

**#THE
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ACADEMY**

ADMISSIONS POLICY
For students at TheWRD

1. The purpose of this policy

This policy is developed to inform staff when carrying out admissions functions to ensure fair and consistent admissions processes. This policy is also intended to inform prospective learners, their parents/guardians, college career advice coordinators, partner college representatives of the admissions process at TheWRD.

TheWRD is committed to recruit a diverse student body and to promote equal opportunities for all applicants. No applicant will be excluded from entry to any course as a result of discrimination on the grounds of age, race, colour, nationality, ethnic origin, sex or sexual orientation, mental status, disability, religion or belief. TheWRD will operate within the guidelines of the [Equality Act 2010](#).

1.1. Aims of this policy is to ensure that all applicants:

- Are treated fairly in their application via an open, consistent and transparent process have access to information, advice and guidance at all stages throughout the applicant journey,
- Are provided with information about the likely progression routes,
- Are provided with a timely and efficient application process and that all admissions decisions are made by the appropriate members of staff,
- Have the opportunity to disclose any learning difficulty and/or disability so that support can be put in place.

1.2. The Admissions Policy supports TheWRD's commitment to equality and diversity. It also supports the provider's duty of care to ensure that all those seeking to study are placed on an appropriate level of course that will enable them to succeed.

1.3. This policy is applicable to all applicants applying for programmes commencing in the academic year 2023-24.

2. Our Promise

TheWRD undertakes to:

- Conduct regular reviews of all admissions procedures;
- Treat all applicants fairly, and in line with the terms of this Policy;
- Provide prospective learners with factual information about our course and what students can expect to experience, through our website and course materials, and through any promotional events or education events we may attend;
- Regularly review all social media materials and website information to ensure they are accurate and up to date.

3. Pre-application information

Pre-application information is available on our website: <https://studythewrd.com/>

This covers the following areas:

- Course specifications and details including information on units;
- Accreditation/approval of courses by professional bodies;
- Course structures, duration, mode of delivery and qualification title;
- Entry requirements;
- The range of support available at TheWRD;
- Our teaching staff;
- Details of academic policies and processes;
- How to apply;
- Information on recent and upcoming events;
- Course fees and scholarship information;

TheWRD endeavours to inform applicants as soon as possible of any significant changes to the content or format of a course that are made between application and enrolment. TheWRD aims to provide all the courses that are advertised on <https://www.studythewrd.com>. However, if it becomes necessary to withdraw a course, or a particular intake of a course, change an enrolment date, we will inform applicants as soon as possible and will give applicants the chance to make alternative arrangements where possible.

4. Applications and Interviews

Applications to the Access to Higher Education Diploma in Creative Entrepreneurship in Music course starting in September 2023 and January 2024 are currently open and are accepted until two weeks before the course starts. When the application is submitted at a later date, consideration is subject to admissions discretion, based on place availability and based on likelihood of the applicant meeting the final enrollment deadline of the end of the third week of the first term.

We will offer all applicants relevant information, advice and guidance at all stages throughout their application process using a range of platforms. This may be with an Admissions Advisor, Student Services, Finance Advisor, or Course Tutor.

Enquiries are submitted via our online form:

<https://thewrd.typeform.com/to/tlQZZwhp>, following which applicants will be contacted via email, phone, or text, so they can arrange an online video meeting with the education or admissions team via this online link:

<https://calendly.com/thewrdfromtheivorsacademy/15-minute-meeting-with-education-team>

Following a successful initial meeting, applicants will be contacted via email so they can complete the interview stage. Applicants can choose between recording the interview via our video submission platform, or with a member of the education or admissions team via a video meeting platform.

This is to ensure that the course is a suitable choice for each applicant, that they have a genuine interest in the course, and that they can benefit from completing the course. Interviews will be reviewed by the admissions team. Applicants who are well suited for the course will receive a recommendation. Unsuccessful applicants will receive feedback from the assessor.

Following a successful interview, applicants will be contacted via email to complete our Application Form online here: <https://thewrd.typeform.com/to/UzGnoKgR>

Following receipt of the application form, a member of the admissions team will contact the applicant via email to request relevant documentation.

Following receipt of satisfactory documentation, applicants will be sent an offer to enrol on our course including: Student Handbook and a contract to sign including our Terms and Conditions.

Following receipt of the signed contract, applicants will be contacted via email with information on next steps to beginning their course.

