



London School of Social and Management Sciences

Student Recruitment, Selection and Admissions Policy

LSMS – Admission Policy for Students Revision

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1. Introduction

This Policy states the London School of Social and Management Sciences stand on key issues relating to recruitment, selection, admissions and widening participation activities.

2. Purpose

The purpose is to provide policy information to enquirers, applicants, parents and advisors about recruitment, selection and admissions at the College. This policy also provides framework for all staff who are involved in recruitment, selection and admissions activity.

3. Scope

This policy covers all courses the College is offering through face-to-face classes, online, blended or distance learning activities.

4. Equality and Diversity

The college is committed to judge all the admission applications on pure merit basis and treat the individual applicants with respect and dignity. The college provides an environment free from discrimination, bullying, harassment or victimisation to each individual involved in student recruitment, selection, and admission process including the prospective applicants.

The college is committed to providing equality of opportunity for all, irrespective of:

- Age
- Disability
- gender identity (a personal sense of one's own gender. This can correspond to or differ from the sex we are assigned at birth) marriage or civil partnership
- pregnancy and maternity
- race (includes race, colour, nationality (including citizenship), ethnic or national origins)
- religion or belief including philosophical belief and a lack of belief
- sex

- sexual orientation (including civil partnership status)

The college has a comprehensive policy on Equality and Diversity and it is applicable to all applicants, students and staff.

5. Recruitment, Admissions and Widening Participation

The College provides a professional recruitment and admissions service to all applicants. The Admission Committee/ Officers are responsible for:

- Determining selection criteria and setting up transparent assessment processes.
- Academic decisions and making offers to individual applicants, recording justifications for decisions, and providing feedback as appropriate.
- Providing accurate and relevant information to prospective students.
- Communicating with applicants during the admissions process, providing information about the format of interviews and post-application visit days and the nature of any assessment or selection practices.
- Ensuring admissions procedures are fair, consistently applied and compliant with the College admissions policy.
- Providing information on international qualification equivalencies ensuring fairness and consistency of interpretation.
- Ensuring full student support from initial enquiry to registration process
- Providing information, advice and guidance to prospective students from all backgrounds.

6. Student Recruitment

We believe in fair recruitment policy. We widely advertise our student recruitment process on the college website and social media pages.

6.1 Provision of Information

The college is committed to provide timely, accurate and appropriate pre-entry information and support to prospective students. Our recruitment and admissions activities are informed by a commitment to the provision of impartial advice and guidance and support for applicants to enable them to make informed decisions.

6.2 Accuracy

We are committed to providing accurate and detailed information on the nature of our courses, their structure, duration, modes of assessment, tuition fees and other additional costs. We publish Student Handbook for each of the course which contains all this information. We have a dedicated policy page on our website. This page is divided into two sections: School Policies and Student Information. The Student Information Section has course handbook, enrolment policy and other necessary documents for students. <https://lsms.ac/information-centre>

6.3 Transparency

Information about our courses is broadly communicated through multiple channels including the college website, course brochures, digital communications, open days, post-application visits days The information includes entry requirements, course specific selection and assessment criteria and processes, course structure, teaching and learning, coursework and assessment, fees, attendance requirements, professional accreditation, and employability outcomes.

6.4 Timeliness

We ensure that the information we provide is accurate when it is published. Printed materials such as the subject-specific literature is prepared before a course begins. We keep updating new information through our website, digital communication, and social media channels.

7. Responsibility to Professional Standards in Recruitment

The College provides a professional service to applicants and prospective students, delivered by expert representatives.

- Maintaining high professional standards and a commitment to the provision of impartial advice and guidance and fair admissions.
- Maintaining integrity in their interactions with prospective students and avoiding offering personal views or opinions on other UK education institutions.
- Developing knowledge of sources of information and advice about progression to higher education.

- Developing promotional materials that provide a balanced and accurate account of student experience.
- Providing support only for events that provide free and impartial advice to prospective students.
- Providing training to all recruitment and admissions staff to ensure their knowledge of recruitment, selection and admissions practice, policy and procedure remains current.
- Offering bespoke training and information sessions on key topics and in response to national/international legislative or procedural changes.

Also, those staff members who undertake international recruitment work are provided with good practice guidelines and information regarding general entry criteria appropriate to the markets to be visited, key promotional messages and basic immigration criteria where required

8. Assessment of Applications

8.1 Fair Admissions

The College is committed to delivering a fair admissions system that admits students of outstanding achievement and potential, irrespective of their background. In so doing, we are committed to the 5 key principles of Fair Admissions as outlined in the Schwartz report (<https://www.ucas.com/file/233141/download?token=HvNZanrL>): transparency, minimising barriers to entry, selecting for merit, potential and diversity, professionalism and using assessment methods that are reliable and valid.

8.2 Selection Criteria

All applications are assessed against academic and non-academic selection criteria specific to the course of study for which an application has been made. Applicants are advised to check information on course specific entry requirements which are published on the College website <https://lsms.ac/study-with-us> All applicants for a course are assessed against the same entry criteria. We offer places to those eligible applicants who best meet our selection criteria, and whom admissions staff judge to have most potential to benefit from their chosen course.

