

4.1 Student selection, admissions and enrolment procedures

1. Introduction

EThames Graduate School (EThames) is committed to ensuring that its selection and admissions procedures are transparent, followed fairly, consistently and expeditiously, that information concerning applicants remains confidential between designated parties, and that decisions are made by those equipped and authorised to make the required judgements. All applicants are considered in terms of their eligibility to complete the course successfully.

This document is intended to outline the way in which the School adheres to this commitment, and also to the Expectation stated in Chapter B2 of the UK Quality Code.

The School is committed to ensuring that all admissions and recruitment activity is governed by relevant and up to date policies and procedures that are implemented consistently and fairly, and in line with the relevant policies and procedures at partner institutions.

The School offers programmes via collaborative provision arrangements with the University of Bradford, and adheres to the admissions policies set by the University. The School acknowledges that the partner university has a responsibility for overseeing and monitoring the School's entry requirements and associated procedures in respect of admissions to the these programmes.

2. UK Quality Code references

Chapter B2: Recruitment, Selection and Admissions to Higher Education
Chapter B6: Assessment of Students and the Recognition of Prior Learning
Chapter B9: Academic Appeals and Student Complaints
Part C: Information about Higher Education Provision

3. Aims and objectives of the procedure

To provide a clear and transparent guide for staff and students in the selection and admission of students to EThames Graduate School, in particular:

- to document clearly the entry requirements for each programme
- to demonstrate the procedure meets the expectations of the Quality Code
- to clearly define the responsibility for admission in the case of collaborative arrangements

4. Staff training and awareness

An important aspect of the School's admissions procedure is to ensure that all appropriate staff are trained in the selection and admissions procedure and in the differences between procedures arising from arrangements with different awarding organisations and bodies, including university partners.

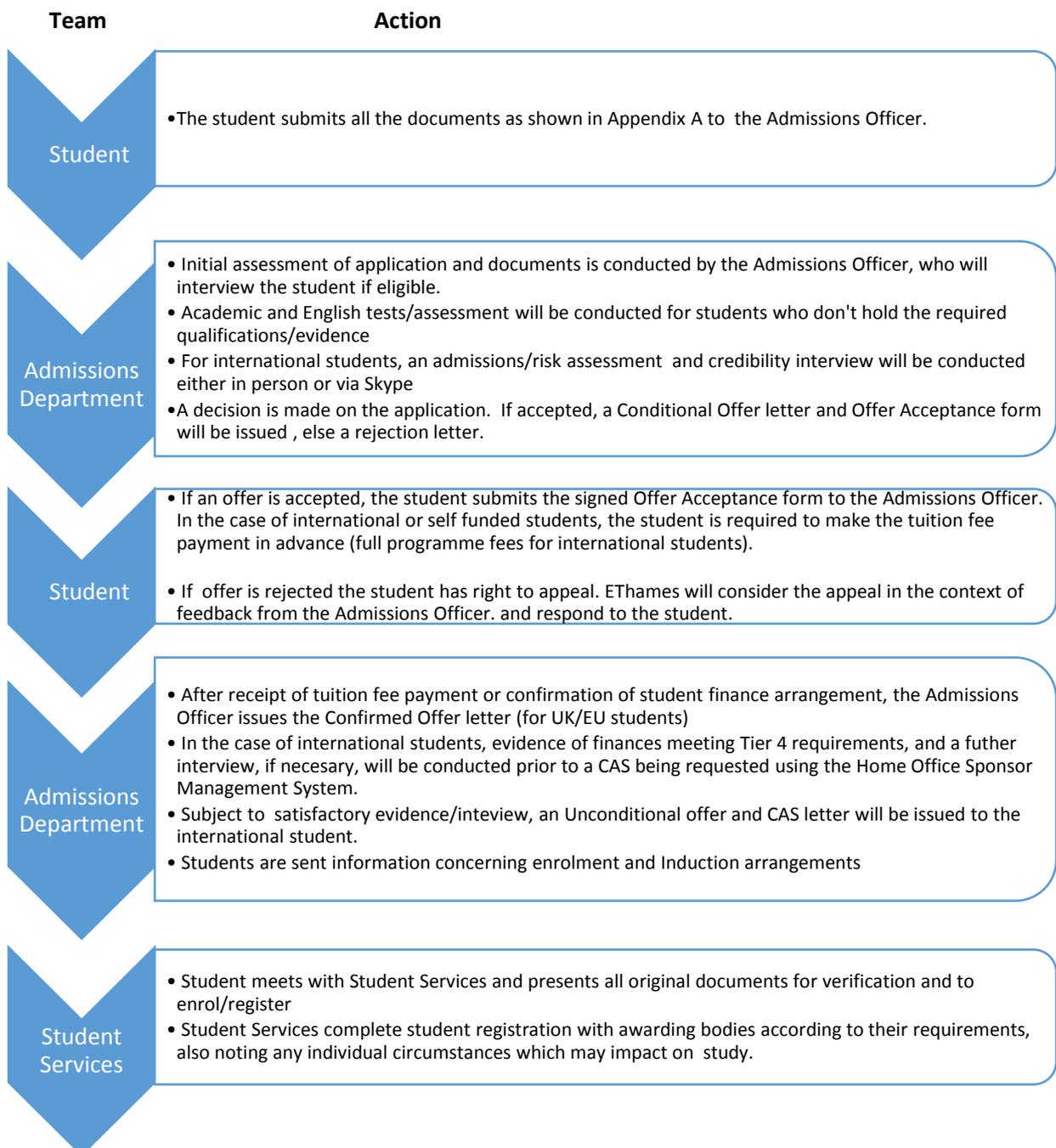
The School has a socially inclusive student population and works hard to encourage participation from all communities. EThames' aims to offer the best possible learning experience for all students irrespective of their age, cultural, social, health or financial background. The School provides a range of additional support provision to assist non-traditional student applicants, including adult /mature learners who are supported back to study.

