

Version Control			
Version	Author	Date	Changes
1.01	Quay Huong Tran ¹	23 rd May 2022	Included a version control table

¹ This date is only indicative, and the said policy may be reviewed before due to changes in the macro and/or microenvironment.

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1 Scope of the policy

This policy covers the principles of course management and administrative procedures offered through Bliss College ensuring that the welfare and general interest of learners are prioritised through the ensuring effective learner admission management. This policy and procedure cover all activities that form part of the admission process. In order for the policy and procedure to be effective it is essential that any employee who is involved in any aspect of the admission of learners is aware of this document. Ultimately it is the responsibility of the senior management to ensure that this is the case.

2 Purpose of the policy

The purpose of this policy is to implement Bliss College's commitment to develop a learning environment where all applicants and learners are given the opportunity to demonstrate and realise their full potential. It aims to set the parameters for admission of learners onto programs.

3 Location of the policy

You can obtain this policy by ringing our administration team on 02085144977.

4 Communication of the policy

It is important that personnel involved in the management, assessment, and quality assurance of all programs on offer, are fully aware of the contents of the policy. Management will assume the responsibility for communicating all updates to this policy to all stakeholders affected by it.

5 Review of the policy

This policy will be reviewed on an annual basis or revised where necessary based on feedback from stakeholders, external agencies, and regulatory authorities. The review of the policy will ensure that procedures continue to be consistent with the regulatory criteria and are applied properly and fairly in arriving at judgments.

6 Core Principles

Bliss College values and seeks to recruit learners from a diverse community.

- Bliss College will endeavour to abide by the principles and aims of the Admissions Policy and the Admissions Code of Practice to ensure that all learners are given the opportunity to achieve their potential in relevant subjects/qualifications at appropriate levels. In accordance with this objective, we are committed to delivering quality teaching and learning to all learners.
- Bliss College welcomes applications from motivated individuals from all backgrounds. We recognise that learner's potential is not always demonstrated

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merely by formal academic qualifications, so we accept applicants from all backgrounds.

- The policy and Code of Practice aim at supporting learners at each stage of the admissions process to ensure that potential applicants succeed in their chosen programme of study.
- Bliss College is committed to promoting equal opportunities for all learners, recognising that our provision is enriched by a diverse learner body that is reflective of the wider community, and welcomes applications from all sections of the community.
- In accordance with our commitment to fair admissions, selection is made on the basis of a range of criteria. Evidence of suitability for study includes academic achievement, professional and personal experience, and the potential to succeed on the intended programme of study. Where learners are applying for funded programs, they must satisfy additional requirements as laid out by the funding provider and other regulatory agencies.
- The policy aims at being fair and impartial to all applicants and to ensure that Bliss College meets the obligations reflected in current legislation and its' policies. In all aspects of the admissions process, we will comply with the following regulations:

1. Fair access to all – Race Relations Act 1.
2. Equality and Diversity Regulations.
3. The Disability Discrimination Act 2005.
4. Data Protection Act 1998.
5. Safeguarding Vulnerable Groups Act 2006.
6. Equality Act 2010.

7 Aim of the Admission Policy

The aims of the Admissions Policy are to ensure that:

1. Applicants are treated fairly and impartially.
2. Applicants are appropriately guided and supported through the admissions process.
3. Informed and sound decision making by the applicants and Bliss College is assured.
4. Information relating to entry criteria is up-to-date, accurate and accessible to applicants and Bliss College staff.

8 Admissions Criteria

1. The admission of any applicant will be determined by an assessment of their potential to contribute to and benefit from their proposed course of study. Admissions will be based on the assessment of a range of criteria and will include academic qualifications, personal circumstances, professional and other course entry criteria, and requirements.

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2. Individual programmes of study may specify entry requirements in addition to this minimum requirement and can include specific subject elements.
3. No potential learner will be excluded from entry as a result of discrimination on the grounds of race, age, gender, sexual orientation, disability, ethnic or national origin, religion, or creed.
4. Applications from prospective learners with disabilities will be assessed on the basis of them meeting the course entry requirements.
5. Recruitment and admissions decisions for applicants with learning and support needs will be undertaken by the Disability Support Team in consultation with the Admissions Team.
6. Bliss College will make reasonable adjustments to accommodate applicants with support needs. However, if it is unable to meet any additional needs or can only do so by compromising the learning experience of the learner in question, or other learners, Bliss College will inform the applicant as soon as the situation becomes apparent.
7. Applications from candidates with criminal convictions will receive careful consideration by senior members of staff, consulting as necessary with an appropriate member of the institution. Applicants must, upon request, provide full details of any/or all convictions they may have.
8. Bliss College reserves the right to exercise its right supported by various legislation, to refuse entry to any applicant or applicants who may jeopardise the security, safety or reputation and integrity of or its community, or where there are relevant professional criteria which apply. In this context, anyone thought to be actively involved in gang-related or other criminal activity will not be admitted to a program unless they are supported by an appropriate Government Agency.

