Admissions and Recruitment

Ownership Details and Review Schedule of Policy

Effective from	13 February 2026
Review cycle	2 Years
Next Review Due Date	13 February 2028
Policy owners	Director of Admissions Kamran Anjum
Approving Body	Board of Governors
Lead Contact	Director of Admissions k.anjum@sirm.ac.uk
Applicable to	Applicants, offer holders, prospective students, registered students where admission or readmission matters apply, staff involved in recruitment and admissions activity, agents, contractors and third parties acting on behalf of SIRM College.
Relevant/Applicable OfS Conditions of Registration/requirements	A1, B2, B3, C1, E2
Other relevant / applicable legislation/requirements	Equality Act 2010; Data Protection Act 2018 and UK GDPR Consumer Rights Act 2015; Competition and Markets Authority guidance on consumer protection law for higher education providers; Office for Students Regulatory Framework UKVI Student Sponsor Guidance,

DOCUMENT CONTROL

Date	Review & Revision	Owner	Version
13 2 26	New Policy introduced	K.Anjum	1

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1. Purpose and Aims

1.1. SIRM College aims to provide higher education opportunities for applicants who demonstrate the potential to benefit from its provision, in line with its mission, widening access and participation commitments, and commitment to equality of opportunity.

1.2. This Policy sets out the principles and procedures governing recruitment, admissions and offer-making at SIRM College.

1.3. This Policy is designed to support a fair, transparent, consistent and inclusive admissions process, and to ensure that applicants are admitted to courses for which they have the capability and potential to achieve a successful outcome.

1.4. This Policy has been developed with reference to the Office for Students Regulatory Framework, consumer protection law, equality legislation, UKVI Student Sponsor requirements where applicable, and relevant sector good practice.

1.5. SIRM College will ensure that admissions decisions are made by staff who are appropriately trained and authorised.

1.6. Admissions decisions will be based on published entry requirements, relevant evidence, applicant suitability, and the regulatory and academic requirements of the course.

2. Scope

2.1. This Policy applies to the recruitment and admission of applicants to higher education courses delivered by SIRM College, including courses delivered in partnership with awarding or validating bodies.

2.2. This Policy applies to all applicants, prospective students and offer holders, including applicants who require sponsorship under the Student Route, where SIRM College is able to sponsor the relevant course.

2.3. This Policy also applies to staff, agents, contractors and third parties acting on behalf of SIRM College in relation to recruitment, admissions, applicant communications, applicant advice and guidance, admissions assessment, offer-making and pre-enrolment activity.

2.4. This Policy should be read in conjunction with the Admissions Appeals and Complaints Policy and Procedure, Tuition Fee and Refund Policy, Student Terms and Conditions, Student Protection Plan, English Language Assessment Policy, Recognition of Prior Learning Policy, Data Privacy Policy and Enrolment Policy.

2.5. Where a programme is delivered in partnership with an awarding or validating body, this Policy should also be read alongside any relevant awarding body or validating partner requirements.

2.6. Where there is any conflict between this Policy and the academic regulations or admissions requirements of an awarding or validating body, SIRM College will follow the relevant awarding or validating body requirements, unless doing so would conflict with applicable law, regulatory obligations, UKVI requirements, or SIRM College's own duties as a registered higher education provider.

3. General Principles

3.1. SIRM College aims to admit applicants who have the potential to succeed on their chosen course and to benefit from higher education.

3.2. SIRM College is committed to widening access and participation and to supporting applications from a diverse student population.

3.3. Applicants will be considered on the basis of their merits, abilities, qualifications, experience, potential and suitability for the course.

3.4. Applicants will not be treated less favourably on the basis of irrelevant personal characteristics.

3.5. SIRM College will not discriminate unlawfully against applicants on the basis of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex or sexual orientation.

3.6. SIRM College will communicate clearly with prospective applicants and applicants.

3.7. SIRM College will provide clear, accurate, accessible and timely information about courses, entry requirements, fees, terms and conditions, admissions procedures and enrolment requirements.

3.8. SIRM College will provide information about the course, the student experience, academic and pastoral support, and how the course may support applicants' future aspirations.