Admissions, course administration, marketing and business development staff are trained on the detailed implementation of this procedure when newly appointed, and again when changes to the courses offered or entry requirements take place.

5. Information provision prior to recruitment

The School strives to ensure that the website and materials containing course information are relevant, accessible and accurate at the time of publication, and to provide as much information as possible to enable applicants to make informed decisions. Students may request further more detailed information including Course handbooks at any stage during the admissions process.

6. Operational responsibilities and process overview



7. The applications stage

7.1 Initial student enquiries

- Enquiries are made in-person, by phone, through the School website, or through an Educational Agent
- An Admissions Officer will be allocated to deal with the enquiry, and will discuss with the student in person or by phone, else via email or Skype. They will provide detailed information about the College and the courses for which the student may be eligible. They will explain the admissions process and discuss the Visa application and CAS issuing process for international applicants.
- The student is also informed of the specific entry requirements for their selected course. The specific entry requirements for Pearson BTEC programmes are listed in Appendix A, for University of Bradford programmes in Appendix B and for Access to HE Diplomas in Appendix C of this document.
- If the candidate decides to proceed with an application the admissions Officer will email the prospective student a list of required documents and application forms which must be fully completed to start the application process.

7.2 How applications are made:

Applications along with the required documents are submitted to the Admissions Office at the Montrose House Campus, either in person, electronically via the website, by post, via one of our Educational Representatives or overseas EThames' Regional Offices.

The EThames and relevant University application forms should be fully completed and submitted with all academic and other documents specified in Appendix D.

8. Assessment and decision making

8.1 Stage 1 - Initial paper assessment:

The Admissions Officer reviews all applications on paper to ensure that the student has submitted all the required evidence for the programme of study they have applied for. These initial checks are made to ensure the student meets the stated entry requirement for the programme they are interested in, as well as satisfying any additional requirements such as those set out within the Tier 4 visa rules, including English Language proficiency. At this stage the Admissions Officer may suggest alternative programme/s to the prospective student where evidence submitted falls significantly short of the entry requirements.

8.2 English language competence (UK/EU students)

All students must be competent in the English language, at a level commensurate with the course being studied. This usually means that students should have an English qualification at Level 2, including GCSE (A-C). For some courses students are able to take an EThames assessment where they do not hold formal Level 2 English qualifications.

See also details of English Language requirements for each course in Appendices A, B and C.

8.3 English language competence (International students)

International students requiring Tier 4 Visas. Students need to comply with Home Office / UKVI requirements, which require a valid Approved English Language Test certificate before a CAS is issued. The www.gov.uk website (search for approved English Tests) contains details of approved tests, exemptions that apply, and the CEFR B1 and B2 level results for each test.

Students progressing from Pearson programmes should be aware that the University of Bradford and other UK Universities normally have a requirement of IELTS 6.0 overall with a minimum of 5.5 in any band for Bachelor and Final Year top-up programmes. For most UK

University Master's programmes, the English requirement is usually IELTS 6.5 overall with a minimum of 5.5 in any band.

International students not requiring Tier 4 Visas or Student Visitor Visas (eg Tier 2 or ILR dependents)

Students will be assessed using an internal English assessment/diagnostic test at a level relevant to the course they are applying for.

