

POLICY OWNER:  
FINAL APPROVAL BY:

Vice Principal (Student Engagement)

## **1. Introduction, Purpose and Scope and**



course titles, entry requirements and compliance with awarding organisation requirements (where relevant).

### **8.2 Changes to published information**

The College makes no guarantee of the availability of any course, and it has the right to close, cancel or make changes to programmes as a result of changes in funding or staffing or for any other reasonable cause. Whilst the College will do everything it can to avoid the closure or cancellation of a course, if necessary the College will assist applicants with alternative choices and will notify all candidates, regardless of the stage of enrolment, at the earliest opportunity.

### **8.3 Entry requirements**

Information, advice and guidance for applicants is available online, at the College's open days, or via the Student Services Team through email, telephone or in person at one of the College Centres. A list of entry requirements for different types and levels of qualifications is provided in [Appendix 2](#).

The College is responsible for setting the entry criteria for its programmes. In the case of accredited courses, this will be in line with awarding organisation requirements and national standards (eg for T-levels). In the case of unaccredited courses applicants must be able to demonstrate an interest in and commitment to the course, as well as the skills needed to succeed (which may in some cases be evidenced by successful completion of a course at a lower level or via an interview, an audition, an entry t

## **8.5 *Application and decision making***

8.5.8 All those who work with children or vulnerable adults on placement as part of a course are required to undertake an Enhanced Disclosure through the DBS. It is the position of the College that these checks are completed within the first 6 weeks of the course and the process shared with students (and parents as required) through the enrolment and induction phase. Students are encouraged to disclose at interview/enrolment any information that could prevent their ability to complete a placement.

8.5.9 In the case of applicants for whom English is an additional language, the Programme Area Manager must obtain assurance of the applicant's ability to function at the appropriate level for the course being applied and in such cases English Language initial assessment of the applicant (regardless of the course being applied for) may be required.

### **8.6 Study Programmes for 16-18 year-olds**

We provide a range of specialist courses for 16-18 year-olds (study programmes) at our North Kensington and Chelsea Centres, taught in excellent facilities by experienced and supportive lecturers ranging from Level 1 to Level 3.

Our student advisors will help young people to identify the best study options to enable them to realise their potential and can be contacted via our website, email or telephone. Potential students can also attend one of the 16-18 College's Open Days advertised on the College website throughout the admission period to talk to an expert who will take them through the application process.

16-18 year-old students will be enrolled onto all the components that make up a study programme; this is built around a core aim based on the prospective student's career aspirations and a number of complementary elements that prepare students for their next step in life including Essential Skills and Work Experience.

### **8.7 Unaccredited courses for 16-18 year-olds**

The College receives no funding for students who are under 19 on unaccredited courses – however they may in some circumstances be enrolled on unaccredited courses at the North Kensington and Chelsea Centres at the College's discretion and they would not be charged course fees, though all material, trips, etc. fees would be payable. All proposed enrolments of under 19 students on unaccredited provision need to be approved in advance by the Chief Finance Officer and by the relevant Centre Principal to ensure an appropriate risk assessment is carried out. No students under 18 will be accepted to study at the Waterloo Centre where the curriculum offer is exclusively for adult students.

### **8.8 Enrolment procedure for unaccredited courses not requiring an application process (interview, audition etc)**



## **Appendix 1: International Applicant Admissions Procedure**



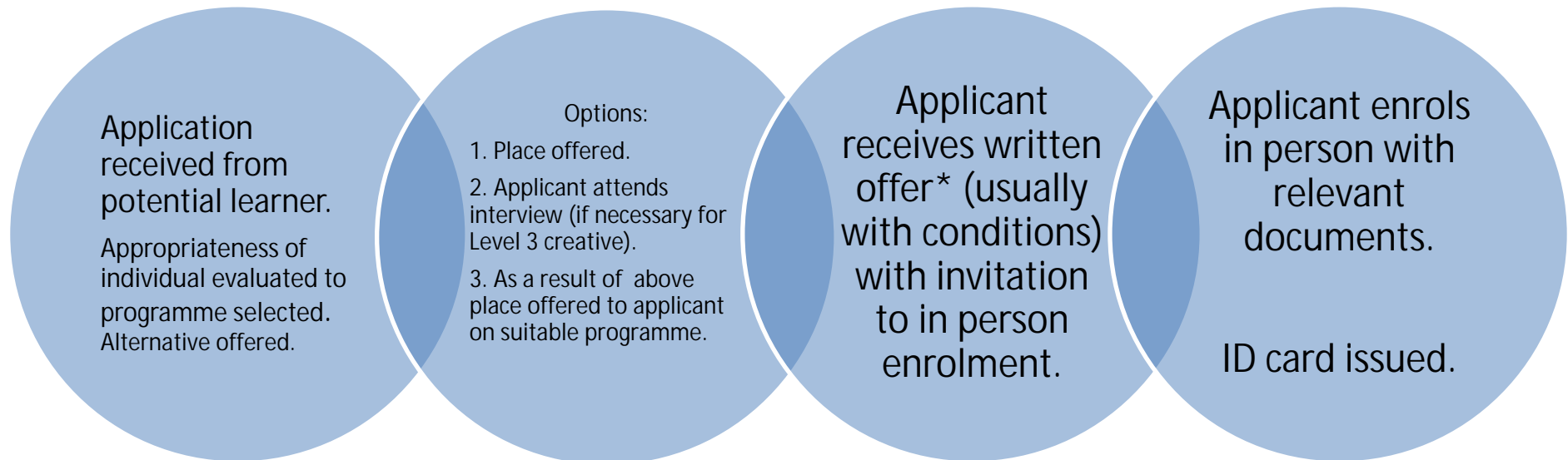
## Appendix 2: Entry Requirements of Different Types and Levels of Qualification