3.9. Recruitment activities will be designed to provide information and guidance to applicants and to keep them informed of relevant updates so that they can make informed decisions.

3.10. Selection methods will be fair, proportionate and consistently applied.

3.11. Applicants will be selected based on their application, including evidence of qualifications, experience, English language ability where applicable, and any other course-specific requirements.

3.12. Where appropriate, selection may include an interview, structured admissions meeting, assessment, portfolio review, or other published selection method.

3.13. SIRM College will regularly monitor recruitment, admissions, enrolment and induction processes for effectiveness, fairness, consistency and inclusivity.

3.14. Entry requirements will be reviewed before publication to ensure that they remain appropriate, accurate and aligned to the course, awarding body requirements, validating partner requirements and regulatory expectations.

3.15. SIRM College will aim to remove unnecessary barriers to application, including by providing support for applicants with disabilities, considering reasonable adjustments, and supporting access and participation objectives.

3.16. SIRM College will provide a professional admissions service that is efficient, fair, transparent and managed by staff who understand their role in the applicant and student experience.

3.17. Staff involved in recruitment, admissions and selection will be appropriately trained and authorised.

3.18. Admissions decisions will be made consistently and in accordance with institutional procedures and regulatory requirements.

3.19. SIRM College will publish and monitor admissions information in accordance with applicable Office for Students transparency requirements.

3.20. SIRM College will monitor the relationship between recruitment, admissions, enrolment and student outcomes to support equality of opportunity, access and participation, continuation, completion and progression.

4. Recruitment Information and Consumer Protection

4.1. SIRM College will provide potential applicants and applicants with information that is accurate, clear, complete, unambiguous, upfront, timely and accessible.

4.2. SIRM College will take reasonable steps to ensure that applicants are provided with the material information they need to make an informed decision before applying, accepting an offer or entering into a contract with SIRM College.

4.3. Material information may include course title, level, duration, awarding or validating body, mode of study, delivery location, teaching and learning arrangements, assessment arrangements, learning outcomes, entry requirements, fees, additional costs, deposit requirements, refund arrangements, placement or work-related learning arrangements where applicable, and any material conditions attached to an offer.

4.4. SIRM College will provide information about modes of study, teaching, learning and assessment procedures, learning outcomes and the extent of flexibility and choice available within the course.

4.5. Where a course is accredited, approved, awarded or validated by an external body, this will be made clear to applicants.

4.6. SIRM College will provide information about the range of learner support, academic support and pastoral support available to students.

4.7. Support information may include study skills support, information technology and learning resources, library services, personal tutorial support, student welfare, wellbeing support, employment support and careers services.

4.8. Clear information will be provided on tuition fees, deposits where applicable, payment arrangements, refund arrangements and any additional costs associated with the course.

4.9. Where scholarships, bursaries, discounts or other financial support arrangements are available, SIRM College will publish clear eligibility criteria and any relevant conditions.

4.10. Where a course is subject to approval, validation, revalidation, partner approval, regulatory approval, or other external confirmation, this will be clearly stated in published course information and applicant communications.

4.11. Applicants will be informed of any material change to information provided at the point of application or offer.

4.12. Where a material change may affect an applicant's decision to study with SIRM College, the applicant will be advised of their options.

4.13. SIRM College will provide information on how to apply, including application processes, timescales, key communications, applicant responsibilities, how to request feedback, and how to make an admissions appeal or complaint.

4.14. SIRM College will ensure that recruitment materials, website content, offer communications and applicant information do not mislead applicants about guaranteed outcomes, employment, placements, work opportunities, visa outcomes, funding outcomes, or progression routes.

4.15. Where SIRM College refers to placements, work-related learning, employer engagement, employability support or career opportunities, it will make clear whether these are guaranteed, optional, subject to eligibility, subject to availability, or dependent on external employer or partner arrangements.

5. Advice and Guidance

5.1. SIRM College will provide appropriate information, advice and guidance to enable potential applicants and applicants to make informed decisions about their study options.