9 The Admissions Code of Practice

Bliss College has in place an appropriate and effective set of policies and procedures, which provides clarity of purpose for those having specific responsibilities for admissions of learners. The policies will determine admissions arrangements that are available to all staff that participates in each stage of the admissions and enrolment process. The Code of Practice provides the framework, procedure, and guidance for all aspects of the admissions process. All admissions staff will have access to the Admissions Policy and Code of Practice and work diligently to implement it, taking into consideration the range of legal requirements. The Code of Practice addresses the following:

- Bliss College will endeavour to make an offer of place to applicants, which is appropriate to both learner and course entry requirements. In the event that the criteria for entry are not met, wherever possible and appropriate alternative offer will be made to the applicant.
- Should an application be viewed as unsuccessful, Bliss College reserves the right to refuse admission highlighting to the prospective learner the reason for

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the outcome. The applicant or progressing learner may have the right to appeal against the decision if the circumstances of the learner change.

- Recognises the importance of the Code of Practice in fulfilling Bliss College's strategic commitment to the accessibility and diversity of all its provision.
- Bliss College recognises the value of the diversity of its learner community and is committed to widening participation to achieve this. It will, through the application of this Code, seek to encourage a broad range of applicants and will ensure the opportunity to present their achievements and potential through the application process.
- No applicant will be refused admission on the basis of age, race, gender, religion, or disability. Applicants with disabilities who do not meet appropriate published entry requirements should not be treated differently from other learners and should be offered alternative courses, where possible.
- Applicants are actively encouraged to declare a learning difficulty/disability on pre-entry, throughout their course and through progression, so that an appropriate referral can be made to support them whilst on their course.
- Bliss College reserves the right to recruit appropriately to age-related provision.
- Bliss College will endeavour to offer appropriate information and support to both potential and enrolled learners to enable them to make informed decisions and choices at relevant stages of the admissions cycle.
- Bliss College will ensure enquiries received via telephone, email, in person or letter will be logged and responded to within five (5) working days.
- Bliss College will respond to applications within ten (10) working days of receipt. On submission of an application form, applicants can request information about the progress of their application at any stage.
- All applicants are entitled to an interview to discuss their application in detail and are entitled to receive confidential and impartial information, advice, and guidance at pre-entry and while on programme. Learners will be notified of the outcome of their interview within (5) working days of the interview. Learners may be admitted provisionally pending the receipt of all required documentation/evidence.
- With regards to the provisional admission, Bliss College reserves the right to repeal an offer if appropriate documents are not provided.
- Bliss College will provide a range of events, including Open days, as a portfolio of information opportunities for potential applicants.
- Bliss College will provide and give access to relevant policies on its website and when requested by an applicant.
- Bliss College will provide, on request, access to externally published information on its performance.
- Bliss College determines its entry requirements and selects learners in accordance with policies and procedures that are based on consistency, equity, fairness, transparency, and good practice.
- Staff with admissions responsibility will, on behalf of Bliss College, review its admissions criteria on a regular basis, and at least annually, in order to ensure the process of selection is appropriate for, and in accordance with, the centre's policies and recruitment strategies.

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- Changes to policy or entry criteria will be approved by the Faculty and the Senior Management Team and communicated within the centre's staff and beyond at the appropriate point in the admissions cycle.
- The admissions team will determine specialist entry criteria, such as interview and portfolio requirements, in accordance with the course structure and will make explicit and transparent the purpose and reason, for such variation.
- Applicants entitled to an interview will receive confidential and impartial information, advice, and guidance at pre-entry and whilst on programme.
- Applicants will be made aware of additional requirements in relation to Bliss College's obligations with regard to age, disability legislation and criminal conviction procedures.
- Bliss College ensures all staff involved at each stage of the admissions process is informed and are clear about their roles and responsibilities and have received the necessary training and staff development to ensure they are efficient and effective in their roles.
- Through the Director, Bliss College will annually review and allocate the range of responsibilities for admissions, as well as review and monitor its admissions cycle in order to ensure its Code of Practice operates effectively and continues to develop, in accordance with relevant policy and operational changes.
- All staff with responsibility for setting course entry criteria and/or decision-making will be updated annually on relevant internal and external policies, procedures, and guidelines. In addition, staff with support or service responsibilities will be informed of the admissions policies and procedures and will be updated annually on relevant aspects of policy and procedure.
- Bliss College expects applicants to be aware of their individual responsibilities in support of effective application and admissions process. These responsibilities include an awareness of, and engagement with, Bliss College regulations, requirements, and procedures.
- As much as possible, applicants should familiarise themselves with relevant regulations and timescales associated with each stage of the admissions process.
- Applicants appealing against an outcome of a selection decision can do so in accordance with the Bliss College Admissions and Complaints policy.

End.

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