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Recruitment and Admissions Policy

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Version Control

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1. Introduction

Edinburgh College is one of the largest regional Colleges in Scotland, serving a population of more than 680,000 people, providing more than 700 courses every year. In addition, the College has an international reach and reputation working with partners in South America, China, Africa and the Middle East.

Our students come from diverse backgrounds representing communities across the region, Scotland and more than 90 countries across the world. Edinburgh College is committed to improving the student experience through recruitment, retention and widening participation.

2. Purpose and Aims

The Recruitment and Admissions policy is intended to provide information for applicants, enquirers, offer holders and others about recruitment, selection and admissions at the College.

It is the policy framework for those who are involved with recruitment, selection and admissions activity, outlining the approach taken and decisions made on applicants. The College is committed to reducing barriers to entry for applicants ensuring fair, transparent and consistent student recruitment, selection and admissions; and this is underpinned by our College's values and policies and procedures.

The College aims to provide clear advice and guidance to prospective students to enable them to make informed decisions about what courses are right for them, and how to apply for courses that meet their interests, qualifications and potential. Our recruitment and admissions events and activities are underpinned by a commitment to providing impartial advice and support for applicants to enable them to make an informed decision about applying to study a course at the College.

The admissions process is limited to the number of places available on each specific course, which makes competition for places extremely high.

3. Scope

This policy covers all student recruitment, selection and admissions processes and procedures for all courses and routes into the College.

4. Policy Statement

Individuals will be treated fairly and equitably when applying for a College course. Whilst we will make every reasonable effort to admit individuals to the course of their choice, the College reserves the right to refuse admission to an individual where it is deemed to be against the interest of the individual and/or the College.

The Edinburgh College Guarantee promises that the College will help every school leaver who applies to find a course at the right level in the right area to support their education and career ambitions.

In situations where courses have reached full capacity the College will make every effort to find a suitable reasonable alternative.

The key criteria determining a candidate's suitability for admission is that they meet the entry requirements and there is a reasonable expectation that they will be able to achieve the learning outcomes of the course.

Where a course requires a particular level of prior knowledge, experience, qualification, or ability, these requirements will be set out through the use of clear criteria in advance of the commencement of the recruitment process.

Where applicable course entry requirements will be published on the College website together with any additional selection criteria available.

Selection criteria will support applications in evidencing knowledge, skills and achievements.

Applicants will be provided with the necessary information they need to prepare for any interviews, or for carrying out any diagnostic tests, or for production of any portfolio work.

Each application will be considered on an individual basis by appropriately trained and qualified staff working within agreed parameters, and where appropriate in conjunction with academic curriculum colleagues.

Admissions decisions will be made as quickly as possible, however due to the large number of applications for each course, it may take longer than anticipated on some occasions.

The College strives to meet or exceed its Public Sector Equalities Duty throughout the recruitment, selection and admissions process.

5. Recruitment and Selection

The number of available places may vary depending on the funding and/or resource available and the College aims to fill all available places.

The Recruitment and Admissions process is designed to give all applicants equal opportunity in obtaining a place or progressing in their chosen subject area. The College will take positive action to support applications from students who identify as care experienced or veterans.

Applicants for full-time courses can only apply for one course. The College does not accept multiple applications for full-time courses. Progressing students who

apply to continue their studies at a higher level will be accepted subject to meeting conditions.

The College reserves the right to withdraw an offer of a place under exceptional circumstances, where necessary.

Where there is reduced demand for a course it may be amended or cancelled but we will aim to provide a suitable alternative course where possible.

The College will run multiple recruitment events throughout the course of the year such as holding open days, clearing events and careers fairs to provide relevant course information and guidance to help prospective student choose the right course for them.

6. Disclosure of Criminal Convictions

Where a mandatory work placement is an integral part of a course, it may be necessary for applicants to undergo a Protecting Vulnerable Groups (PVG) check. This will be advised at the application stage.

The College has a responsibility to protect vulnerable client groups from possible harm or abuse; therefore, non-clearance may result in an inability to undertake student placement and failure to complete the course.

The College adopts a risk-based approach to courses that do not require a PVG. This process is managed by the Safeguarding Lead. The College welcomes applicants and partners who support applicants to [contact](#) the College to discuss individual circumstances.

7. Decision Making

Following the assessment of a completed application, applicants will generally receive one of the following decisions:

- An unconditional offer – this means that the applicant has met all of the entrance conditions and selection criteria for the course and the College is holding a secured place for the applicant;
- A conditional offer – the College wishes to make the applicant an offer provided that certain conditions (for example, a particular grade in future examinations) are met;
- Unsuccessful / No Offer Possible – the College does not make the applicant an offer.

Decision making may look different for different modes of delivery. Where this is the case, the process for decision making will be outlined with the course information.

8. Applicants with Disabilities

The College welcomes applications from individuals with disabilities, who may require reasonable adjustments to support them to access education in the way that they need.

The College will make reasonable adjustments to meet the needs of students with disabilities in accordance with its legal duties under the Equality Act 2010.

9. Equalities

The College strives to meet or exceed its Public Sector Equalities Duty throughout the recruitment, selection and admissions process.

10. Safeguarding

The College ensures its Safeguarding Duty throughout the student recruitment, selection and admissions process.

For Schools College Partnership (SCP) students the College works with schools in order to obtain all information relevant to ensure it operates in a safe and respectful manner.

11. Data Protection

All applicants are asked to agree to our [Data Protection Policy](#) on the submission of their course application.

12. College Roles and Responsibilities

The Senior Management team is responsible for approving this policy and monitoring its effective implementation.

Assistant Principals are responsible for ensuring that the policy is complied with by the Student Experience and Curriculum Teams.

Curriculum Staff are responsible for complying with the policy to ensure appropriate recruitment and selection onto courses.

The **Student Experience team** is responsible for providing advice and guidance relating to the recruitment, application and admissions process.

The **Recruitment and Admissions / Student Records teams** are responsible for processing applications and liaising with Curriculum staff to ensure that applicants are made an appropriate course offer.

The **International team** is responsible for providing advice and guidance on the recruitment and admissions process, supporting international applicants to navigate the recruitment process and ensuring that the College is compliant with Home Office requirements in relation to international students.

The **Commercial team** is responsible for processing applications for funded or commercial courses and liaising with curriculum staff to ensure that applicants are made an appropriate course offer.

The **Management Information Systems (MIS) team** is responsible for reporting on application and enrolment data, development and maintenance of in-house applications designed to assist with the Recruitment and Admissions process.

The **Business Solutions Development team** is responsible for working with teams across the College to continue to develop the application system.

The **Communications and Marketing team** is responsible for the promotion of College courses and events.

Applicants and Students are responsible for providing the College with accurate information and committing to the Student Agreement.

13. Complaints

If an applicant is dissatisfied with the outcome of their application, or any other matter in relation to the recruitment, selection or admissions process, they can make a complaint via [the Complaint Process](#).

14. Related Policies

[Strategy and Policy | Edinburgh College](#)

[Duty of Care and Safeguarding | Edinburgh College](#)

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