8.3 Methods of Assessing Applications

Methods of assessing applications vary between courses but may include prior and predicted academic achievement, references, personal or supporting statements, interview, and aptitude tests (if necessary). Our applicants come from diverse educational, professional and personal backgrounds. We recognise that occasionally a course's standard procedure for assessing applications may not provide the admissions staff with an accurate understanding of an applicant's suitability. In such cases we may ask applicants to provide us with alternative evidence to support their applications or adjust our standard admissions requirements. The admissions staff from contact applicants directly where additional information is required.

9. Entry Qualifications

9.1 Entry Qualifications for Admission

We are offering Ofqual regulated qualifications at Level 3. The typical minimum requirements for learners who have recently been in education or training is likely to include one of following:

- 5 or more GCSEs at grades C and above or Grade 4 and above
- other related level 2 subjects
- other equivalent international qualifications.

9.2 Recognition of prior learning (RPL)

The varied profile of achievement of more mature learners is likely to include relevant work experience (paid and/or unpaid), participation and/or achievement of relevant qualifications. This may be used for recognition of prior learning (RPL). Learners may also hold RQF qualifications which will enable them to claim a credit transfer from part of the qualification. For further information please see the ATHE RPL, Credit Transfer and Exemptions Policy in the student information section on the Policies page of our website.

Applicants may be considered through the accreditation of prior learning, which may be certificated or experiential. The admissions staff for the relevant course are responsible for determining the grounds on which accreditation is acceptable. Credit is allocated for evidence of achieving appropriate and assessed learning outcomes, rather than for experience itself. APL credit will normally be accepted within a maximum of five years from the date it was awarded. APEL experience will normally

be accepted within a maximum of five years from the date of the most recent activity. Applicants are strongly advised to discuss their circumstances with the relevant academic and admissions staff before submitting an application.

9.3 English Language Requirements

For those whom English is not their first language we recommend the following standards of proficiency in English language skills or an approved equivalent for this qualification:

- IELTS 5.5
- Common European Framework of Reference (CEFR) B2
- Cambridge English Advanced (CAE) 162 or above
- Pearson Test of English (PTE) Academic 42-49

If an international learner does not have formal certification in English, we offer him/her pre-sessional English language classes to enable him/her to meet an appropriate standard in English for this qualification.

10. Duty to disclose criminal convictions

We are committed to providing equal opportunities for applicants irrespective of their personal circumstances or background and as such does not wish to unnecessarily preclude those with a criminal conviction from joining a course of study. However, the College has a duty to ensure the safety of its student and staff community, and that of other people with whom students interact as part of their course of study. The application process requires applicants to disclose relevant unspent criminal convictions.

11. Interaction with children and/or vulnerable adults

For courses where studies necessitate interaction with children and/or vulnerable adults, applicants must declare all criminal convictions. For these courses, the College requires applicants to pass a criminal records check carried out by the Disclosure and Barring Service and/or similar police check in their home country. Applicants will be advised if these or any other conditions apply in the recruitment information relating to the course. We strictly follow the Home Office guideline for safer recruitment decisions.

<https://www.gov.uk/government/organisations/disclosure-and-barring-service/about>

12. Applicants with a Disability and/or Additional Support Needs

The College welcomes applications from people with a disability, medical condition or who may require additional support needs. Applicants are encouraged to disclose this information at the point of application. This will not affect an applicant's chances of receiving an offer but will enable our designated Disability Advisory and Support Service (DASS) Officer to provide support and advice. Applicants who may not wish to disclose details this way, or those wanting to make contact pre-application, may approach the DASS Officer directly.

13. Applicants with Special Circumstances

Applicants with special circumstances that have affected previous study or are likely to affect academic performance in current studies should provide this information at the point of application. If these circumstances are encountered after the submission of an application, applicants should inform the admissions staff as soon as possible. Special circumstances cannot be considered after an adverse decision has been made where prior notification could have been made. It would generally be expected that applicants will have reported any special circumstances to their previous/current institution or examining body so that appropriate adjustments can be made when results are awarded. Where special circumstances have already been considered, for example by the relevant examination board, we will not be able to make further allowances.

14. Applicants seeking deferred entry

Applications for deferred entry are assessed against the same entry requirements and considered equally to other applications up to the point of confirmation. Deferred entry where possible is normally granted for one year only and two years at the maximum, at the discretion of admissions staff. Applicants whose first language is not English and who are required to present English Language qualifications should ensure that the test results will be valid on the date of registration.

15. Admissions Process

Initial Application

Applications are assessed and the places offered based on the academic and professional judgement of suitably qualified staff. Applicants will normally receive a response within five to ten working days of the receipt of a completed application. This response may be:

- A decision on the application.
- Information regarding the next stage in the admissions process (e.g., invitation to attend an interview), or
- An explanation of the admissions process and the likely timescale of what will happen next.