Applicants aged 16-18 applying for adult programmes (Access to HE) will not be considered for the course. Applicants who are 16-18 years old will be guided towards 16-18 study programmes - suite of qualifications to be offered at our Partner Colleges, once applications are open.

TheWRD works in partnership with third parties including: The Skills Education Group, Certa AVA and AIM awarding bodies, QAA, Local Authorities, and grassroots venues across the UK (this list is not exhaustive). TheWRD is required to manage appropriate information sharing and referral processes with these parties in order to operate effectively. We will ensure that the information and advice provided to applicants is accurate.

5. Entry requirements

We set our entry criteria at a level that ensures applicants are placed on a course that matches their academic ability, which in turn gives them the best chance to succeed. The set entry criteria supports progression through levels of learning for those applicants who are academically able to advance.

Entry requirements for our course are clearly outlined in relevant course materials, including our [website](#). We regularly review our entry requirements and we may at times need to make amendments to ensure it is appropriate and provides access for suitable applicants.

Applicants are required to provide evidence of their qualifications to show they meet the course entry requirements. This evidence must identify the education provider, for example their previous school, and/or the awarding body as well as the qualification and level achieved.

As an Access to HE Course our course requirements are typically 2 GCSEs at C or 4 minimum including Maths and English. We are able to exercise discretion where a candidate demonstrates potential and experience relevant to the course through an interview. We will provide support for our students on this qualification through our academic skills modules which is a core part of the qualification.

We should advise you that some Higher Education Courses may require GCSE grade minimums and future study options may be limited should you wish to pursue further study after this. We recommend considering GCSE qualifications in the future to broaden access to a range of Higher Education courses. We can support you with re-doing or completing these qualifications in the future as well as advising of any pathways we know of into Higher Education that will accept entries without GCSEs or GCSE'S minimum grades.

If the applicant has not achieved the above entry requirements, the applicant may contact the admissions department and provide the details required for a review. TheWRD is committed to giving full and fair consideration to all entry qualification information presented by individual applicants. TheWRD will only offer a place where there is evidence that an applicant is capable of completing their chosen course with a good final classification, and as such, reserves the right to exercise academic judgement and discretion when assessing any prior attainment.

6. English Language

- 6.1. All courses offered by TheWRD are taught and assessed in English. All applicants should have achieved a GCSE grade C/4 in English Language at the point of entry, or other accepted equivalents. We are able to exercise discretion where a candidate demonstrates potential and experience relevant to the course through an interview. We will provide support for our students on this qualification through our academic skills modules which is a core part of the qualification.
- 6.2. Applicants whose first language is not English and for whom the majority of their education has not been in English will also need to demonstrate proficiency in English language by formal academic qualification.

7. Right to Study

- 7.1. All applicants taking the course in the UK must have permission to study in the UK throughout the whole period of their study. Both incoming and current students will undergo a right to study check during the application process and at point of enrolment.
- 7.2. If an applicant is subject to UK immigration control, and where the UK government requires us to hold record of your evidence of your right to study, they will need to provide original evidence of their valid immigration status (typically a passport and evidence of their immigration permission) confirming that they have the right to study in the UK.
- 7.3. If an applicant's immigration status is due to expire shortly after commencement of the course, or if the applicant holds a pending application which may mean we cannot determine if you have the right to study, we may recommend deferring their studies until the immigration status has been extended or granted.

- 7.4. The admissions team may request copies of the applicant's passport (and visas) at the point of their application.
- 7.5. TheWRD does not hold a UKVI Student Sponsor Licence, which means we are not able to assist with Student Route Visa for studies in the UK.

8. Declaration of Criminal Convictions

- 8.1. In accordance with TheWRD's safeguarding requirements, all applicants or students are asked to disclose unspent criminal convictions to study at TheWRD. This includes enrolled students who receive a criminal conviction whilst on a programme of study. Declaring a criminal conviction does not automatically prevent anyone from becoming or continuing as a student at TheWRD.
- 8.2. Upon the declaration of an unspent criminal conviction a member of staff at TheWRD will contact you to discuss the nature of the conviction and undertake a risk assessment with you to ensure that the course can be completed within any restrictions caused by an unspent conviction.
- 8.3. If an applicant fails to disclose an unspent criminal conviction or knowingly withholds information which later transpires to be relevant to any assessment of risk, TheWRD reserves the right to cancel any application or withdraw a student from the course.

