



Admissions Policy

This policy details the principles and methods that guide the student admissions decisions made by LMA.

1. General Principles

- 1.1 LMA aims to provide education and training for all applicants who demonstrate the potential to benefit from its provision, in line with the specific entry requirements established for each course.
- 1.2 It seeks to offer progression from school and further education to higher education welcoming applicants from a range of diverse backgrounds.
- 1.3 The admissions process is designed to ensure that applicants possess the ability and aptitude to complete their studies successfully.
- 1.4 All admission procedures and criteria by which applicants are selected will be fair, lawful, clear, explicit, open and consistently applied. They will reflect LMA's Equality and Diversity Policy and widening participation mission reflecting a diverse population of applicants. All procedures will conform to the requirements of current legislation and the relevant commitments of any validating partners.
- 1.5 Admissions criteria will be reviewed on an annual basis.
- 1.6 All staff involved in the admissions process will be provided with the appropriate staff development.
- 1.7 The applicant is responsible for ensuring that LMA is in receipt of all information required to allow the institution to make a decision on their application and that all information is accurate. Omission of relevant information, or the supply of inaccurate information, may invalidate the application or the offer of a place. If this is identified after your registration as a student, your registration will be withdrawn.
- 1.8 Applicants will be selected on the basis of their application, including evidence of qualifications and experience and, where appropriate, through the use of interviewing, auditions, portfolio evidence or other such mechanisms. Consideration will be given to the nature and the purpose of an interview, or any other selection method, the criteria to be used for selection and whether applicants are to be interviewed individually or in groups.
- 1.9 Where appropriate, full time undergraduate admissions will be processed through UCAS.
- 1.10 Information will be collected and used only in accordance with LMA's Data Protection Policy.
- 1.11 All recruitment, admissions, enrolment and induction procedures will be regularly monitored for their effectiveness for all categories of applicants.

2. Guidance, Procedures and Policies

- 2.1 To implement its principles, LMA will regularly review procedures to ensure equality of opportunity.

2.2 All policies, procedures and guidance are published on LMA's website and are available on request in hard copy form.

3. Information and guidance

3.1 LMA will provide applicants with accurate, clear, relevant and accessible information and clear guidance to enable applicants to make informed decisions about their options prior to and during their course of study. This will be achieved by:

3.1.1 Holding advertised Open Days/Evenings

3.1.2 Visiting Schools and holding visits by schools and colleges on site and providing talks at schools and colleges about entering higher education and studying at LMA

3.1.3 Providing free information and advice from suitably qualified members of staff to applicants

3.1.4 Providing access to information in suitable alternative formats for applicants with particular disabilities or with specific needs as appropriate.

3.1.5 Providing specific course information for every course advertised in the prospectus via LMA website or in other durable formats as laid out in HEFCE's Guide to providing Information for Prospective Undergraduate Students (<http://www.hefce.ac.uk/lt/provinfo/>). This information gives details of course content, entry requirements, fees, any other costs associated with the course, attendance, duration of study, location, and progression opportunities. Information provided will meet CMA and QAA requirements and will include, in addition to the above, information on modes of study, teaching, learning and assessment procedures, learning outcomes, the extent of flexibility and choice, financial support available and will also provide information on which courses are accredited or approved by professional and statutory bodies. Information provided will also include the range of learner support, academic or pastoral, available for students, including study skills support, information technology and learning resources/library services, personal tutorial support, student welfare, counselling and health services, employment and careers services and personal development planning available.

3.1.6 Responding to applicants' requests for advice made by telephone, email on social media or in person

3.1.7 Providing information on the facilities available on each campus for students with disabilities

3.1.8 Providing advice and guidance on opportunities for credit transfer and accreditation of prior learning

3.1.9 Ensuring that any alterations to courses from earlier published information are communicated to applicants holding an offer. This may include closure of a course, significant changes to cost, location, content and the status of a course, including withdrawal or granting of validation by a professional or statutory body, or the failure of an advertised course to gain approval or accreditation.

