

Writtle College

Admissions Policy Statement for Higher Education 2012-2013

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Related regulations, documents, policies, procedures and relevant legislation	<p>Statutory obligations and compliance to the following Acts</p> <p>Single Equality Scheme Complies with all current equalities and data protection legislation in employment and provision of teaching and services, including:</p> <ul style="list-style-type: none"> • Sex Discrimination (Gender Reassignment) regulations 1999 • Human Rights Act 1998 • Data Protection Act 1998 • Equality Act 2010 • Gender Recognition Act 2004 • Civil Partnership Act 2004 • Equal Pay Act 1970 • Racial and Religious Hatred Act 2006 <p>Please note that this is not an exhaustive list and may be amended</p> <p>Related Policies and Terms of Reference:</p> <ul style="list-style-type: none"> ▪ Admissions Code of Practice ▪ Equality and Diversity Policy ▪ Applications Committee – Terms and Reference ▪ Tier 4 Points-Based System Procedures
Related guidance and or codes of practice	<p>The Quality Assurance Agency Code of Practice for the assurance of academic quality and standards in Higher Education section 10: Admissions to Higher Education – September 2006 http://www.qaa.ac.uk/academicinfrastructure/codeOfPractice/section10/default.asp</p> <p>The Schwartz Report (Fair admissions to higher education: recommendations for good practice)</p> <ul style="list-style-type: none"> ▪ SPA Good Practice for Admissions Policies ▪ Universities & Colleges Admissions Service (UCAS) ▪ BIS Higher Education 'Students at the Heart of the System'

Writtle College Admissions Policy

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Admissions Policy Statement for Higher Education

1. Strategic Framework

Writtle College will be a distinctive place to study and to serve the environment through science and the arts.

Our Vision

Writtle College's Vision is that we aspire to be 'a distinctive place to study and to serve the environment through science and the arts'.

The College has set out the details of its Core Values with the Strategic Vision 2009 – 2013 document.

Our Mission

Our College mission is to "transforming lives and the environment through inspiring education"

Our Core Values

As a College we:

- never lose sight of what really matters - our students
- are committed to excellence
- value, respect and support each other
- value sustainability of resources
- are passionate about life-long learning
- will not allow bureaucracy, boundaries or administrative burden to compromise our teaching or delivery of services

2. General Principles

Writtle College operates an open Admissions Policy that ensures fair and equitable treatment of all applicants and is committed to providing a flexible, high quality teaching and learning environment, focused on supporting students in achieving their full potential. The College offers a wide range of Postgraduate, Undergraduate and Foundation Degree awards validated by the University of Essex.

The College is fully committed and supportive of equal access and inclusion and aims to avoid unfair discrimination on any grounds. The College is committed to a policy of equality of opportunity and aims to provide a learning and social environment that is free from unfair discrimination. We believe that a student body which is diverse in terms of background and experience contributes to a stimulating learning environment.

All applicants are considered for admission on the basis of educational performance and/or professional experience that provides evidence of ability to meet the demands of the chosen course. We therefore welcome applications from candidates with the potential to succeed at Writtle College. Applicants are evaluated as individuals, considering both academic and vocational achievements, potential to achieve and to meet higher education outcomes.

3. Admissions Code of Practice

The College is committed to accurate and appropriate pre-entry information and support to prospective students in order to ensure that they are enabled to make an informed decision about whether to apply for a course.

All applicants are considered on an equal basis, taking into account their academic record, academic potential, school reference, personal statement and background in the context of the subject area.

The College operates a centralised Admission Office ensuring a common and transparent approach. Admissions staff make standard offers based on agreed and confirmed course entry criteria and work closely with subject specialist admissions officers to ensure that all offers are fair and concise. The central Admissions Office is responsible for all communications with UCAS, including the transmissions of admissions decisions.

Applications for full-time undergraduate courses should be made through the Universities and Colleges Admissions Service (UCAS). The College observes the procedures and deadlines for the handling of applications as set out by UCAS. All applications for admissions to full-time undergraduate degree courses must be made through UCAS. Applications for part time study, postgraduate, further education should be made direct to the College. All applications should be made through the central Admissions Office.

All applications for undergraduate courses should normally be received by the UCAS deadline date of 15 January; however, the College will continue to consider late applications with equal consideration. For Art and Design courses, the deadline date is 24 March.

