-apply for their chosen programs following a rejection decision, providing that they can demonstrate a material change from the previous application.

Applications will be considered against the advertised selection criteria for the specific program that an application has been made for. WCOL may draw upon information provided within any previous application or registration with WCOL when assessing suitability for a program.

Any learner previously excluded from WCOL can normally re-apply if their situation changes. Potential applicants are encouraged to contact WCOL before applying to discuss the merits of re-applying.

Applicants with criminal convictions

All aspects of the admissions process are included within WCOL's procedures for safeguarding learners. The enrolment form will require applicants to declare if they have any unspent criminal convictions. Where a positive declaration is made, the applicant is referred to a safeguarding officer to complete a risk assessment before being permitted to enrol.

WCOL retains the right to reject any applications where the nature of their conviction could impact other learners. Details of the declaration and staff decision will be completed on a standard interview form and retained, this process will remain confidential.

WCOL reserves the right to conduct a risk assessment on any learner at any time. WCOL reserves the right to withdraw a learner if it is found that an applicant has provided incorrect information during the application and enrolment process.

The purpose of the risk assessment is to identify and assess any applicant whose known behavior or record indicates that they may be a risk to themselves, other learners, staff, visitors or WCOL's environment. When conducting the risk assessment, WCOL will consider each applicant's circumstances fairly and objectively.



All information collected will be treated as strictly confidential and following the outcome of the risk assessment will be available to a limited number of staff on a 'need to know basis.

The risk assessment will then be undertaken by the Health and Officer unless designated to another senior manager.

Applicants who have been refused a place at WCOL because of a risk assessment may appeal against the decision following the Appeal against admission decision procedure.

Programs of study which require learners to work with children, young people or vulnerable adults will require learners to undertake a Disclosure and Barring Service (DBS) check before commencing their program of study. Applicants are usually expected to pay for this check. Where an enhanced DBS check reveals any prior criminal behavior, which gives rise to concern, WCOL reserves the right to refuse admission.

Fraudulent and Misleading information

It is expected that all applicants will provide full, honest, reliable and accurate information in their applications and supporting evidence when seeking admission to one of WCOL's programs.

Where there is reason to suspect that this may not be the case, WCOL reserves the right to investigate the matter fully. If, because of such investigations, WCOL finds that the applicant has been fraudulent or has provided misleading information to WCOL, we reserve the right to reject the application without further consideration, or where an offer of a place has been granted, withdraw the offer. Where a withdrawal or rejection decision has been made in such circumstances, WCOL reserves the right to notify any relevant professional bodies and/or third parties.

Similarly, any learner found to be admitted based on fraudulent information may have their enrolment cancelled.

Applicant Data

All data submitted to WCOL during the admissions process is used to assess the suitability of an applicant for study at WCOL. Data may also be used by WCOL for statistical and reporting purposes. The application data forms part of a learner's record when they are admitted to WCOL and, where relevant, partner organisations.

WCOL complies with General Data Protection Regulations (GDPR), as set out in the Data Protection Act 2018, in its use of applicant data. Further information about Data Protection at WCOL can be found on our website, under our Data Protection Policy.

Feedback, appeals and complaints

Applicants will receive the decisions on their applications within two weeks of application. Where unsuccessful, applicants are given reasons for not being selected and signposted to



the alternative options available for them. The applicants are also informed about their right to complain or appeal. The team involved in the selection process maintain a log of any appeals or complaints received and their outcome.

For unsuccessful applicants, WCOL feels it is important for learners to have the opportunity to receive feedback on the reasons for the decision. Feedback can be requested in writing by contacting the Centre Manager via letter or email. They will aim to respond to any requests for feedback within 10 working days of receipt of the request.

Following feedback, if an applicant feels that they have any grounds for a formal review of the admissions decision, they can formally appeal in writing by completing the Appeal against recruitment, selection and admission decision form and returning it by email to appeals@wcol.co.uk or post to appeals, Winston College of London (WCOL)'s registered address.

We endeavor to make a formal response to an appeal within 15 working days of receipt of the full appeal form. This decision is final.

If a learner or applicant is not satisfied with any aspect of the admissions service, they can contact the Centre Manager. They will receive an acknowledgement of their concern within five working days and a response within ten working days.

If they are not satisfied with the response, they can lodge a formal complaint. To complain against an admission process, the prospective learner must complete the details provided in the Complaint against recruitment, selection and admission process form. Once completed this can either be emailed to complaints@wcol.co.uk or posted to Complaints, Winston College of London (WCOL)'s registered address.

We endeavor to make a formal response to any formal complaint within 15 working days of receipt of the full complaint form.

Monitoring and Review

To monitor and improve the advice and recruitment process, WCOL will:

- Conduct regular surveys to gain feedback from enquirers, applicants and learners
- Monitor and action plan any complaints received through the WCOL complaints process, if appropriate.
- Monitor changing patterns in the application market, availability of and demand for different modes of study and qualifications offered for applicants.



- As part of Equality and Diversity monitoring, compare the recruitment levels and achievement rates of applicants/learners from minority and disadvantaged groups with those of the majority.
- Summarise and review data regarding applications, offers made and enrolments on a program-by-program basis to inform the future recruitment strategy and curriculum development.

Liability

WCOL takes reasonable care to ensure that you as a learner are safe and secure whilst on Campus and/or using the WCOL's services. WCOL cannot accept responsibility and expressly excludes liability for loss or damage to your personal property, which includes computers and software. You are strongly advised to insure your property against theft and other risks.

WCOL will not be liable if we fail to carry out our responsibilities as stated in this policy or other policies or procedures if events are outside of our control. This includes war, terrorist attacks, civil commotion, riots, fire, explosions, natural disasters such as earthquakes, floods and adverse weather, failure of public or private telecommunications networks or power outages.

In the event of any of the above happening, WCOL will take reasonable steps to contact the learners and will re-institute our contractual obligations as soon as reasonably possible after the event.

Equality Commitment

We are committed to ensuring that all our community is treated with fairness and respect, having the opportunity to learn and work in an environment that is free from discrimination. WCOL is dedicated to giving a fair chance to all our applicants.