International students requiring Student Visitor Visas

Students will require English Language proficiency commensurate with the level of their course at EThames; they will need to submit evidence of English Language test certificates or information about their previous studies in English.

8.4. Stage 2 Admissions Interview including Risk Assessment

Where the applicant meets the standard entry requirements the Admissions Officer will arrange and conduct an interview with the student to assess their suitability for the course, and the levels of risk of drop-out or non-completion, financial issues, and visa compliance (Tier 4 students).

The interview will cover a number of areas including:

- a) Previous academic history and suitability for the course
- b) Assessment of the student's intentions and future plans
- c) Financial matters (for UK/EU students their applications for Student finance are a factor).
- d) Time and cost of travel to the college from the student's location
- e) For Tier 4 students the following additional points are explored, in order to assess the risk of Visa refusals and non-compliance:
 - previous study history including progression, achievement and the total study period,
 - previous immigration history including a review of all previous Visas and any refusals
 - English language ability and SELT history
 - the students ability to study and maintain themselves without part time work
 - Financial risk; bank statements must cover the Tier 4 requirements, and are checked to ensure the student has the funds for both the tuition fees and living costs for the duration of the course.
 - Where the student has previously had part time work rights the student is clearly told they would no longer be able to work in any capacity whilst studying at EThames; the student's ability to support and maintain themselves in the UK may be revisited.

9. EThames Graduate School is a member of UK NARIC.

UK Naric, the UK National Recognition Information Centre (<http://www.naric.co.uk>), is the National Agency, managed on behalf of the UK Government responsible for providing the only official source of information and expert opinion on vocational, academic and professional skills and qualifications from over 180 countries worldwide.

EThames Graduate School is a member of UK Naric and uses the database for international qualification comparisons and Institution checks.

- International institutions are checked to see that they appear on the NARIC list of recognised institutions.

- The comparability of UK and International qualifications are checked on the NARIC website.
- In addition, the authenticity of any supporting documents that are considered to be possibly invalid or of a fraudulent nature is first checked with NARIC or the original awarding body (e.g.: Pearson BTEC).

10. Recognition of other qualifications or experience for admission (non-standard admission)

Students without the stated qualifications required for admission may be able to apply where they can demonstrate previous education and or equivalent skills at the level required for admission.

UK and EU Students applying for HNC and HND programmes without formal Level 3 qualifications should submit a detailed Personal Statement and CV for consideration by the Admissions team along with the Application form and English evidence.

The Personal Statement should address the following questions:

1. **Why do you want to apply for the course?** This should include information about what you have already studied or other experience you may have of the subject. How have your studies to date inspired you to continue to this Level 4 course? Be clear and specific.
2. **Why are you right for the course?** Provide evidence that you meet all the criteria for progression to Level 4 – explain how your previous studies have prepared you for this course.
3. **Provide clear and specific details of your skills and achievements.** Give clear information about your work-related experience, or any other activities that you have done, and why this experience is relevant. This can include your critical or reflective views on current events and developments including those in quality newspapers, websites, journals, etc. Try and avoid just referring to texts that everyone reads.
4. **Why the course is relevant to your future career aspirations.** Relate this to your previous studies as part of your career development pathway. Reflect on your experience to date – how has this increased your understanding of the profession you have selected and affected your enthusiasm for it.
5. **Identify your transferable skills** and expand on those that you see as most relevant. Explain how you have learnt these and been able to apply them.

Note the responses in the student's Personal Statement can relate to experiences and skills gained in the workplace, at home, on training courses, in voluntary roles or community activities.

UK/EU students applying for Pearson HNC or HND programmes at EThames through this non-standard admissions route not accepted on the evidence supplied in the CV and Personal Statement will be offered a second and final chance for admission if they successfully complete a short written case study activity.

For programmes other than the HNC and HND qualifications, EThames has a separate procedure for the Recognition of Prior Learning (RPL) or Recognition of Prior Experiential Learning (RPEL). See RPL/RPEL procedure 4.6 and related form. Where programmes are validated by partner universities or by awarding bodies, procedures will reflect the requirements of the partner institution also, or entirely, depending on the partnership agreement. This ensures consistency of treatment for all students who may claim RPL/RPEL, either at the entry stage or during the course of the programme of study.