Applications from mature students who are not applying directly from, or within a year of leaving, school or college, who have non-standard qualifications or who wish work experience to be taken into account as part of their application, will be considered on an individual basis.

Applications from international students will be considered and processed consistently in line with Home/EU applications. However, unconditional letters will include the necessary text to comply with the UK Border Agency Points Based System (Tier 4) entry procedure. International applicants will be expected to have achieved the equivalent of the minimum entry requirement. The Admissions Officer will make an assessment using both UK NARIC and the UCAS Guide to International Qualifications. International applicants must be proficient in English.

It is the responsibility of the applicant to provide full and accurate information as part of the admissions process and to notify the College of any changes or corrections to their original application.

If an undergraduate applicant withdraws from a programme in one year, and wishes to re-apply, the applicant is required to use the UCAS admissions process to re-apply.

The admission procedure for undergraduate students is undertaken in accordance with published codes of practice, including the Quality Assurance Agency Code of Practice for the assurance of academic quality and standards in higher education section 10: Admissions to Higher Education – September 2006, the SPA Good Practice for Admissions Policies and the Universities & Colleges Admissions Service (UCAS) regulations and complies with current legislation affecting the admissions of students.

Changes to the content of courses including withdrawal, approval or other significant changes to the content will be communicated to the applicant without delay. Occasionally it may be necessary to change components of the course and or facilities. In these rare cases the College will notify the applicant. The College will undertake to make every reasonable effort to provide the teaching and academic facilities necessary for the course of study.

The College encourages all applicants to visit the campus and see the extensive facilities. This may, for some courses, involve an interview. All applicants have the opportunity to visit the College or attend an Open Day.

A detailed Admissions Code of Practice is available from Admissions Office.

4. Applicants with additional support needs/disabilities

Applicants with disabilities or additional needs are considered on the same academic grounds as all other applicants.

Applicants are encouraged to disclose their additional support needs or disability at the point of application or earlier to ensure appropriate levels of support are available from the outset of the course. A team of specialist support staff are available to discuss any aspect of individual needs, prior to and during the admission cycle and on programme.

5. Entry Criteria

The College is committed to providing accurate and appropriate pre-entry information to support prospective students in order to ensure that they are enabled to make an informed decision about whether to apply. The College's website and printed publications provides clear information and guidance on all entry requirements, grades and subjects including G/VCE A-Level tariff scores, BTEC qualifications (QCF) NPTC, IB, Advanced Diploma and Cambridge Pre-U, key skills, functional skills, GCSEs and desirable experience.

Detailed UCAS Entry Profiles are available within the UCAS Course Search. These provide details about courses, the College and course specific entry qualifications.

The College welcomes applications from those with vocational qualifications, who are returning to education, who do not have the specified formal qualifications and those who are not applying directly from or within a year of leaving school or college, who have non-standard qualifications or who request work or life experience to be taken into account as part of their application.

In addition to academic qualifications the College will consider whether the applicant is suitably motivated to successfully complete their chosen course. The College considers the personal statement and reference as additional supporting information.

International qualifications are also welcomed together with a relevant level of English Language. International qualifications are evaluated by referring to independently published guides such as UK NARIC and the UCAS Guide to International Qualifications.

6. Admissions Tests

It is not Writtle College's standard policy to use admissions tests as part of its selection process.

7. Offers

On receiving an application the candidate will be issued with an acknowledgement within 2 working days, however, during busy periods particularly during Christmas closure, the turnaround times may be extended. Where possible decisions will normally be made within 5-10 working days and offers dispatched either electronically via UCAS and/or directly through the post. Any offer and/or subsequent registrations are made on the basis of the information supplied by the applicant, which should be true and complete.

In some cases where an applicant has applied for one course and is unsuccessful, an alternative course may be offered, in which case this will be officially communicated to the applicant by the Admissions Office. The applicant is then asked to confirm that they accept an alternative course by emailing confirmation to the Admissions Office.

If, an offer cannot be made, the applicant's file is referred to the Head of Registry & Admissions who will discuss the application with the appointed subject specific Admissions Officer and/or Head of School. This ensures that the file has been thoroughly examined and no details/evidence missed.

An offer, whether conditional or unconditional, will be made in good faith taking into account information supplied by the applicant and/or referee at the time of the application.

In light of additional information which was not available at the time of selection, an offer may be amended or, in exceptional circumstances, withdrawn. The College reserves the right to correct errors where they have been made in the communication of decisions and offers. However, an offer made in error where all conditions have been satisfied will only be withdrawn with the applicant's consent.