5.2. Information, advice and guidance will be presented in a clear and accessible manner.

5.3. Information, advice and guidance will support applicants in understanding the course, entry requirements, fees, support available, progression opportunities and applicant responsibilities.

5.4. SIRM College will aim to ensure that advice and guidance is accurate at the point at which it is provided.

5.5. Where information changes after advice or guidance has been provided, SIRM College will take reasonable steps to update affected applicants where the change is material to their application or offer.

5.6. Applicants are responsible for ensuring that they read information provided by SIRM College.

5.7. Applicants are responsible for responding to communications promptly, providing accurate information, and seeking clarification where they do not understand any requirement.

6. English Language Requirements

6.1. All teaching, learning and assessment at SIRM College is delivered through the medium of English, unless approved otherwise.

6.2. Applicants are required to meet the English language requirements for their intended course of study.

6.3. This section should be read in conjunction with the English Language Assessment Policy and any relevant awarding body, validating partner or UKVI requirements.

6.4. Applicants whose first language is not English may be required to provide evidence of English language competency through a recognised English language qualification, such as IELTS or an accepted equivalent, at the appropriate level for the course of study.

6.5. English language evidence must normally cover the key components of speaking, listening, reading and writing.

6.6. The required English language level, including any overall score and individual component requirements, will be stated in published course information or applicant communications where applicable.

6.7. Exceptions may apply where an applicant meets the English language requirements through an approved qualification, previous study, nationality, or another basis recognised by SIRM College, the awarding or validating body, or UKVI where applicable.

6.8. Applicants requiring Student Route sponsorship must meet the relevant UKVI English language requirements in addition to any course-specific requirements.

6.9. Where an applicant's English language competency is below the level required for their intended course of study, SIRM College may require the applicant to undertake further English language study or provide further evidence before enrolment.

7. Student Route, Right to Study and CAS requirements

7.1. Applicants who are not UK or Irish citizens must demonstrate that they have the right to study in the UK before enrolment.

7.2. Applicants requiring Student Route sponsorship must meet SIRM College's academic, compliance, financial, documentary and credibility requirements before a Confirmation of Acceptance for Studies, known as a CAS, will be issued.

7.3. SIRM College will make reasonable efforts to establish whether an applicant is able to undertake study at the College in accordance with immigration and right to study requirements.

7.4. SIRM College will assess whether an applicant has the right to study in the UK before enrolment.

7.5. Where an applicant has an outstanding immigration application, appeal, administrative review, or other unresolved Home Office matter, SIRM College may defer, pause or decline progression of the application until the applicant's right to study can be verified.

7.6. SIRM College may conduct an immigration history check, right to study check, sponsorship eligibility check, financial check, document verification check, academic qualification check and credibility assessment before allowing an application to progress.

7.7. The Compliance Team will undertake relevant immigration and sponsorship checks.

7.8. Where concerns are identified, the matter will be referred to the Head of Compliance or nominee for a decision on whether the application may progress, whether further information is required, or whether the application must be refused, deferred or withdrawn.

7.9. Applicants seeking Student Route sponsorship must meet UKVI requirements in addition to SIRM College admission requirements.

7.10. SIRM College is not required to issue a CAS where it is not satisfied that the applicant meets relevant academic, compliance, sponsorship, financial, documentary, credibility or UKVI requirements.

7.11. Where an application is refused, withdrawn, deferred or not progressed because the applicant does not meet immigration, right to study, sponsorship, CAS, credibility, financial, documentary or UKVI-related requirements, the applicant will not normally be able to challenge the decision merely because they disagree with the outcome.

7.12. Applicants may use the Admissions Appeals and Complaints Policy and Procedure where they believe there has been a procedural error, administrative error, bias, incorrect information, failure to follow published process, or other maladministration in the handling of their application.

7.13. Applicants who are not UK or Irish nationals and who are not sponsored by SIRM College under the Student Route will be required to demonstrate that they have appropriate leave to remain in the UK and the right to study.

8. Financial, Academic and Document Verification Checks

8.1. Applicants may be required to provide financial evidence, academic evidence, identity documents, immigration documents, references, personal statements or other supporting evidence as part of the admissions process.

