



Admissions Policy

LOCAL POLICY

Version 5

Scope of Policy:	All Staff and Students
Policy Owner:	Head of Learner Success
Date Approved:	23/06/2021
Approved By:	Strategic Leadership Team
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Corporate Development

Belfast Metropolitan College
Integrated Shared Services Centre
398 Springfield Road
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This document is only valid on the day it was printed. The master and control version of this document will remain with Strategic Planning. Amended and approved versions of the policy must be sent to Strategic Planning approved. Final versions will be posted on the intranet by Strategic Planning.

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Further Information

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Policy Compliance details:-

Compliance with Equality Legislation.

PLEASE NOTE: Policies must be equality screened before being submitted to SLT and where applicable Trade

Unions:-

Equality Screening Date:	18/02/2014
Equality Screening Outcome:	Screened Out
Sector or Local Screening:	Local
Consultation Date (if applicable):	Not Applicable
Equality Impact Assessment (EQIA) Date (if applicable):	Applicable
EQIA Key Outcomes:	Not Applicable

Revision History

Date of this Revision: 30/10/2024

Version Number	Author	Reason for Change	Date
1.0	Jim Woods	Revision of roles and responsibilities in final bullet points. Update to the College Mission Statement. Revision of roles and responsibilities. Footer was updated.	13/12/2016
2.0	Jim Woods	P2, point 3: Paragraph amended to include <i>"It is College policy to promote equality of opportunity and good relations. This means that we will provide access to all"</i>	22/12/2016
3.0	Jim Woods & Nuala Quinn	Reformatted into standard format, inc. Update front cover, include a table of contents and review the history of the document.	15/10/2018
4.0	Admissions & Enrolment Team	Related Policies section updated to reflect the current Fees and Charges policy. Policy also made accessible mostly by changing links to hyperlinks.	April 2022
4.0	Admissions & Enrolment Team	Section 5 updated to reflect organisational structure change	August 2022
4.0	Admissions & Enrolment Team	Section 5 updated to reflect organisational structure change	June 2023
4.0	Admissions & Enrolment Group	Section 4 changed to confirm that all entry requirements will be published. An additional bullet point has been added to highlight the College's commitment to compliance with health and safety and equality legislation. Section 6 sentences merged to aid clarity and reference in the second paragraph from whole College to Governing Body. Additional paragraphs added documenting existing processes. New section added 7 added which documents the existing course change and cancellation process. New section at 9 which documents all the supporting procedures previously referenced collectively as the 'Admissions and Enrolment Process', now listed separately to provide transparency. Section 10: - Link changed from Public Documents to the Compliments and Complaints Page of the website.	November 2023
5.0	Admissions & Enrolment Group	Strategic Planning , Belfast Metropolitan College, Building 1, Room 9, Castlereagh Campus, Montgomery Road, Belfast. BT6 9DJ	30 October 2024

Version Number	Author	Reason for Change	Date
		<p>updated to Corporate Development, Belfast Metropolitan College, Integrated Shared Services Centre, 398 Springfield Road, Belfast. BT12 7DU</p> <p>Section 5: Assistant Director of Curriculum amended to Director of Curriculum & Learner Success</p> <p>Section 6: Removal of <i>Applications for Higher Education courses normally open in November each year and applications for Further Education courses open at the end of January.</i></p> <p>Replace: Entry for all non-UCAS (Universities and Colleges Admission Service in the UK) related courses is based on the applicant's ability to meet the specified criteria. Applications are assessed chronologically. Offers are made to those who meet the agreed entry criteria based on the date and time of their application.</p> <p>Applications for some Higher Education courses need to be made directly through UCAS which operates its own submission deadlines and applications procedures. Belfast Met will advise applicants of this and to check with UCAS for the most up-to-date information.</p> <p>with</p> <p>Entry for Further Educations courses (levels 0 – 3) is based on the applicant's ability to meet the specified criteria. Applications are assessed chronologically. Offers are made to those who meet the agreed entry criteria based on the date and time of their application.</p> <p>Entry for Higher Education courses using direct application via Belfast Met website only is based on the applicant's ability to meet the specified criteria. Applications are assessed chronologically. Offers are made to those who</p>	

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		<p>meet the agreed entry criteria based on the date and time of their application.</p> <p>Entry for Higher Education courses offering a dual application route via Belfast Met website and via UCAS (Universities and Colleges Admission Service in the UK) & Belfast Met] is based on the applicant's ability to meet the specified criteria. Applications will be processed as published on respective course web pages.</p> <p>Entry for Higher Education courses via UCAS only will operate its own submission deadlines and applications procedures. The entry route is published on respective course web pages. Belfast Met advises applicants to check with UCAS for the most up-to-date information.</p> <p>Full entry criteria together with details about each course and associated costs, will be stated under each course on our website</p>	

Table setting out revisions to policy

Distribution Table

Name	Date (Where applicable)
Trade Union	N/A
Executive Leadership Team	N/A
Strategic Leadership Team	21/12/2023
Audit and Risk Committee	N/A
Governing Body	N/A
Published on intranet/website by Corporate Development	16/12/2016; 22/12/2016; 01/08/2022; 20/11/2023; 04/11/2024

Contents

1. Introduction	7
2. Aim	7
3. Scope	7
4. Statement.....	7
5. Roles.....	8
6. Admissions and Enrolment Process	8
7. Course Closures, Suspension and Substantial Changes	9
8. Related Policies	9
9. Admissions and Enrolment Process Supporting Documentation	9
10. Complaints	9
11. Review.....	9

1. Introduction

Belfast Metropolitan College (Belfast Met) has a dual mandate of economic development and social inclusion. In meeting this mandate Belfast Met works with other partners (statutory, business and political) to identify the skills required for the future, and develop and deliver fit for purpose, economically relevant and innovative courses to meet future skills needs.