8. Contextual Data

From 2012 the College will be collecting contextual data from UCAS. Publicly available datasets from the government and other agencies will be collated and stored, such as school/college A level performance. No decisions will be made purely on the basis of this information and all undergraduate applicants must meet our standard academic criteria to be considered for entry. Contextual data may be used a part of the overall decision making process and will not be used in isolation.

9. Portfolio Guidelines

For courses invested in the School of Design, applications are expected to demonstrate an interest in design and creative studies. It is recommended that applicants submit a portfolio of design work during the application process. The portfolio may include work produced from a recognised Art and Design course or personal work. Detailed Portfolio Guidelines are available from the School of Design.

10. Feedback to unsuccessful applicants

In order to support our transparent admissions system, the College undertakes to provide appropriate feedback to unsuccessful applicants and where possible considers alternate courses of study. Admissions Officers are prepared to provide written feedback upon request from the applicant. This communication, should provide details as to why the applicant was unsuccessful in gaining an offer and where possible options for alternative courses of study at the College. Feedback will only be made direct to the applicant unless the College receives a written request from the applicant to share information with other individuals. Full details are available in the Admissions Code of Practice.

UCAS have developed an online electronic feedback system. This has enabled us to provide a brief description of why an application has been deemed unsuccessful through the UCAS system. Applicants can view the decision and any reasons via UCAS Track.

11. Disclosing a Criminal Conviction

The admission of students with a declared criminal conviction is subject to assessment by the Applications Committee in relation to the duty of care to the wider College community. All information disclosed to the Applications Committee is confidential and will be held as such by the committee in accordance with the requirements of the Data Protection Act 1988.

Applicants who declare a criminal conviction will first be judged against the admissions criteria of the course, if this should result in an offer being made, the Admissions Office will refer the file to the Applications Committee. The applicant will then receive a letter accompanied by a criminal conviction disclosure form. The disclosure form requests further information about the nature of the conviction. This information will be then be reviewed by the Applications Committee.

The Applications Committee Terms of Reference, including the detailed procedure is available from the College Secretary.

12. Admissions with academic credit / direct entry

Applicants are welcomed with non-standard entry qualifications and those with prior experience and achievements. Some applicants may be able to transfer credit for previous learning or claim credit for some elements of the course. Details are available upon request.

13. APL and APEL

Applicants may be considered through the accreditation of prior learning (*APL*), which may be certificated or experiential. The Admissions Officer for the relevant course is responsible for determining the grounds on which accreditation takes place.

14. Deferred Entry

Applicants may wish to defer their entry. The College generally welcomes applications from candidates who intend to defer their entry for a year (a gap year). If this is the case the applicant should contact the College Admissions Office or UCAS. Applicants who apply via UCAS must follow UCAS deferral procedures. The College will not normally allow an applicant to defer entry for more than one year. If the applicant requests to defer for more than one year, the applicant must re-apply.

15. Fees and Finances

Students are expected to have sufficient funds to pay course fees and living expenses during their period of study, and are asked to provide details of funding arrangements on the application form and during the enrolment process. Information regarding current fees can be located on the College website www.writtle.ac.uk, Student Info / Money Matters and are also published in the Higher Education Fees – Financial Information and Regulations for Students.

The College reserves the right to change the level of Home/EU tuition fees subject to the provision of our current Access Agreement for undergraduates as approved by The Office of Fair Access.

Fees for overseas students are fixed annually and therefore a small increase will be applied during the duration of the student's course.

16. English Language Requirements

16.1 **EEA** applicants whose first language is not English must be able to provide evidence that they have sufficient English to follow the course they wish to take at Writtle. This will require evidence of successful study of the English language of at least four years, with the date of their highest level English language exam being within five years of the date of application. Applicants who are unable to fulfil these requirements are subject to the same rules as for non-EEA applicants. **[Appendix A]**

16.2 **Non-EEA** nationals whose first language is not English must prove that they are sufficiently able to understand and express themselves in both spoken and written English. Writtle College requires that these applicants have a minimum of the score shown in **[Appendix A]**.

16.3 The above regulations may be waived in individual cases by the Head of Higher Education.

17. Fraudulent statements, Omissions and Similarity Detection

UCAS provides a Similarity Detection Service, which identifies potential plagiarism in applicants' personal statements. Full details are published on the UCAS website www.ucas.com for HE Staff.