8.2. Applicants requiring Student Route sponsorship will be required to provide evidence necessary to support SIRM College's assessment of academic suitability, financial eligibility, document authenticity, credibility and UKVI compliance.

8.3. The Compliance Team may undertake checks to assess whether financial evidence appears genuine, complete and consistent with UKVI requirements.

8.4. Verification activity may include requesting further evidence, checking information with issuing bodies where appropriate, and refusing to rely on documents that cannot be satisfactorily verified.

8.5. SIRM College may carry out genuineness checks on academic qualifications, including contacting awarding institutions, issuing organisations or relevant verification bodies.

8.6. Where documents fail verification checks, appear unreliable, are incomplete, or raise concerns about authenticity or compliance, SIRM College may refuse the application, withdraw an offer, defer the application, or require further evidence before making a final decision.

8.7. Applicants are responsible for providing accurate, genuine, complete and up-to-date information throughout the admissions process.

8.8. Where an application, document, statement or supporting evidence is found to be false, misleading, fraudulent, unreliable or materially incomplete, SIRM College may reject the application, withdraw an offer, cancel enrolment, report the matter to relevant external bodies where required, and take any other action reasonably required to protect the integrity of its admissions process and regulatory obligations.

9. Admissions Process

9.1. SIRM College will publish or otherwise provide information on how to apply for its courses.

9.2. Admissions processes will be outlined to applicants, including application routes, expected timescales, evidence requirements and key communications.

9.3. Applicants will be given the opportunity, through application forms, interviews, structured admissions meetings or other selection activities, to provide relevant qualifications, experience and other information that may support their application.

9.4. SIRM College may request information on applicants' personal characteristics and demographic data for the purposes of monitoring the effectiveness, fairness and inclusivity of its admissions processes.

9.5. Information relating to protected characteristics or demographic data will not be used unlawfully in admissions decision-making.

9.6. SIRM College aims to process applications and communicate admissions decisions in line with published processing times and deadlines where applicable.

9.7. Where SIRM College is unable to meet a published processing time, it will communicate the reason for the delay to the applicant where appropriate.

9.8. Where interviews, structured admissions meetings, assessments, portfolio reviews or other selection activities are used, these will be clearly explained to applicants.

9.9. SIRM College may use appropriate similarity detection tools where applications include personal statements, written submissions or other applicant-generated written material.

9.10. Applicants will normally be given an opportunity to explain any identified similarity, unless the evidence is sufficiently clear that the application is false, misleading or not the applicant's own work, or where allowing further explanation would compromise the integrity of the admissions process.

10. Consideration of Applications

10.1. Applicants will be assessed against the published entry criteria for the course.

10.2. Applicants who meet, or who have the potential to meet, the entry criteria may be made an offer, subject to places being available and subject to any academic, compliance, financial, documentary, English language, Student Route or other relevant requirements.

10.3. Where applicants do not meet the formal entry criteria, SIRM College may consider the application on its individual merits and assess whether the applicant has the potential to succeed on the course.

10.4. Consideration of individual merit may include review of qualifications, relevant experience, prior learning, employment history, personal statement, interview performance, structured admissions meeting, portfolio, references or other relevant evidence.

10.5. Where courses are full, waiting lists are held, or courses have to be closed for any reason, applicants will be informed as soon as reasonably practicable.

10.6. Where possible, SIRM College may provide applicants with information about alternative courses or later intakes.

10.7. Where applicants are considered unsuitable for a particular course, SIRM College may, where appropriate, refer them to alternative courses or advise them of other options.

10.8. SIRM College is not required to make an offer where it is not satisfied that the applicant is suitable for the course or able to meet relevant academic, compliance, regulatory, Student Route or course-specific requirements.

11. Interviews, Structured Admissions Meetings and Assessments

11.1. Applicants may be required to attend an interview, structured admissions meeting, assessment, portfolio review or other selection activity where this is required for the course, for compliance purposes, or to assess suitability.