4. Recruitment and selection procedures

4.1 LMA is committed to ensuring that selection policies and processes are transparent and are followed fairly, courteously, consistently and promptly; that information concerning applicants remains confidential in line with LMA's Data Protection Policy and General Data Protection Regulation (GDPR) rules.

4.2 LMA will ensure all admissions decisions are made by those equipped to make the required judgements.

4.3 Selection principles

4.3.1 Entry requirements will be transparent and consistently used for all applicants when considering ability, aptitude, skills, qualifications and prior learning or experience (acquired in the workplace or elsewhere) that indicates their potential to succeed on the course and will be published in prospectuses, leaflets or through LMA website.

4.3.2 Selection criteria for courses leading to LMA's awards will be determined on an annual basis and published in course specifications on LMA website. LMA reserves the right to review and alter criteria where appropriate and in line with LMA's policies and procedures.

4.3.3 Selection criteria for other courses will be set with regard to guidance and policies issued by LMA or by professional/regulatory bodies and will be published in prospectuses, leaflets or through LMA website.

4.4 Admissions processes

4.4.1 Opportunity will be given on application forms, at any interviews or other selection activities, for applicants to draw attention to relevant qualifications, experience and other information that might support their application.

4.4.2 Where courses are full and/or waiting lists are held, or when courses have to be closed for any reason, applicants will be informed immediately with the offer of alternative courses wherever possible.

4.4.3 Every reasonable adjustment will be made to support applicants who have disclosed a physical or sensory disability or specific learning need. On the application form, at any interview or during other selection activity, applicants will be encouraged to disclose any disabilities or specific learning needs, in order for us to discuss their needs and put adjustments in place prior to arrival.

4.4.4 Applicants with a criminal conviction will receive clear information on the procedure which will be followed.

4.4.5 For applicants to a course where a reference is required and there has been a significant break since schooling, a personal reference from a professional or employer (not friend or family) may be requested rather than a school reference.

4.4.6 Applicants under 16 years old are admitted only after consultation with parents or guardians and with school or local education authority representatives as appropriate.

4.4.7 LMA will carry out checks on documents supplied by applicants to establish authenticity in order to guard against fraudulent applications. Where an application is processed through UCAS, if the UCAS Similarity Detection Service highlights a "non-original" personal statement, the applicant may be rejected, however LMA will, in these circumstances, provide the applicant with an opportunity to explain the similarity and provide a 'new' personal statement. This will allow LMA to continue to consider applications where there may be a valid explanation. Any applicant subsequently accepted as a student should be aware that this record will remain on the student file and could be taken into account, if found guilty of any subsequent academic offence.

4.5 Interviewing and assessment

4.5.1 Applicants will receive clear information on requirements for interviews, auditions, portfolios or any form of assessment applied during the application process. Interviews, auditions and assessments will be conducted and evaluated in a standardised manner for the course.

4.5.2 Decisions and the reasons for the decisions, are recorded in writing to facilitate feedback to unsuccessful applicants.

4.5.3 For certain courses, initial assessment for Basic Skills attainment (numeracy, literacy, ESOL) may be carried out as part of the admissions process. The offer of a place on the course may then be informed by the outcome of those assessments.

4.5.4 Where diagnostic assessment on needs in literacy and numeracy takes place, which is carried out during the induction process, this is not part of the admissions process and will not compromise an applicant's enrolment on a course. The purpose of these tests is to ensure that appropriate support is provided after an applicant has been admitted.

4.5.5 There will be a clear structure for each interview, or other selection method, and these will be conducted against predetermined criteria.

4.5.6 Where an applicant is perceived as unsuitable for a particular course then, wherever possible, s/he will be referred to other appropriate courses.

4.6 AP(E)L and Advanced Standing

4.6.1 AP(E)L. Applicants can use the process of the Accreditation of Prior (Experiential) Learning to access Higher Education courses leading to LMA's awards. The process is based on a portfolio of evidence to show the equivalence of the normal entrance requirement of a specific course.