The following is the policy and procedure that Writtle College will adopt:

- where UCAS reports an applicant under the Similarity Detection Service and the percentage of similarity is equal to or above 40% the Head of Admissions will contact the applicant and invite him/her to submit a revised personal statement within 14 days. The applicants file will be held in central Admissions
- on receipt of a revised personal statement the application will be sent to the relevant subject Admissions Tutor and a decision made following the standard admissions procedure
- where no revised statement is received within 14 days a reminder will be sent to the applicant by the Head of Admissions, giving a further 7 days notice and a notification of a possible course rejection if no response is received
- where no revised statement is received after the two notifications the applicant's file will be passed to the relevant subject Admissions Tutor with the percentage score in order to make a decision

18. Transparency

The College seeks to provide applicants with clear and accurate information. This includes information about the Admissions Policy and processes, published course information, entry requirements, admissions procedures, financial costs, financial support and the social and support facilities which the College offers.

Detailed UCAS Entry Profiles are available for all courses. These can be located on the UCAS website from the Course Search facility.

19. Monitoring and Evaluation

The Admissions Policy is monitored and reviewed annually by the Academic Standards Committee.

Admission profiles in respect of race, ethnicity, nationality, gender, sexuality, disability, age and qualifications on entry are considered and monitored by the Equality and Diversity Group. A student representative is included in the membership of this group.

The Academic Standards Committee meets to consider and monitor entry requirements, recommend changes to the tariff and monitor and approve entry criteria.

Central Admissions periodically audits offers made, timescales and application turnaround times.

The College makes every effort to ensure that the information we provide is accurate when it is published. We provide printed materials such as the prospectus and subject-specific literature more than 12 months before a course begins. Applicants should therefore refer to our website for the most up-to-date information about course content, selection criteria, processes and financial matters.

The College is committed to providing a fair and accessible admissions service. To achieve this all staff involved in recruitment and selection are appropriately trained for their roles.

20. Discontinued Courses

New courses are continually being introduced and optional modules revised so applicants are advised to contact the College for up-to-date course information. The College reserves the right to withdraw courses or parts of courses where there is insufficient demand, to charge a registration fee to cover aspects such as study visits and learning materials and to vary modes of delivery. Our offer to the applicant and the acceptance of a place at Writtle College will be subject to this condition. The General College Regulations and the Academic Regulations are contained in the appropriate Student Handbooks, which are available on request.

Where it is necessary to discontinue a course or where there are significant changes to a course, between

the time an offer is made and enrolment, the central Admissions Office will inform the applicants and advise them of the options available.

The College operates specific procedures in relation to course closure.

21. Disclaimer

The College reserves the right to make variations to courses, entry requirements and methods of delivery, and to discontinue or combine courses, both before and after the student's admissions to the College, if such action is reasonably considered necessary by the College. If in these circumstances the student wished to withdraw and enrol on a course at a different institution, we shall endeavour to assist the student.

22. Data Protection

By signing the UCAS/Writtle College application form, applicants give their permission to the institution (Writtle College) to process their personal data for the purposes of selection and admission. The information on the application will form a key part of the individual student record. This information will be used to make statutory returns to various bodies such as the Higher Education Statistics Agency (HESA). A full and detailed declaration is available upon request. All data is held and processed in accordance with the requirements of the Data Protection Act 1998.

Anonymised applicant data is analysed by the College for statutory monitoring, planning, teaching and learning, in order to ensure that the processes are fair and effective.

23. Complaints Procedure

It is recognised that very occasionally applicants may have reason to question or express an opinion to the College about its decision or the way in which their application has been handled. Applicants in this situation should direct their query initially to the Admissions Officer for the course they have applied. If they remain dissatisfied, the query should be directed to the Head of Registry & Admissions who will conduct a review of the complaint.

If, at any time during the admissions cycle, an applicant has cause to complain about an operational or administration matter, they should contact the Head of Admissions. If there is cause to continue with the complaint the applicant should put forward their complaint through the College's formal Complaints Procedure, available upon request from the College Secretary.

24. Confidentiality

The Admissions Office is not in the position to share applicant's personal details with a third party, unless we receive confirmation from the applicant in writing. All application data is treated in strict confidence and is shared between the applicant, the Admissions Officer and admissions staff within the appropriate School and Department involved in admissions processes. All application data is stored centrally in the Admissions Office. Application data of successful applicants forms the basis of the student record. All data is held and processed in accordance with the requirements of the Data Protection Act 1998.

