

Admissions Policy

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Review Date: February 2022



Policy Statement

This policy and procedure is subject to The Equality Act 2010 which recognises the following categories of individual as Protected Characteristics: Age, Gender Reassignment, Marriage and Civil Partnership, Pregnancy and Maternity, Race, Religion and Belief, Sex (gender), Sexual orientation, Disability.

The School of Information Risk Management (SIRM) operates a centralised admissions process ensuring a common and transparent approach for all applicants should they apply online through the website or through hard copy paper application. The School's Admissions Policy sets out the means by which we will encourage and welcome applicants with different educational and social backgrounds.

As per section 1.14 of the Competition and Markets Authority guidance for HE providers, we will ensure that applicants are provided with the information they require to make an informed choice. The School is committed to ensuring that all applications are considered and evaluated on the basis of individual potential.

Scope

We recognise the importance of establishing policies and procedures for recruitment, selection and admission that are fair, clear and accurate. When you apply to study with us, we will always try to follow the principles listed below.

The overarching responsibility for ensuring the quality and effective, efficient, implementation of admission practices is the Recruitment and Admissions Manager.

Principles

Your application will be treated courteously, fairly and without prejudice and we will act in accordance with the School's Equality and Diversity Policy.

We will review our entry requirements, admissions procedures and practices regularly, including simplifying the applications process. We will provide clear and objective pre-entry guidance on our website on all matters relating to admissions.

Minimum Expectations

SIRM is committed to ensuring that its Admissions process is fair for all. To achieve this we ensure that all staff are adequately trained and undergo a full induction period. In return, it is expected that students demonstrate appropriate behaviour and attitude.

The School expects applicants to provide accurate information on which to make Admissions decisions. Any student found to have provided false information or to have plagiarised their personal statement are at risk of having an offer withdrawn or being asked to leave the programme.

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Aim

SIRM ensures that its Recruitment, selection, and admission policies and procedures adhere to the principles of fair admission. They are transparent, reliable, valid, inclusive and underpinned by appropriate organisational structures and processes. The policy and procedures are aimed to support SIRM in the selection of students who are able to complete their programme. (Expectation of QAA Code **Chapter B2**)

The Indicators of sound practice (QAA Code Chapter B2 Indicators)

- Recruitment, selection, and admission policies are informed by the strategic priorities of the School. SIRM promotes a shared understanding of their approach among all those involved in recruitment, selection, and admission.
- Recruitment, selection and admission processes are conducted in a professional manner by authorised and competent representatives of SIRM.
- SIRM has procedures for handling appeals and complaints about recruitment, selection and admission that are fair and accessible. Appeals and complaints procedures are conducted expeditiously and in accordance with a published timescale.
- SIRM monitors, reviews and updates the recruitment, selection and admission policies and procedures, in order to enhance them and to ensure that they continue to support the provider's mission and strategic objectives. SIRM determines the frequency with which monitoring and review are undertaken.
- Recruitment activities are undertaken by SIRM to assist prospective students in making informed decisions about higher education.
- SIRM should make clear to prospective students how the recruitment, selection and admission process will be conducted and what prospective students have to do.
- Selection processes for entry into SIRM are underpinned by transparent entry requirements, both academic and non-academic, and present no unnecessary barriers to prospective students.
- SIRM determines how decisions and the reasons for those decisions are recorded and conveyed to prospective students.
- SIRM informs prospective students, at the earliest opportunity, of any significant changes to a programme to which they have applied. Prospective students are advised promptly of the options available in the circumstances.
- SIRM gives successful applicants sufficient information to enable them to make the transition from prospective student to current students.

Recruitment and Admissions Procedure

UK/EU Students Application Stage and Procedure:

Stage 1

Prospective students who are interested in studying with SIRM can submit the enquiry or the pre-admissions support form to get more information about the courses that are provided. Their requests will be addressed by the admissions officers/advisors and will be provided with all relevant information, advice and guidance necessary for selecting the eligible course of their interest. The prospective students are thoroughly briefed about the entry requirements for the course and evidence to be submitted to establish their eligibility for meeting entry requirements. Prospective students may benefit from the no-obligation advice and guidance sessions available as part of the pre-admission process.

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Stage 2

The prospective students are required to apply either online through the School website or make a paper application by submitting all the required documents as per the eligibility criteria set forth by the awarding organisation for the respective courses and also with any additional information/evidence sought by the School.

The eligibility criteria may differ for different countries when compared to the UK's National Regulatory Frameworks (eg FHEQ, QCF and RQF) levels. The comparison of the qualification level is made as per UKNARIC recommendations. Student's documents are cross verified with originals and copies are filed in their respective files.

The students can apply for the course along with the following documents prior to admission:

- a) Passport size photographs (recent)
- b) Proof of ID [Copy of Passport/Nationality Identity Card/full UK Driving licence]
- c) Qualification documents (Authorised English translation required if the certificate(s) and the transcript(s) are in the prospective student's native language)
- d) Work experience letter or reference from the employer or self-employment proof if applying as a mature student (e) English language ability evidenced by a Secured English Language Test (SELT) / approved language testing certification
- e) Proof of address and residency in the UK
- f) A statement explaining the reason for wishing to study the selected course (Statement of Purpose)
- g) Up to date CV

Stage 3

UK/EU prospective students must prove their English language proficiency after the submission of all relevant documents as mentioned above. Scoring 50% in each component of the test applied in English and maths is essential. The English tests and interview are aimed to ensure that the students offered an admission meet appropriate levels of competency for the courses they are applying for.