11.2. Applicants requiring Student Route sponsorship may be required to attend a pre-CAS credibility interview or structured admissions meeting.

11.3. SIRM College may determine interview or structured admissions meeting requirements based on UKVI requirements, applicant circumstances, immigration history, previous study, documentation, course level, country context, risk indicators, compliance considerations or other relevant factors.

11.4. Applicants will be provided with clear information about the purpose, format and requirements of any interview, structured admissions meeting, assessment or portfolio review.

11.5. Any applicant with a disability, learning difference, health condition or other support need may contact SIRM College to discuss reasonable adjustments to the interview, structured admissions meeting or assessment process.

11.6. Interviews, structured admissions meetings, assessments and portfolio reviews will be conducted and evaluated in a standardised and proportionate manner for the course or purpose concerned.

11.7. Admissions staff and other relevant staff involved in selection activity will act consistently with SIRM College's commitment to equality, diversity and inclusion.

11.8. Decisions and reasons for decisions will be recorded in writing as far as reasonably possible to support transparency, feedback, audit, regulatory review and the handling of any admissions appeal or complaint.

11.9. Admissions records will be retained in accordance with SIRM College's Data Retention Schedule.

12. Offers

12.1. Offers will be made as promptly as possible following assessment of the application.

12.2. Offer communications will clearly state the course title, level and awarding or validating body where applicable.

12.3. Offer communications will clearly state the campus, delivery location, mode of study and expected pattern of study where applicable.

12.4. Offer communications will clearly state any conditions attached to the offer.

12.5. Offer communications will provide or signpost applicants to information about tuition fees, deposit requirements, payment arrangements, refund arrangements and relevant terms and conditions.

12.6. Offer communications will state what the applicant is required to do next, including any deadlines for accepting the offer, providing documents, paying a deposit, applying for a visa, attending an interview or completing pre-enrolment activity.

12.7. Offer communications will provide or signpost applicants to any pre-enrolment, orientation or induction arrangements.

12.8. Offer communications will provide or signpost applicants to relevant policies, including the Admissions Appeals and Complaints Policy and Procedure.

12.9. SIRM College may make offers in relation to published entry requirements for each course.

12.10. Entry requirements may be considered in light of an applicant's educational background, relevant experience, prior learning, mitigating circumstances, interview or structured admissions meeting, assessment, portfolio review, or other evidence relevant to the course.

12.11. SIRM College may make an unconditional offer where the applicant has met all relevant academic, English language, documentary and course-specific entry requirements, and where any required admissions assessment has been completed satisfactorily.

12.12. For applicants requiring Student Route sponsorship, an unconditional academic offer does not guarantee that a CAS will be issued.

12.13. For applicants requiring Student Route sponsorship, SIRM College may issue an academic offer subject to further compliance, financial, documentary, credibility, right to study, sponsorship or UKVI checks.

12.14. Where an applicant cannot meet the requirements of an offer by the required deadline, or where unresolved compliance or sponsorship checks may delay enrolment, SIRM College may defer the application to a later intake, withdraw the offer, or advise the applicant of alternative options.

12.15. SIRM College will notify applicants in writing of any decision to defer an application, withdraw an offer, withdraw a CAS, issue a new CAS, or advise against making a visa application.

13. CAS, Deposits and Refunds

13.1. Applicants requiring Student Route sponsorship may be required to pay a deposit before SIRM College issues a CAS.

13.2. The deposit amount, payment deadline, refund terms and any CAS-related administration or refund terms must be clearly set out in the offer letter, Student Terms and Conditions, Tuition Fee and Refund Policy, and any applicable CAS deposit terms before the applicant accepts the offer or pays the deposit.

13.3. A CAS will only be issued where SIRM College is satisfied that the applicant meets the relevant academic, financial, documentary, compliance, credibility, sponsorship and UKVI requirements.

13.4. Where a CAS has already been issued, SIRM College will assess whether the applicant can still enrol and complete the course within the dates stated on the CAS.

13.5. Where an applicant cannot enrol or complete the course within the dates stated on the CAS, SIRM College may withdraw the CAS and, where appropriate, issue a new CAS for a later intake, subject to the applicant continuing to meet all relevant academic, financial, compliance, documentary, credibility, sponsorship and UKVI requirements.