The Making of Offers

All applicants who are offered a place to study at the University will receive an offer letter detailing the terms and conditions of the offer. This will include details of any individual requirements that need to be fulfilled before an applicant can be admitted to the College. Offer letters will be sent out either by post or as by email along with a copy of the Student Terms and Conditions. Conditional offer holders are responsible for providing evidence that they have met the terms and conditions of their offer. This evidence could include for example, certificates and degree transcripts once these become available or the fulfilment of other requirements such as medical fitness.

16. Student Visa

London School of Social and Management Sciences is accredited by Accreditation Service for International Schools, Colleges and Universities (ASIC) which is an independent body providing accreditation services for independent, further and higher education colleges. ASIC accreditation helps students and parents make a more informed choice and will also help a school, college, university, training provider or distance education provider, demonstrate to the international student body that they are a high-quality institution. The ASIC is one of the Home Office approved accreditation bodies to apply for Standard Visitor visa to study in the UK for up to 6 months and Short-Term Study visa for an English language course between 6 and 11 months long.

London School of Social and Management Sciences is also accredited by Awards for Training and Higher Education (ATHE). We offer International Access Programme (IAP) Qualifications which provide a flexible suite of 60 credits education designed to meet the needs of learners who wish to progress to a degree programme at a university, progress to an employment or higher-level apprenticeship, change a career route and improve career progression.

Currently, the duration of all our Level 3 diplomas is maximum 6 months. The international learners can come to the UK on Standard Visitor visa to study our Level 3 courses up to six months, short English language courses and other preparation courses. They can also study an English language course with us lasting from 6 to 11 months on Short Term Study visa.

To comply with the relevant United Kingdom legislation and immigration regulations, the College will notify the immigration authorities, where relevant, of any non-arrival, or late arrival, of an applicant and of any subsequent changes to a student's registration status. The College reserves the right to refuse admission should an applicant be found not to be able to meet all UK visa requirements for the anticipated full duration of his/her programme of study.

All applicants requiring a visa to study in the United Kingdom must not currently be, nor have ever previously been, in the United Kingdom for any purpose without valid immigration permissions. If, either during the process of admitting a student or subsequent to that student enrolling upon their programme of study, the College is informed that the applicant/student is (or has previously been) in the United Kingdom without such valid permissions, it may be required to inform the immigration authorities and/or withdraw the offer of a place and/or withdraw its sponsorship of the individual's visa.

17. False presentation Fraud, Omission and Plagiarism

Applicants may not omit any requested or relevant information, make any misrepresentation (for example, through plagiarism) or give false information at any point of the application process including after an offer is made. Should this occur the College reserves the right to dismiss the application, withdraw an offer of a place and/or revoke the registration. The College may also, in accordance with its obligations, notify external organisations about any suspected misrepresentation.

Scanned copies of documents are generally accepted during the admission process but original documents can be requested at any stage. Admission staff are trained in detecting and dealing with fraudulent documents. The admission team may ask to see original documents as part of the admissions selection process or at registration.

18. Use of Applicant Data

London School of Social and Management Sciences needs to collect, maintain and use personal data relating to its applicants to allow us to process applications for study, register students, to administer courses and to provide facilities for students. Data collected during the admissions and registration processes will be used for the purposes of maintaining student records, managing processes in relation to academic progress, providing personal and academic advice and support, managing accommodation services and providing access to the Library, IT lab and other facilities.

The College also needs to collect and process more sensitive personal data (special category personal data, for example, data concerning your racial/ethnic origins, health and wellbeing and sexuality) to undertake equal opportunity monitoring, and provide access to some courses and support for students where appropriate. We are also legally required to collect and process data on past criminal convictions for access to some courses. This data will only be shared between staff who have a legitimate need to see it. We will hold and process your personal data in compliance with our obligations as Data Controller under the General Data Protection Regulation and Data Protection Act 2018. We will not share learners' data with third parties unless we have an appropriate consent from the learner, are under a statutory or regulatory obligation to do so (such as with the UKVI, OFS, HESA, the Student Loans Company Ltd, the Skills Funding Agency, local authorities or police) or are otherwise permitted to do so under the General Data Protection Regulation and Data Protection Act 2018.

19. Tuition fees and funding

The College expects that students will have sufficient funds to pay tuition fees and living expenses during their period of study, and applicants are asked to give details of their funding arrangements at the point of application.

20. Feedback, appeals and complaints

We aim to consider all applications fairly and effectively against the published entry requirements and in line with our procedures. We provide feedback on request to applicants whose application has been unsuccessful to enable them to reflect on their progress through the application process. Feedback is usually given in writing, at the discretion of the course admissions staff. To request feedback, applicants should contact the admissions staff for their chosen course.

If applicants or prospective students are dissatisfied with the outcome or treatment of their application, the concerns should be raised firstly with the Admissions staff for the course for which the application was made. Where the concerns remain, applicants are advised to use the Appeals and Complaints Procedure for Applicants which has been established to safeguard the interests of prospective students.

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