Irrespective of the material submitted and by taking part in the assessment test, all students are required to appear for an interview. Prospective students' eligibility, intentions to pursue the course, engagement in workplace activity, suitability etc. are assessed during the interview.

The prospective students' certificates are verified by the interviewing officer and copies are obtained for documentation. The educational documents are cross verified with UKNARIC and / or reference checks are made as necessary. In the case where a student has been considered on the basis of a varied profile of achievement in the form of work experience/skills, they are required to demonstrate the same with a supporting letter from their employer. The information provided is later verified with the employer.

Stage 4

Students who fulfil the eligibility criteria will be issued with a conditional offer of a place on the course; and after the payment of their course fees, will be offered an unconditional place that leads to the enrolment on the selected course.

The tuition fees can be payable by Bank Draft or the payment may be made to SIRM's bank account (details are provided in the offer letter). If the students are supported financially by any public funding bodies or any other sponsorships, confirmation from the relevant body is required for the unconditional offer and enrolment to be completed.

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Prospective students can also seek assistance from SIRM authorised student recruitment representatives for the submission of their applications to the School. The School's Registrar works closely with these representatives, ensuring that they are able to provide valid information on programmes, including the application procedure and admission deadlines. Students can contact the School's marketing team to confirm whether a representative is authorised by the School or not.

Procedures for the applicants who are returning to education

SIRM encourages individuals from a wide range of experiences to apply to study at the School. The applications from all applicants are considered against the standard entry criteria of the course that they are interested in. They are also required to provide evidence of their working experience that can be used as alternative proof of meeting the entry requirements for the course. This approach meets the Accreditation of Prior Learning or Recognition of Prior Learning (RPL) principles.

Post admissions procedures:

All selected prospective students are required to attend an induction programme, for which the student attendance is mandatory, and all the individuals are notified of the programme well in advance. During the induction, the students will be provided with the student handbook, which they can use as a guide while they are studying.

The prospective student's queries can be addressed during the induction, and useful information will be provided then. The prospective students are required to complete enrolment information which will be collected and processed by the administration department.

The enrolment forms, the student files and all relevant documents will be scrutinised further and once it is established that the file is complete by meeting all the conditions in the conditional offer letter, the students will be issued with identity cards and are enrolled for the course sessions.

The timetables for the respective scheduled classes will be confirmed and course details discussed with course team staff during the induction. Students attending their course may be expected to attend additional workshops to support the different stages of their course, in addition to their main course of study, and this will be clearly indicated.

Admissions to SIRM are managed by the Admissions Department to ensure consistency of practice, knowledge and experience.

The Admissions Policy and Procedure is available on the website and is reviewed formally annually and more regularly when new regulatory requirements are published. The Policy gives a comprehensive description of SIRM's approach to equality and diversity throughout the admission process and sets out the roles and responsibilities within the service and academic departments.

All staff involved in the administration of admissions and those involved in selecting and interviewing applicants, undertake regular training to ensure continued professional competence is maintained. Training includes attendance at compulsory School sessions, e.g. Equality and Diversity, Disability Awareness, Health & Safety and Regulation & Governance. All admissions and academic staff involved in admissions work are required to complete SIRM's compulsory sessions on an annual basis.

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Applicants with Disabilities

The School is committed to achieving equal opportunities for all students and actively encourages potential students who may be disabled or who may have an additional need to make an application.

Prospective students with disabilities are encouraged to visit the School, to view the facilities and assess their particular requirements. Students interested in applying are encouraged to contact us for information about facilities.

The School seeks to ensure that disabled students meet their full academic potential and are not discriminated against either during the admissions process or in their subsequent time as a student.

There is a range of disabilities and short or long-term conditions that can impact your academic work. Our specialist advisors can assist you in a variety of ways to ensure that you can continue to study, are supported in the most effective ways, and receive any grants to which you are entitled. You can talk to the team in confidence about any concerns you have about your learning support needs and they will advise you on how to obtain the support you need.

If you have a disability or long-term medical condition (including mental health concerns) which is likely to affect your studies you are encouraged to declare it at enrolment or as soon as you become aware of it. You can contact your programme leader or unit co-ordinator, or approach the Student Support Team. Once notified, they will put in place a process to review your needs and make any necessary adjustments to your studies.

Whilst every effort is made to accommodate an individual's needs for support, in exceptional circumstances it may not be possible to make reasonable adjustments to enable you to access a Course.

The College's policy is to assess all applications on the same academic grounds and to try to provide additional services and facilities where appropriate.

Minimising Barriers

SIRM aims to minimise any barriers that are irrelevant to Admissions requirements. These could potentially come from:

- Means of assessment;
- Resources and support available to applicants; Disability;
- The type of applicant's qualification.

Feedback and Complaints

Any applicant who is not satisfied with the way in which the School has dealt with their application may complain using the School website or visiting the reception area at our Ilford Campus.

The School's complaints procedure applies to both, HE and FE students, as well as the general public. In addition, all higher education students who receive student support funding, have access to the same dispute resolution arrangements as any other student on a higher education programme in England. The Office of Independent Adjudicator's (OIA) is the Government's designated operator for handling unresolved student complaints in higher education, it provides an independent, transparent complaint handling scheme to review student complaints and academic appeals.

More information about the OIA can be found on its website www.oiahe.org.uk

In cases where courses are partner with other organisations, all students are welcome to raise any concerns with the partner institutions directly.