



ADMISSIONS POLICY

Admissions Policy

London, United Kingdom

ravenscroftcollege.co.uk

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ADMISSIONS POLICY

PURPOSE

This Admissions Policy sets out the principles, criteria and procedures governing admission to programmes of study at Ravenscroft College. It is designed to ensure that the admissions process is fair, transparent and consistent, and that it complies with the requirements of the College's awarding organisation, OTHM Qualifications, applicable UK legislation and consumer protection regulations.

SCOPE

It covers applications for all levels and subject areas offered by the College, comprising the qualifications for which the College holds approved centre status.

PRINCIPLES

The College is committed to the following admissions principles:

- **Fairness:** all applications are assessed on merit and against published entry criteria, without discrimination
- **Transparency:** entry requirements, fees, programme content, and progression pathways are clearly communicated to all applicants before enrolment
- **Accessibility:** the College actively seeks to widen participation and remove barriers to learning, including through flexible delivery models and reasonable adjustments for applicants with disabilities or additional needs
- **Regulatory compliance:** all admissions decisions are made in accordance with the awarding body's requirements and UK consumer protection law
- **Integrity:** the College will not enrol learners onto programmes for which they do not meet the published entry requirements, nor make misleading claims about qualification outcomes or institutional status

ENTRY REQUIREMENTS



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Entry requirements for each programme are determined by the relevant awarding body's qualification specification and are published on the College's website and in programme-specific documentation. General requirements include:

- Minimum age requirement: applicants must be aged 18 or over at the point of enrolment. The awarding body permits entry to Level 3 qualifications from age 16; the College enrolls adult learners only
- Prior qualifications appropriate to the level of study, as defined by the relevant awarding body
- English language proficiency for applicants whose first language is not English or who are not from a majority English-speaking country, assessed against the awarding body's published English language expectations. The College retains evidence of how each learner met the required standard and makes it available to the awarding body on request.
- Digital literacy and access to appropriate technology for online and blended learning programmes

The College may also consider relevant professional experience in lieu of formal qualifications where the awarding body's regulations permit, subject to appropriate evidence and assessment.

APPLICATION PROCESS

The admissions process follows these stages:

- Enquiry and information: prospective learners receive comprehensive programme information, including entry requirements, fees, delivery mode, assessment methods, and progression pathways. Enquiries are made to admissions@ravenscroftcollege.co.uk
- Application submission: applicants complete and submit the College's application form together with supporting documentation (proof of identity, prior qualification certificates, English language evidence where applicable)
- Assessment and review: applications are reviewed by the admissions team against the published entry criteria. Where required, applicants may be invited to an interview or asked to provide additional information



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- Decision and communication: applicants are informed of the admissions decision in writing, including the reasons for any rejection. Conditional and unconditional offers are clearly distinguished
- Enrolment and induction: successful applicants complete the enrolment process, including acceptance of the Terms and Conditions and the fee arrangements at the point of enrolment, and are then registered with the awarding body and given access to the recorded induction on their start date.

RECOGNITION OF PRIOR LEARNING

The College recognises prior learning (RPL) and prior experiential learning where permitted by the relevant awarding body. Applicants seeking RPL must provide appropriate documentary evidence, which will be assessed against the specific learning outcomes of the programme. RPL decisions are subject to internal and external quality assurance.

APPLICANTS WITH DISABILITIES OR ADDITIONAL NEEDS

Ravenscroft College is committed to making reasonable adjustments for applicants with disabilities, learning difficulties, or other additional needs, in accordance with the Equality Act 2010. Applicants are encouraged to declare any such needs at the point of application so that appropriate support can be arranged prior to enrolment. Disclosure of a disability or additional need will never be used as grounds for refusing admission.

INTERNATIONAL APPLICANTS

International applicants are subject to the same academic entry requirements as domestic learners. In addition, international applicants must demonstrate English language proficiency to the level specified by the relevant awarding body and provide evidence of their right to study where required by UK immigration regulations. The College will provide clear and honest information about the nature of its provision, its institutional status, and the distinction between online and on-campus study.

PRE-ENROLMENT INFORMATION



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All applicants receive the following information before making any enrolment commitment, as consumer protection law requires:

- Full programme specification, including learning outcomes, assessment methods, and credit value
- Total fees payable and payment terms, including any additional costs
- Cancellation and refund rights (see Fees, Refunds & Withdrawals Policy)
- Progression pathways and any limitations on progression
- The College's complaints and appeals procedures
- The name and role of the awarding body responsible for the qualification
- For online only courses: the course is delivered entirely online and completed independently, with no live sessions and no timetable
- The route the applicant is enrolling on, its duration, and that assessment is by a single submission at the end of the course
- The resit fee of £75 that would apply to a further attempt beyond the resubmission included in the course fee

COMPLAINTS AND APPEALS

Applicants who wish to appeal an admissions decision or raise a complaint about the admissions process may do so in accordance with the College's Complaints Policy. All complaints and appeals will be handled promptly, fairly, and in accordance with established procedures.

The College recruits with integrity. Where the admissions assessment indicates that an applicant may not be able to demonstrate attainment across the assessment, even with reasonable adjustments, this is communicated clearly and honestly before enrolment, together with the alternatives available. The College does not enrol a learner onto a qualification they have no realistic prospect of completing.

REVIEW

This policy will be reviewed annually or following significant changes to regulatory requirements, awarding body expectations, or institutional practice.

Last reviewed: October 2026