13.6. Where SIRM College decides that a CAS should not be used, should be withdrawn, or should not be issued, the applicant will be notified and may be advised not to make a visa application.

13.7. SIRM College may notify the Home Office through the Sponsor Management System where required.

13.8. Deposits and refunds will be managed in accordance with SIRM College's Tuition Fee and Refund Policy, Student Terms and Conditions, offer letter and any specific terms provided to the applicant before payment.

13.9. Where a CAS has been issued and the applicant withdraws, fails to provide required information, provides false or misleading information, does not make a visa application within the required timeframe, is refused a visa because of circumstances attributable to the applicant, or otherwise fails to comply with the published requirements for Student Route sponsorship, SIRM College may retain a reasonable and proportionate amount from any refund, but only where this is permitted by the applicable terms provided to the applicant before payment.

13.10. SIRM College will not normally retain any amount from a deposit where SIRM College withdraws or closes the course before enrolment and no suitable alternative is accepted by the applicant.

13.11. SIRM College will not normally retain any amount from a deposit where SIRM College is unable to issue or maintain the CAS for reasons not caused by the applicant.

13.12. SIRM College will not normally retain any amount from a deposit where the applicant does not meet offer conditions due to circumstances outside their reasonable control and provides satisfactory evidence.

13.13. SIRM College will not retain any amount from a deposit where a refund is required under consumer protection law or the applicant's statutory rights.

13.14. Any amount retained by SIRM College must be reasonable and proportionate, having regard to the work undertaken, costs incurred, compliance checks completed, CAS administration undertaken, and the circumstances of the case.

13.15. Refunds will normally be returned to the original source of payment, subject to legal, regulatory, anti-money laundering and banking requirements.

14. Changes to Courses

14.1. SIRM College will notify applicants and offer holders of material changes to course information as soon as reasonably practicable.

14.2. Material changes may include changes to course approval, validation, awarding or validating body, course title, location, mode of delivery, fees, additional costs, course content, placements or work-related learning arrangements, start date, or course availability.

14.3. Where a material change may affect an applicant's decision to study with SIRM College, the applicant will be informed of their options.

14.4. Options may include accepting the change, requesting deferral, transferring to a suitable alternative course where available, or withdrawing from the application in accordance with the relevant refund terms.

14.5. Where a course is withdrawn before enrolment, SIRM College will inform affected applicants and offer holders at the earliest reasonable opportunity.

14.6. Where a course is withdrawn before enrolment, SIRM College will act in accordance with its Student Protection Plan, Student Terms and Conditions, and Tuition Fee and Refund Policy.

15. Applicants with Disabilities or Additional Support Needs

15.1. SIRM College encourages applicants with disabilities, learning differences, health conditions or other support needs to disclose their support requirements at the earliest opportunity.

15.2. Early disclosure may enable SIRM College to consider reasonable adjustments, support arrangements and any relevant course requirements before the applicant begins their studies.

15.3. Applicants may disclose support requirements through the application form, at interview, during a structured admissions meeting, or by contacting SIRM College directly.

15.4. SIRM College will consider reasonable adjustments in accordance with the Equality Act 2010 and relevant institutional procedures.

15.5. The Wellbeing Team or other relevant staff may contact the applicant to discuss support needs, reasonable adjustments and possible arrangements before the start of the course.

15.6. Where SIRM College considers that a requested adjustment may not be reasonable or practicable, the matter will be considered carefully and individually.

15.7. Consideration will take account of the applicant's circumstances, the requirements of the course, health and safety, professional or regulatory requirements where applicable, and SIRM College's duties under the Equality Act 2010.

15.8. SIRM College will discuss possible options with the applicant, which may include alternative support arrangements, deferral, or signposting to alternative provision where appropriate.

16. References and Supporting Evidence

16.1. SIRM College may require a reference where this is relevant to the course, the applicant's previous study, employment history, break in study, or other admissions requirements.