25. Student Charter

Writtle College is committed to continually improving the quality of its services and the Student Charter is one way of outlining that commitment to you. The Student Charter aims to outline what students can expect of the College, as well as outlining what is reasonably expected of students by the College.

The Student Charter explains how you can make the most of the opportunities available to you whilst being a student at the College. Our Student Charter has been prepared in collaboration with the Students' Union.

26. Higher Education Achievement Report

The Higher Education Achievement Report (HEAR) is intended to provide a single comprehensive record of a learner's achievement. Our aim is to issue a HEAR to students joining a three year programme from 2012 onwards.

Appendix A

ENGLISH LANGUAGE REQUIREMENTS FOR APPLICANTS

Responsibility : Registry & Admission / English Language Co-ordinator
 Last updated : 2 June 2011 [dta]
 To be reviewed : Annually
 Approved by ASC June/July 2011
 Originally published : 14 May 2009
 Location : G:/DATA/REGISTRY/ADPROMANUAL/Procedures/International Procedures

This document has been reviewed in light of new legislation from UKBA.

- 1) EEA applicants whose first language is not English must be able to provide evidence that they have sufficient English to follow the course they wish to take at Writtle. This will require evidence of successful study of the English language of at least four years, with the date of their highest level English language exam being within five years of the date of application. Applicants who are unable to fulfil these requirements are subject to the same rules as for non-EEA applicants.

EEA nationals are passport holders of the following countries:			
The United Kingdom (inc. the Irish Republic)	Estonia Finland	Latvia Liechtenstein	Portugal Romania
Austria	France	Lithuania	Slovenia
Belgium	Germany	Luxembourg	Slovak Republic
Bulgaria	Greece	Malta	Spain
Czech Republic	Hungary	Netherlands	Sweden
Cyprus	Iceland	Norway	Switzerland (not in the EEA but have the same rights as)
Denmark	Italy	Poland	

- 2) Non-EEA nationals whose first language is not English must prove that they are sufficiently able to understand and express themselves in both spoken and written English. Writtle College requires that these applicants have a minimum of the score shown below in IELTS, TOEFL or PTE:

	IELTS [validity 2 years]	TOEFL iBT [validity 2 years]	PTE [validity 2 years]
FE [CEFR B1] Evidence of SELT will be required for CAS	Overall score 5.5 Minimum 5.0 in all elements	Overall 71 With minimum * Reading 18 * Listening 13 * Speaking 19 * Writing 17	Overall 43 Minimum 43 in all elements
FDA / Higher Certificates / Higher Diplomas [CEFR B1] Evidence of SELT will be required for CAS	Overall score 5.5 Minimum 5.0 in all elements	Overall 71 With minimum * Reading 18 * Listening 13 * Speaking 19 * Writing 17	Overall 43 Minimum 43 in all elements
UG degree [CEFR B2] Evidence of SELT is not required for CAS	Overall score 6.0 Minimum 5.5 in all elements	Overall 87 With minimum * Reading 21 * Listening 22 * Speaking 23 * Writing 21	Overall 59 Minimum 59 in all elements
PG [CEFR B2] Evidence of SELT is not required for CAS	Overall score 6.5 Minimum 5.5 in all elements	Overall 92 With minimum * Reading 21 * Listening 22 * Speaking 23 * Writing 21	Overall 62 Minimum 59 in all elements
<i>Writtle College also accepts various tests of English as alternatives to IELTS, TOEFL or PTE provided they appear on the new approved English tests sheet issued by UKBA in April 2011. These are listed in the appendix.</i>			

In summary of UKBA requirements:

- We need to ensure that our students studying at degree level or above are proficient in English to CEFR B2 level. We do not have to use one of the ‘Secure English Language Test (SELT) providers, if our method of assessment is robust and meets the requirement that students are proficient to B2 level in each of the four components.
- We can use our own specific tests in order to demonstrate B2. The Writtle Test of English is being developed.
- We will be able to use a generic statement on the CAS to confirm that students have knowledge of English equivalent to B2 in all four components. A draft statement that has been deemed acceptable by UKBA is as follows:

‘We have assessed this student’s English language ability and confirm that it is equivalent to CEFR Level B2 or higher in each of the four components of language learning. No documents are required to be submitted as evidence of this. (Para 118 of the Tier 4 Policy Guidance refers)’