11. Credibility interview

- The Admissions Officer will arrange an appointment for a credibility interview with the Admissions Manager or Principal (or her nominee in her absence).
- The initial interview record and the student's documentation will be reviewed prior to the interview.
- During the interview, a further assessment of the student's ability, intentions and financial standing will be done, paying particular attention to the risk of non compliance with Tier 4 Visa rules.
- A final decision on whether to accept the student's application and issue a CAS will be made taking into account all the student's responses.
- The Principal may also review files or see students on a random basis who have been interviewed by colleagues to assess the responses and verify the decision on whether an offer of admission and CAS should be made.
- The Admissions Officer contacts the Compliance team to request a CAS and provides copies of all required documents, including the note of the Admissions and credibility interviews. The file is held until the student has provided evidence of posting their application (UK based students) or the outcome of the student Visa application, whichever happens first. Students will be contacted regularly to check on the outcome of their Visa application.

12. Admission delegation

- Where admissions decisions are made by a partner University the applications are forwarded to the relevant contacts by course administrators who update the Admissions Team on the progress of applications, who in turn advise the prospective student.
- The level of admission delegation with the **University of Bradford** is currently 'No delegation'. All applications are referred to the University of Bradford who are responsible for all admissions decisions for Bradford courses at EThames Graduate School.

13. Decision on application for admission

The Admissions Team informs the student about the decision which will fall within one of the following categories:

14.1 Conditional Offer

Following a satisfactory interview, students will receive a conditional offer of a place on the course. If the application is unsuccessful see Conditions may include:

- Approved student finance (UK/EU)
- Payment of the tuition fees (self-funded and Tier 4 students)
- Other, such as pending academic documents or Provision of evidence of funds necessary for visa application
- Successful outcome of a credibility/pre-CAS interview (Tier 4 students)

UK/EU students are required to formally accept the offer of a place, and must submit the signed Offer Acceptance form to the Admissions department in order to be considered for a place once finance has been approved.

14.2 Fee payments

Before any confirmed offer, CAS or unconditional offer is made the tuition fees must be secured from SFE or paid by the student. See Appendix E for details of how fee payments may be made.

14.3 Unconditional or confirmed offer

- A confirmed offer of a place at EThames will only be made once course tuition fees have been secured or received:

- All UK/EU students requiring student support require confirmation of student support from SLC/SFE in advance of a confirmed offer being made.
- International and self-funded students will not be issued a CAS or unconditional offer until their course fees have been paid and cleared.
- In addition to tuition fee arrangements, an unconditional offer letter will only be issued once a student has satisfied the entry requirements and all conditions in the conditional offer, and is deemed as eligible for acceptance.
- The College may be unable to offer either a place to UK/EU students requiring funding via SFE if the College has used all available student numbers allocated to the College by the UK government. In this case students will be contacted and alternative options discussed. Early application is therefore advised by students seeking financial support from Student Finance England.
- The unconditional offer or CAS is only valid for the intake stated in the letter.
- On occasion the college may be unable to offer the student a place on their chosen course because student numbers are insufficient to make the course financially viable. In this case students will be contacted and alternative options discussed.
- For international students, a CAS letter or unconditional offer will be issued after a satisfactory pre-CAS or Credibility interview, receipt of the full tuition fee, provision of up to date evidence of finances meeting Tier 4 requirements.

14.4 Application Refused

If the application is rejected, the student has the right to request feedback or to submit an appeal, as required by the QAA Quality Code. Feedback in this context is defined as information about why an application was unsuccessful. See 14.5 below for information on appeals.

14.5 Right of Appeal

A student has the right to appeal against unsuccessful application for admission.

- Appeals must be received within 20 working days following the provision of feedback from the College admissions office.
- Appeals must be in writing and addressed to the Admissions Manager in the first instance, emailed via offers@etgs.org.uk
- An appeal will only be considered where there are adequate grounds, as set out below.
 - Where there is substantial new information which, for good reason, was not made available either on the original application or during the selection procedure, and where that new information is significant and directly relevant to the original decision. This information must relate directly to the original application and cannot include activities or achievements which have taken place or been ratified subsequently.
 - Where there is evidence that the published Admissions Policy has not been followed.
- Appeals put forward on any other grounds will not be considered.
- EThames will not consider appeals that are based on errors made by external organisations, agencies or individuals. For example, inaccurate predictions of future grades; disputes about the grading of formal examinations; comments made by referees or agents.
- EThames will not consider appeals based on decisions made by our partner universities or awarding bodies. The student will be advised of the relevant appeals process and will need to contact them direct.

15. After CAS issued - Tier 4 visa application (Students requiring Tier 4 visas only)

- The duly filled out application and required documents to be attached are checked by the Compliance Team to ensure all sections are completed.
- The student is required to submit the visa application by post, through VFS or through the one-day visa service in the UK prior to the end date of any current Visa.
- The student will need to provide the receipt from the Post Office or VFS as well as the Acknowledge Letter from UKVI as evidence of visa application.