9. Course Offers and Acceptance

- 9.1. Applicants who have been recommended for the course after a successful interview, completed the application form, and submitted satisfactory evidence and documents will receive an unconditional offer from the admissions team.
- 9.2. The offer will outline the details of the course offered, including fees and funding information. The offer will include a contract, which must be signed and returned with the deposit* (if applicable) within 28 days. Once this is received by the admissions team, the applicant has secured a place and further contact will be in respect of their enrolment and induction closer to the start date of the course. All confirmed offers remain subject to our Terms and Conditions as set in the offer contract.
- 9.3. An applicant will be made an 'unconditional offer' if there is a place on the course and can show they:

- have already achieved the entry criteria for the course,
- have successfully completed an interview and have been recommended for the chosen course.

9.4. The applicant must accept the course offer by signing a contract within the timeframe specified, in order to guarantee a place on the course.

**Some courses may require a payment of a deposit, if the applicant is paying course fees privately. This is outlined in the offer contract.*

10. Supporting applicants with additional learning support needs

- 10.1. We welcome applications from learners with learning difficulties and/or disabilities. We encourage the applicant to let us know about any needs at the application and enrollment stages. Staff at TheWRD will agree to reasonable adjustments and support programmes on an individual basis to meet the applicant needs.
- 10.2. If the applicant has an Education, Health and Care Plan (EHCP), a medical letter or any other documentation relating to a learning difficulty or disability, they are invited to notify the admissions team as soon as possible. The applicant will have the opportunity to disclose this information at two stages during the application process: during the first meeting and when filling the application form.
- 10.3. Any applicants with additional learning support needs may not be able to enrol until the required internal assessments have been carried out. These assessments will be essential in ensuring the correct support is provided. We reserve the right to refuse a place to an applicant if TheWRD is unable to meet their specific requirements for a safe environment or if the individual is assessed as a risk to others.

11. Deferral Requests (prior to course enrolment)

- 11.1. Should applicants wish to defer their place after they have accepted the offer, please contact the admissions team as soon as possible and express your intent to defer in writing. In these cases, applicants with an unconditional offer may defer their place for a maximum of one calendar year. We will contact applicants holding a deferred place to confirm that they will take up that place prior to their intended start date. If we do not receive positive confirmation within ten working days of our enquiry, we reserve the

right to withdraw that offer. All deferral requests should be made in writing before the end of the third week of the start of the course in order to guarantee being accepted. Requests to defer after this time may be accepted but the student may be liable for all or part of the tuition fees.

- 11.2. Should applicants wish to defer their place after they have been awarded a scholarship, please contact the admissions team as soon as possible and express your intent to defer in writing. Applicants wishing to defer their scholarship offer for longer than 6 months must take part in a circumstances re-assessment prior to enrolment. We reserve the right to modify or withdraw the previous offer to reflect the current circumstances of the applicant at the preferred time of enrolment.

12. Re-application

- 12.1. If an applicant has been refused a place on the course, they are not permitted to apply again within the same admission period. However, we reserve the right to offer a second interview at our discretion for a refused application if appropriate. This will be assessed by the admissions team in consideration of all circumstances around the application. Alternatively, we will welcome a new application for the next available intake.

13. Unsuccessful application

- 13.1. We provide feedback and helpful information to applicants whose application was unsuccessful.

14. Applicants Complaints and Appeals Procedures

- 14.1. Appeals may be made by applicants if it is believed that the application process, including entry criteria, has been unfairly or inaccurately applied. Any appeals against the application process must be supported by evidence that demonstrates how the conditions of entry have been met, such as entry criteria or support requirements, or provides details of any mitigating circumstances.
- 14.2. To raise a concern about the application process, please contact Zacharie Mizzi, Head of Admissions at zachariemizzi@thewrd.group or admissions@thewrd.group
- 14.3. If the complaint remains unresolved, this can be escalated utilising the TheWRD's formal complaints process. Our Complaints and Appeals Policy can be found here: <https://studythewrd.com/about-us/>

15. Related policies

15.1. Data Protection and Privacy Policy can be found here:

<https://www.studythewrd.com/privacy>.

15.2. The following policies can be located here: <https://www.studythewrd.com>

- Induction and Enrolment Policy
- Registration and Certification Policy