16.2. Where there has been a significant gap or break in study, SIRM College may request a personal, academic, employment or other relevant reference before the application can proceed.

16.3. Applicants requiring Student Route sponsorship may be required to provide additional supporting documentation before their application can proceed.

16.4. Applicants will be notified where further documentation or a reference is required.

16.5. Where the Compliance Team or Admissions Team considers that supporting documentation is insufficient, unclear, incomplete or inconsistent, further documentation may be requested.

16.6. If the applicant is unable to provide satisfactory documentation, the matter may be referred to the Head of Compliance, Director of Admissions or nominee to determine whether the application may progress, be deferred, be refused, or require further review.

16.7. Where a reference or further supporting documentation has been requested but an interview, structured admissions meeting or other selection activity is conducted before the reference or documentation has been received, an offer may be made subject to receipt of satisfactory evidence.

16.8. Any condition relating to references or supporting evidence will be stated in the offer letter.

16.9. Where required evidence is not received, or is not satisfactory, SIRM College may withdraw the offer, amend the offer, defer the application or refuse the application.

17. Recognition of Prior Learning

17.1. Applicants with prior learning or experience that may be equivalent to parts of a course may apply for Recognition of Prior Learning.

17.2. Recognition of Prior Learning will be considered in accordance with the Recognition of Prior Learning Policy and any relevant awarding body or validating partner requirements.

17.3. Recognition of Prior Learning assessments may be referred to relevant academic staff or the relevant awarding or validating body where applicable.

17.4. Recognition of Prior Learning may be based on a portfolio of evidence to demonstrate equivalence to the normal entry requirements or to specific elements of the course.

17.5. Applicants wishing to claim credits or exemptions through Recognition of Prior Learning should contact the Admissions Team before admission to the course.

17.6. Applicants requiring Student Route sponsorship may be required to provide evidence to support any Recognition of Prior Learning decision and any related CAS information.

17.7. Failure to provide relevant supporting documentation may result in the Recognition of Prior Learning request being declined, the application being deferred, the application being refused, or the applicant being required to undertake the full course without exemption.

18. Admissions Appeals and Complaints

18.1. Applicants who wish to challenge an admissions decision or raise a concern about the admissions process should refer to the Admissions Appeals and Complaints Policy and Procedure.

18.2. An applicant may not appeal solely because they disagree with an academic, professional, compliance, sponsorship or admissions judgement made by SIRM College.

18.3. An applicant may raise an appeal or complaint where they believe there has been procedural error, administrative error, bias, incorrect information, failure to follow published process, or other maladministration.

18.4. Admissions appeals and complaints will be considered under the Admissions Appeals and Complaints Policy and Procedure.

18.5. The outcome of an admissions appeal or complaint may include reconsideration of the application, a fresh interview or structured admissions meeting, correction of an administrative error, an apology, or another reasonable remedy where appropriate.

18.6. The availability of an admissions appeal or complaint process does not require SIRM College to make an offer, issue a CAS, maintain a CAS, or admit an applicant where the College is not satisfied that the applicant meets relevant academic, compliance, regulatory, sponsorship or course-specific requirements.

19. Monitoring and Review

19.1. SIRM College will monitor recruitment and admissions activity to support fairness, consistency, equality of opportunity, regulatory compliance and student outcomes.

19.2. Monitoring may include analysis of applications, offers, acceptances, enrolments, withdrawals, complaints, appeals, applicant characteristics, conversion rates, Student Route compliance outcomes, and progression into study.

19.3. SIRM College may monitor admissions data by relevant characteristics to identify patterns, risks, barriers, inconsistencies or opportunities for enhancement.

19.4. Admissions data and relevant themes arising from admissions appeals and complaints may be reported to Senate, the Board of Governors or relevant committees for quality assurance, regulatory oversight and enhancement purposes.

19.5. SIRM College will retain admissions records in accordance with its Data Retention Schedule and applicable data protection requirements.

19.6. This Policy will be reviewed every two years, or earlier where required due to changes in law, regulation, awarding body requirements, UKVI requirements, Office for Students expectations, institutional risk, or operational practice.