16. Visa Outcome (Students requiring Tier 4 visas only)

- The visa application is followed up by the Compliance Team on the UKVI Sponsor Management System to determine when a CAS status changes to Assigned and also via regular contact with the student. This also applies to students awaiting results of appeals.
- Students are informed by their Admissions Officer that they are required to notify the college within 2 working days of the progress and outcome of their visa application, including when they have been called for Credibility Interviews &/or Biometric data capture.
- The Compliance Team contacts students awaiting Visa outcomes or Appeal decisions regularly to check the outcome of the visa application or appeal.
- If the application is taking longer than the usual published processing times the student will be asked to call the UKVI help desk to check on the progress of their Visa
- Where a Visa is refused the College requires a full copy of the refusal letter (and copy of passport stamp if applicable). The student must advise the college if they intend to seek an Admin Review or Appeal the decision. Copies of any Appeal or Admin Review are requested.
 - o After a Visa refusal, students applying from overseas are able to request a fee refund if they do not intend to request an Admin Review or appeal.
 - o Students applying within the UK are allowed to proceed with their course if they decide to submit an appeal.
- If there is no outcome from an appeal or visa application after a significant period the student is required to sign a statement confirming there has been no outcome. They may also be asked to provide a letter from solicitor about the progress of an application or sign a consent form allowing the College to contact the UKVI to enquire about the status of visa application.

17. Enrolment and induction

- The Admissions Officer will forward the student's file to the Student Services Team.
- The Student Services Team will send the students a map of how to reach the campus, and the period when the student may come to enrol.
- The Student Services Team will enrol the students which entails the students completing an online form, and staff verifying the students passport (or other ID for UK/EU students) and all original documents used for admission.
- The Student Services Team will also provide the induction timetable to the students.

18. Monitoring and review

This procedure is monitored by the Admissions Manager and Principal, and reviewed annually, or more frequently as required, for example as a result of internal or external changes in regulation, programmes offered or entry requirements.

APPENDIX A – PEARSON BTEC QUALIFICATIONS ENTRY REQUIREMENTS

Higher National Certificate (Level 4) and Higher National Diploma (Level 5)

UK and EU students

Academic achievement:

- 'A' level standard or other recognised UK Level 3 qualification or overseas equivalent. UK NARIC will be used to assess the equivalency of international qualifications
- Mature students (over 21) with suitable work experience may be eligible for admission. This will be assessed via a Personal Statement, CV and where necessary a short case study activity.

English Language competency:

- UK/EU students can submit either a GCSE English at grade A-C, Key Skills (English or Literacy) Level 2 or a SELT to demonstrate English proficiency at the level required by the programme.
- Where the student does not hold a suitable English qualification they will need to demonstrate the equivalent level of English by undertaking an EThames English Assessment. If the student wishes to progress to a UK University degree top-up course they will usually require a Level 2 English qualification.
- Students with all or part of a recognised OFQUAL Level 4 or 5 qualifications may be accepted onto the HNC or HND with advanced standing via the Recognition of Prior Learning process - credits will be given for relevant study in the same subject areas at the correct level. Admissions applications requiring the RPL process may take up to 2 additional weeks to process.

International students (Tier 4 Visas)

Academic achievement:

- 'A' level standard or overseas equivalent (e.g. 12 years Education). UK NARIC will be used to assess the equivalency of international qualifications
- Mature students (over 21) with suitable work experience supported by employer references may be eligible for admission

English Language competency:

- Valid Secure English Language Test (SELT) result, demonstrating skills in all 4 areas tested, with an overall result of IELTS 5.5 and no less than 5.0 in any one skill area (or equivalent). All Home Office or UKVI approved SELT tests are accepted (see www.gov.uk)
- Students with all or part of a recognised OFQUAL Level 4 or 5 qualification or international qualifications equivalent to QCF Level 4 may be accepted onto the HNC or HND with advanced standing via the Recognition of Prior Learning process - credits will be given for relevant study in the same subject areas at the correct level. Admissions applications requiring the RPL process may take up to 2 additional weeks to process.

Visa Requirements

- Able to evidence ability to meet all UK Tier 4 Visa requirements.

Extended Diploma in Strategic Management and Leadership, Awarding body: Pearson BTEC

UK and EU students

Academic achievement:

- A bachelor's degree in any subject from a recognised institution or full QCF Level 6 qualification, or overseas equivalent. UK NARIC will be used to check international institutions and assess the equivalency of international qualifications
- Applications from mature students who do not have a bachelor's degree or Level 6 qualification will be assessed on the basis of their highest level qualification and work experience supported by employer references.
- All students without a bachelor degree or full Level 6 qualifications will also be interviewed by an academic tutor on the course to assess suitability and eligibility.