4.6.2 Advanced Standing is when the applicant enters a validated course later than the stage, level or year than the normal entry point for the course. Applicants can enter a course with a previous qualification or other certified learning, where this learning is mapped to the course and it has been established that the learning outcomes, content, currency, academic credit and level of award are appropriate and relevant. Advanced Standing can be awarded for a full level or part level and this denotes the point of entry to the course.

4.7 Making offers

4.7.1 Offers will be made as promptly as possible. Clear information will be provided to the successful applicant on:

- any conditions attached to the offer
- what the applicant has to do next and by when
- when further information e.g. regarding joining instructions, will be provided.
- any arrangements for enrolment, registration and induction
- any orientation or induction for international students before the start of the course

4.7.2 Where a request for deferral of entry to the following year has been made, LMA's 'Procedure for deferral of a place offered' will be implemented.

4.7.3 Clear information should be given to applicants who do not meet the required entry criteria specified in the offer regarding their options and what action to take.

4.7.4 Prompt and clear feedback is given to applicants who have not been offered a place, when requested, and advice about alternatives and future options will be given, as appropriate.

4.7.5 Where offers have been made on the basis of fraudulent information, LMA reserves the right to withdraw the offer or withdraw the student if enrolled.

4.8 English Language Requirements

4.8.1 As all teaching, learning and assessment at LMA is in English, all applicants will be required to demonstrate that they meet the required level of English language competency for their desired course of study.

4.8.2 Applicants whose first language is not English will be required to have a recognised English language qualification, such as IELTS (International English Testing System), or equivalent at the appropriate level for the course of study for which they wish to be considered.

4.8.3 Each course will state an overall IELTS score (or equivalent) together with any individual element requirements, as and where appropriate.

4.9 Visa requirements including Student visa

4.9.1 Applicants who are not UK, EU or EEA citizens wishing to gain admission to LMA must meet and possess the appropriate leave to remain in the UK and satisfy immigration requirements in force at the time of entry onto the course. LMA will not normally accept students whose decision by the Home Office is pending.

5. Monitoring and review

5.1 LMA will monitor and regularly review its policies and procedures to ensure that they continue to support LMA's mission and strategic objectives, that they remain current and valid in the light of changing circumstances and that they meet all external requirements, including adherence to equality legislation.

5.2 To monitor its Admissions Policy, LMA will:

5.2.1 Monitor any complaints received

5.2.2 Consider the effect of the Admissions Policy, and in particular the operation of course entry criteria, when annually reviewing against the relevant benchmarks, (learner success rates and progression, retention, withdrawal and non-completion data) as appropriate.

5.2.3 Review data regarding applications, offers made, the take-up of offers and successful completion where relevant, in order to inform future recruitment and curriculum development

5.2.4 Review its policies in relation to changing patterns in the applicant market, changes in the nature of the main qualifications offered by applicants and the demand for modes of study

5.2.5 Monitor admission procedures across schools and subjects, where relevant

5.2.6 Monitor success rates of students with advanced standing and accreditation of prior learning or experience

5.2.7 Review recruitment materials and any pre-entry information and activities

6. Staff Development

6.1 LMA is committed to ensuring that all those involved in recruitment and admissions are competent to undertake their roles and responsibilities

6.2 Staff development and training sessions are held for staff involved in admissions in order to update knowledge and expertise in the light of changing circumstances.

7. Complaints about the admissions process

7.1 All staff contributing to the admissions process must be familiar with LMA's complaints procedure.

7.2 An applicant cannot complain or appeal where this is a disagreement with the judgement of an admissions decision, in assessing the merits of application, or in reaching a decision on entry, which has been reached in accordance with the published criteria and processes contained in this policy.

7.3 Where an applicant has reason to believe that his/her application has not been handled fairly, objectively or in accordance with the procedures described above, he/she should write to the Head of Admissions setting out his/her reasons. The Head of Admissions will then review the handling of the application in the light of the student's written statement and report, in writing, to the Principal within seven working days. The Principal may confirm or rescind an earlier decision in the light of this report and will send a written reply to the student within ten working days of receiving the request for the review of the application. Such decision shall be final.

7.4 The applicant may consult a representative of the Students' Union for guidance on this procedure.

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