The College mission statement demonstrates its commitment to an effective and timely process in matching applicants to courses, based on their needs and aspirations.

Belfast Met's mission is to make a fundamental impact on the economic and social success of the city of Belfast and beyond by equipping its people, employers and communities with the education and skills for work.

2. Aim

The aim of this policy is to ensure that the College is fair and transparent in our student recruitment practices so that all applicants have an opportunity to avail of our courses. We seek to ensure that our recruitment practices do not directly or indirectly, disadvantage any particular group and are accessible to everyone.

It is College policy to promote equality of opportunity and good relations. This means that we will provide equality of access to all, irrespective of gender (including gender reassignment), marital or civil partnership status, having or not having dependents, religious belief or political opinion, race (includes colour, nationality, ethnic or national origins, Irish Traveller), disability, sexual orientation, or age.

3. Scope

This policy applies to anyone applying to or enrolling onto courses at Belfast Met through our Admissions and Enrolment Process.

4. Statement

- The College is opposed to all forms of unlawful discrimination. All applicants will be treated fairly and will not be discriminated against during the admissions process on any of the grounds stated above.
- We use clear entry requirements for courses to ensure a fair and consistent approach is adopted for the admission of all learners to the College.
- All entry requirements for each course, including enhanced criteria where appropriate, will be published on the College website, in the prospectus and other course specific College publications.
- Decisions about eligibility for a course will be made objectively and without unlawful discrimination using published course entry criteria.
- The College will adhere to its safeguarding responsibilities when considering the admission of students with criminal convictions.

- The College is committed to ensuring the health and safety of all students and in doing so will comply with health and safety and equality obligations.
- The College will adhere to all legal obligations in relation to the advertising of courses ([including consumer protection law](#)), recruitment of students and the processing of personal information.

5. Roles

The Director of Curriculum and Learner Success has management responsibility for the Admissions and Enrolment Process.

The Head of Department for Learner Success has overall management responsibility for the monitoring and quality control of the Admissions and Enrolment Process, in conjunction with relevant College managers through the Admissions and Enrolment Group.

6. Admissions and Enrolment Process

In meeting our commitments to this policy, the College has developed an extensive set of processes in relation to admissions and enrolment. These processes, including Terms and Conditions, are referenced in paragraph 8 below and can be found on the [Public Documents page](#) of the College website.

The Admissions and Enrolment Group (AEG) oversees the process. AEG members represent a cross section of College managers from various disciplines and can quality-assure the process on behalf of the College's Governing Body.

Entry for Further Education courses (levels 0 – 3) is based on the applicant's ability to meet the specified criteria. Applications are assessed chronologically. Offers are made to those who meet the agreed entry criteria based on the date and time of their application.

Entry for Higher Education courses using direct application via Belfast Met website only is based on the applicant's ability to meet the specified criteria. Applications are assessed chronologically. Offers are made to those who meet the agreed entry criteria based on the date and time of their application.

Entry for Higher Education courses offering a dual application route via Belfast Met website **and** via UCAS (Universities and Colleges Admission Service in the UK) & Belfast Met] is based on the applicant's ability to meet the specified criteria. Applications will be processed as published on respective course web pages.

Entry for Higher Education courses via UCAS **only** will operate its own submission deadlines and applications procedures. The entry route is published on respective course web pages. Belfast Met advises applicants to check with UCAS for the most up-to-date information.

Full entry criteria together with details about each course and associated costs, will be stated under each course on our website.

Applicants will be provided with Pre-Entry Advice for each course for which they apply, to receive further clarity on the course.

7. Course Closures, Suspension and Substantial Changes

The College is committed to ensuring that courses will run as advertised, however, in certain circumstances changes are unavoidable.

In line with the commitments in this policy and consumer protection law, the College will be open and transparent about all potential changes when known.

Where this is the case, changes or cancellation of courses will be managed through the relevant Belfast Met's procedure which will be published on the [Public Documents](#) page of the College website.

8. Related Policies

The following documents support this policy and are available from the [Public Documents page of the Belfast Met website](#).

- Complaints and Compliments Policy
- Criminal Convictions Disclosure Policy
- Terms and Conditions for Enrolment and Application (current year)
- Fees and Charges Policy (current year)

9. Admissions and Enrolment Process Supporting Documentation

This document is supported by the following procedures available from the public documents page of the College website:-

- Non-UCAS Courses by Application Admissions Procedure
- Supported Learning Admissions Procedure
- A Level Admissions Procedure
- Direct Enrol Admissions Procedure
- Skill Up Courses Admissions Procedure
- UCAS courses Admissions Procedure
- Essential Skills Admissions Procedure
- Apprenticeship Admissions Procedure
- ESOL Admissions Procedure

[Transgender Students Notification](#) Process (support through enrolment process) is available on through the [Student Support Page](#) of the College website.

10. Complaints

All complaints relating to admissions and enrolments, including appeals will be dealt with fairly, and objectively through the Belfast Met's 'Complaints and Compliments Policy'. This is available from the [Compliments and Complaints Page of the Belfast Met website](#).

11. Review

This policy remains effective until the end of the current academic year and the implementation of this policy is reviewed annually by the Admissions and Enrolment Group.