English Language competency:

- An English qualification at Level 2 (including a GCSE (Grade A-C) or relevant Key Skills Certificate) or a UK-awarded degree certificate, or a minimum CEFR B2 level is required. Students without formal English qualifications will be assessed internally to ensure they have the required level of competence in English for the course.

International students

Academic achievement:

- A bachelor's degree from a recognised institution. UK NARIC will be used to assess the equivalency of international qualifications
- Applications from mature students who do not have a bachelor's degree or Level 6 qualification will be assessed on the basis of their highest level qualification and work experience.

English Language competency:

- Valid Secure English Language Test (SELT) result at B2 level, demonstrating skills in all 4 areas tested. All Home Office UKVI-approved SELT tests are accepted, with the associated B2 scores see www.gov.uk for the current list. (search for 'Approved English Language Tests')

Visa requirements

- Able to evidence ability to meet all UK Tier 4 Visa requirements.

APPENDIX B – UNIVERSITY OF BRADFORD VALIDATED PROVISION ENTRY REQUIREMENTS

All admissions decisions are made by the University Admissions Department.

BSc (Hons) Health Wellbeing and Social Care, Awarding body: University of Bradford

There are two entry routes for Bachelors level, one for standard applicants (school and college leavers), and one for non-standard (or mature applicants). EThames aims to be as flexible as possible, and will pass on all information to the University for consideration. If a student does not meet the standard entry requirements, a combination of qualifications and work experience will be considered. Non-standard applications may take longer to process. As well as meeting the entrance requirements below, all applicants need to be able to demonstrate that they have an active interest in health and social care.

- **Standard offer is:** A minimum of 5 GCSEs at grade C or above to include English Language (Key Skills/Functional Skills Level 2 Literacy is accepted), plus a full level 3 qualification (e.g. 2 A levels, a National Diploma, Extended Diploma, etc.)
- **Non-standard offer is:** An Access to Higher Education Diploma in Health Professions or equivalent Science with 75% of all modules at Merit level or above.

UK and EU students

Academic achievement:

- A levels: To include at least two A levels or equivalent Level 3 qualifications as per UK Naric including Level 3 BTEC qualifications. There are no specific subject requirements
- Applicants on Access Programmes: Those studying on an Access to Higher Education Diploma in Health Professions or Science will be required to pass 75% of all graded modules at Merit level or above.
- Plus minimum of: 5 GCSEs at grade C or above. Applicants studying on an Access Course only require English Language GCSE at grade C or above.
- Mature students who do not have the relevant qualification will be assessed on the basis of their highest level qualification and work experience.

English Language competency:

- GCSE (Grade A-C) or Key Skills level 2, SELT at or above CEFR B2 (IELTS 6.0) or as assessed by the University

Other:

- As well as meeting the entry requirements above, all applicants need to be able to demonstrate that they have an active interest in health and social care. A satisfactory Disclosure and Barring Service (DBS) check may be required to enable students to undertake certain types of work placements.

International students

Academic achievement:

- Students with qualifications equivalent to UK A Level / BTEC Diplomas or Scottish Highers can be admitted to Year 1 of undergraduate programmes with the relevant attainment level.
- Students from countries where a qualification is not considered to be equivalent to the UK award may be admitted with relevant work experience
- Students with relevant degrees not equivalent to a QCF Level 6 or 1st/2nd class UK degrees (according to UK NARIC), or with 3 year relevant Diplomas may be eligible for admission (e.g. UK Nursing Diploma, University Diploma in China)

English Language competency:

- Valid Secure English Language Test (SELT) result, demonstrating skills in all 4 areas tested, with an overall result of at least IELTS 6.0 and no less than 5.5 in any one skill area or equivalent. All Home Office or UKVI approved SELT tests are accepted

Visa requirements:

- Able to evidence ability to meet all UK Tier 4 Visa requirements

Other:

- As well as meeting the entry requirements above, all applicants need to be able to demonstrate that they have an active interest in health and social care. A satisfactory Disclosure and Barring Service (DBS) check may be required to enable students to undertake certain types of work placements.