Below is an indicative summary of qualification entry requirements for accredited courses offered at Morley College London. Details about specific qualifications will be provided on application and via the relevant course outline.

Level	Qualifications	Entry Requirements
ENTRY 1	English, Math, ICT, ESOL	None
ENTRY 2	English, Math, ICT, ESOL	Relevant Entry 1 qualification
ENTRY 3	English, Math, ICT, ESOL	Relevant Entry 2 qualification
LEVEL 1	Level 1 Certificate, Diploma, Awards etc.	Entry level qualification or similar academic experience
LEVEL 2	Level 2 Certificate, Diploma, Awards, GCSE	3 GCSEs 8 0.481 0.48 ref36BQq c

## Appendix 3: Application, recruitment and enrolment process

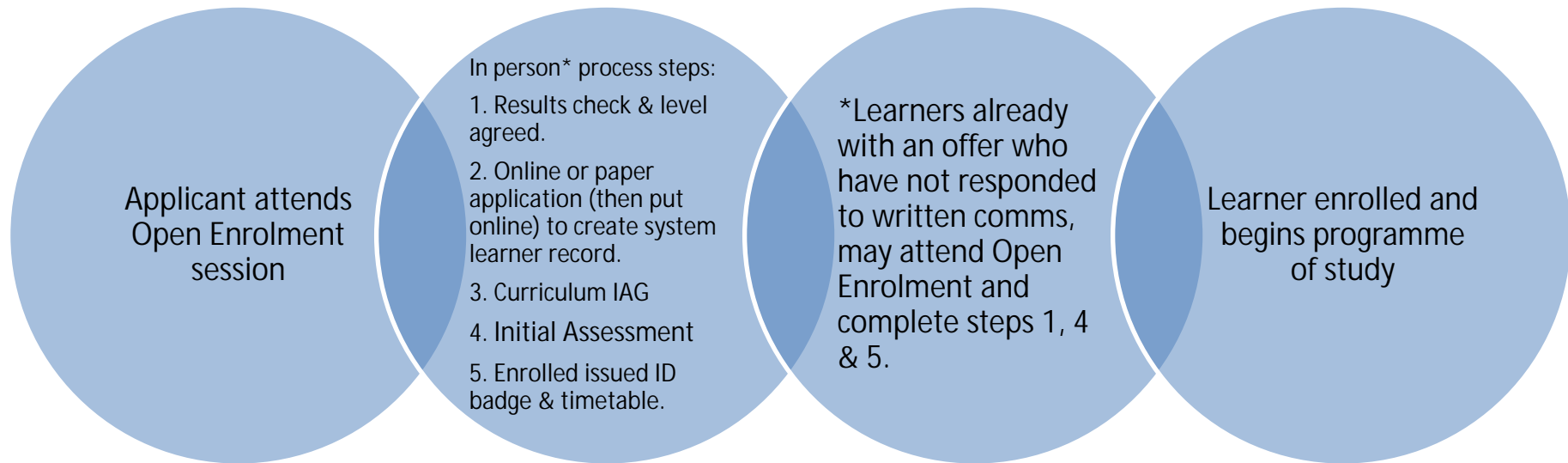
Fig 1. Advance application



**\*opportunity to accept their offer, and to attend a 'placeholder day'.**

**All students with an EHCP will require a formal interview as part of the consultation process with Student Services, Curriculum and their Local Authority**

Fig 2. Open enrolment.



**All students with an EHCP will require a formal interview as part of the consultation process, with Student Services, Curriculum and their Local Authority.**