BSc (Hons) Health Wellbeing and Social Care (Year 3), Awarding body: University of Bradford

UK and EU students

Academic achievement

- UK QCF Level 5 qualification in a related subject area, for example Pearson BTEC HND Health and Social Care or equivalent QCF Level 5 qualification from other awarding bodies, e.g., ABE, ATHE, etc., or equivalent EU qualification

English Language competency:

- GCSE (Grade A-C) or Key Skills level 2, SELT at or above CEFR B2 (IELTS 6.0) or as assessed by the University

Other:

- As well as meeting the entry requirements above, all applicants need to be able to demonstrate that they have an active interest in health and social care. A satisfactory Disclosure and Barring Service (DBS) check may be required to enable students to undertake certain types of work placements.

International students

Academic achievement

- UK QCF Level 5 qualification in a related subject area, for example Pearson BTEC HND Health and Social Care or equivalent QCF Level 5 qualification from other awarding bodies, e.g., ABE, ATHE, etc.
- International students with relevant degrees not equivalent to a QCF Level 5 (according to UK NARIC), e.g. 3-year Diploma courses such as Nursing Diplomas or University Diploma in China, may be eligible for admission on the basis of their qualification and work experience.

English Language competency:

- Valid Secure English Language Test (SELT) result, demonstrating skills in all 4 areas tested, with an overall result of at least IELTS 6.0 and no less than 5.5 in any one skill area or equivalent. All Home Office or UKVI approved SELT tests are accepted.

Visa requirements

- Able to evidence ability to meet all UK Tier 4 Visa requirements.

Other

- As well as meeting the entry requirements above, all applicants need to be able to demonstrate that they have an active interest in health and social care. A satisfactory Disclosure and Barring Service (DBS) check may be required to enable students to undertake certain types of work placements.

MSc Health and Social Care Management, Awarding body: University of Bradford

UK and EU students

Academic achievement

- A Bachelor's degree from a recognised institution or a full QCF Level 6 qualification, or overseas equivalent. UK NARIC will be used to assess the equivalency of international qualifications.
- Applications from mature students who do not have a bachelor's degree or Level 6 qualification will be assessed on the basis of their highest level qualification and work experience

English Language competency:

- GCSE (Grade A-C) or Key Skills level 2, or an equivalent Level 2 English qualification, or a SELT at or above CEFR B2, or a UK Bachelor degree, or as assessed by the University

International students

Academic achievement

- A Bachelor's degree from a recognised institution. UK NARIC will be used to assess the equivalency of international qualifications
- Applications from mature students who do not have a bachelor's degree or full Level 6 qualification will be assessed on the basis of their highest level qualification and work experience

English Language competency

- Valid Secure English Language Test (SELT) result, demonstrating skills in all 4 areas tested, with an overall result of at least IELTS 6.5 and no less than 5.5 in any one skill area or equivalent. All Home Office or UKVI approved SELT tests are accepted.

Visa requirements

- Able to evidence ability to meet all UK Tier 4 Visa requirements.

MSc Health and Social Care Management Final Stage, Awarding body: University of Bradford

UK and EU students

Academic achievement

- Recognised UK Level 7 Postgraduate Diploma in Health and Social Care Management or related area including Business or Management, for example Pearson BTEC Extended Diploma in Strategic Management and Leadership (EDSML). UK NARIC will be used to assess the equivalency of international qualifications
- An appropriate EU equivalent qualification may also be accepted

English Language competency:

- GCSE (Grade A-C) or Key Skills level 2, or an equivalent Level 2 English qualification, or a SELT at or above CEFR B2, or a UK Bachelor degree, or as assessed by the University

International students

Academic achievement

- Recognised UK Level 7 Postgraduate Diploma in Health and Social Care Management or related area including Business or Management, for example Pearson BTEC Extended Diploma in Strategic Management and Leadership (EDSML). UK NARIC will be used to assess the equivalency of international qualifications.

English Language competency

- Valid Secure English Language Test (SELT) result, demonstrating skills in all 4 areas tested, with an overall result of at least IELTS 6.5 and no less than 5.5 in any one skill area or equivalent. All Home Office or UKVI approved SELT tests are accepted.

Visa requirements

- Able to evidence ability to meet all UK Tier 4 Visa requirements.

APPENDIX C – OCN LONDON ACCESS TO HIGHER EDUCATION DIPLOMAS

Access to HE Diploma

UK and EU students

- Level 2 in English and Maths and some evidence of prior level achievement including experiential learning.
- English Language and Maths competency: is required, demonstrated by either GCSE (Grade A-C) or Key Skills level 2, SELT or as assessed internally
- All students will be interviewed by an academic tutor and student admissions

- Students with all or part of a recognised Level 3 qualification may be accepted onto the Access Programme with advanced standing via the Recognition of Prior Learning process - credits will be given for relevant study at the correct level, but only as agreed by OCN London. Admissions applications requiring the RPL process may take up to 2 weeks to process.

International students (Tier 4 Visas)

- Level 2 or above equivalent (e.g. 12 years Education). UK NARIC will be used to assess the equivalency of international qualifications
- Students aged over 19 years with suitable work experience may be eligible for admission
- Valid Secure English Language Test (SELT) result, demonstrating skills in all 4 areas tested, with an overall result of IELTS 4.5 and no less than 4.0 in any one skill area. All Home Office or UKVI approved SELT tests are accepted
- Students with all or part of a recognised Level 3 qualification may be accepted onto the Access Programme with advanced standing via the Recognition of Prior Learning process - credits will be given for relevant study at the correct level, but only as agreed by OCN London. Admissions applications requiring the RPL process may take up to 2 weeks to process.
- Able to evidence ability to meet Visa requirements.

APPENDIX D – ADMISSIONS DOCUMENT CHECKLIST

The admissions team will confirm which of the following documents will be required for admission to the student's chosen course:

- Completed and signed EThames Application form (UK/EU or International)
- University Application form (where relevant)
- Academic documents (issued in the UK):
- Academic documents (not issued in the UK):
 - o Originals and English translations of all academic transcripts and final certificates must be verified by a certified translator, notary or the British Council
- Academic and or employment references
- English proficiency evidence
- International Students (Tier 4)
 - o Completed and signed UK Immigration History Form
 - o Copy of all student visas
 - o CAS/visa letters,
 - o Original Finance documents showing maintenance and tuition fees required by the UKVI.
 - o Note that for students applying using international Bank statements:
 - balances will be converted into pounds sterling on the day a CAS is issued using the rates on www.oanda.com
 - The bank issuing the statement will be checked against a list of financial institutions approved and not approved by the UKVI for certain countries (see www.gov.uk search for 'Lists of financial institutions Appendix P')
 - o attendance/enrolment letters, academic progress reports from the awarding bodies of the sponsored courses (college transcripts are not accepted)
- 2 passport size photos
- CV
- Personal Statement addressing the following questions:
 - o **Why do you want to apply for the course?** This should include information about what you have already studied or other experience you may have of the subject. How have your studies to date inspired you to continue to this Level 4 course. Be clear and specific.
 - o **Why are you right for the course?** Provide evidence that you meet all the criteria for progression to Level 4 – explain how your previous studies have prepared you for this course.
 - o **Provide clear and specific details of your skills and achievements.** Give clear information about your work-related experience, or any other activities that you have done, and why this experience is relevant. This can include your critical or reflective views on current events and developments including those in quality newspapers, websites, journals, etc. Try and avoid just referring to texts that everyone reads.
 - o **Why the course is relevant to your future career aspirations.** Relate this to your previous studies as part of your career development pathway. Reflect on your experience to date – how has this increased your understanding of the profession you have selected and affected your enthusiasm for it.
 - o **Identify your transferable skills** and expand on those that you see as most relevant. Explain how you have learnt these and been able to apply them.

Note the responses in the student's Personal Statement can relate to experiences and skills gained in the workplace, at home, on training courses, in voluntary roles or community activities.
- Passport (international students or UK/EU students) and/or National ID Card (UK/EU students)
- Proof of Address (UK/EU students or international students already in the UK)

APPENDIX E – PAYMENT OF FEES

Fee payment

Payment may be made by one of the following methods:

- By Bank Demand Draft (overseas), or UK Bank cheque (for example from a relative in the UK)
 - o in UK pounds sterling and
 - o made payable to EThames Graduate School

- By Electronic Bank Transfer of Funds/EFT
The Reference should be the: "Student full name and Student Reference number"

Bank name	: NATWEST Bank
Sort Code	: 60 60 02
Account Number	: 44611978
SWIFT / BIC CODE	: NWBK GB 2L
IBAN	: GB62 NWBK 6060 0244 6119 78
Bank Address	: NatWest Bank 5 Market Place Kingston on Thames Surrey, United Kingdom, KT1 1JX

- By Online Payment (www.etgs.org.uk/fees) quoting Passport number as the reference

- Government Sponsored Students only: Via an invoice from the Cultural Bureau or relevant Government Department.

Funded student by Student Finance England / Student Loans Company

- If students plan to pay their tuition fee via a Student Finance England (SFE) loan, they must apply for the student loan via www.gov.uk/studentfinance website.
- See www.gov.uk/studentfinance for details of eligibility, available support and application forms together with details of repayment arrangements for tuition fee loans and/or maintenance loans.