3) Pre-sessional English Language (PSEL) courses

- For PSEL students progressing to a Writtle College FE we require IELTS 5.0 / TOEFL iBT 59 (or equivalent) with minimum CEFR B1 equivalencies in all elements.
- For PSEL students progressing to a Writtle College Foundation degree or Higher Certificate/Diploma we require IELTS 5.0 / TOEFL iBT 59 (or equivalent) with minimum CEFR B1 equivalencies in all elements.
- For PSEL students progressing to a Writtle College UG degree course we require IELTS 5.5 / TOEFL iBT 71 (or equivalent) with minimum CEFR B2 equivalencies in all elements.
- For PSEL students progressing to a Writtle College postgraduate course we require IELTS 6.0 / TOEFL iBT 87 (or equivalent) with minimum CEFR B2 equivalencies in all elements.
- Entry to main course of study after Pre-Sessional English Language (PSEL) programme.
 - If entry to the main course of study is dependant of successful completion of the PSEL programme this is defined as 80% attendance and submitting all assignments to a satisfactory level. The course manager will have final authority in deciding this.
 - We are required by UK Borders Agency to ensure that the student’s standard of English is at CEFR level B2 before we can allow continuation onto an undergraduate/postgraduate course. UKBA state that for all degree courses a student must have English proficiency to CEFR B2 which equates to IELTS 5.5 in all of the 4 elements. We will show compliance with this by applying the Writtle College Test of English.

4) Native speakers of English from outside the UK, that is, speakers whose secondary education has been in English, and whose first language is English, are not normally required to provide evidence of their level of English.

Following guidance published by UKBA Writtle College recognise the following countries as being ‘majority English speaking’

Antigua and Barbuda	Guyana
Australia	Jamaica
The Bahamas	New Zealand
Barbados	St Kitts and Nevis
Belize	St Lucia
Canada	St Vincent and the Grenadines
Dominica	Trinidad and Tobago
Grenada	United States of America

We can also consider a Student to be proficient in English if the student has successfully completed a degree which is the same as a UK bachelor's degree and which was taught or researched in English to a particular level. The qualification must:

- be recognised by National Academic Recognition Information Centre for the UK (UK NARIC) as equivalent to at least a UK bachelor's degree; and
- have been taught in English.

We can assume that a degree was taken in a majority English speaking country listed above will have been taught in English with the exception of Canada

If the degree was taken in another country, we would need to assess whether the student's overseas qualifications are the same as a UK bachelor's level or higher. We would do this with information provided by UK NARIC.

We will also consider applicants who have attended an English-medium school, college or university for at least three years, including a minimum of two years post-16, and can provide documentation from the school which clearly gives evidence that the applicant has a sufficient level of English to follow the course they wish to take at Writtle. This education must normally have been completed within five years of the date of application to Writtle.

- 5) An applicant who is classed as a UK resident, but is a national of another country, is subject to same rules regarding levels of English apply, depending on whether they are EEA or non-EEA nationals.
- 6) The Head of Higher Education or Head of Further Education may be able to make exceptions to the above in individual cases though this is subject to UKBA agreement.

This Policy is supplementary to other Code of Practice - Admissions and is published in good faith. This Policy will be reviewed annually to ensure that it continues to support the mission of the College and is current and valid.

Appendix

Other acceptable English language tests

Writtle College accepts the following tests of English as alternatives to IELTS, TOEFL or PTE if they have been taken within 2 years of the date of application. Other examinations not listed below may be accepted following consultation with the English Language Coordinator. Non-EEA students must also meet the requirements of the UK Border Agency for speaking, listening, reading and writing for these tests.

FE and undergraduate courses

A pass at:

- Cambridge ESOL Business English Certificate Vantage (Grade A, B or C)
- Cambridge ESOL Business English Certificate Higher (Grade A, B or C)
- Cambridge ESOL First Certificate in English (Grade A, B or C)
- Cambridge ESOL Certificate in Advanced English (Grade A, B or C)
- Cambridge ESOL Certificate of Proficiency in English (Grade A, B or C)
- Cambridge ESOL Skills for Life Level 1 (writing test, reading test, and combined speaking/listening test, all passed at grade 2 or 3)
- Cambridge ESOL Skills for Life Level 2 (writing test, reading test, and speaking/listening tests all passed at grade 2 or 3)

Postgraduate courses

A pass at:

- Cambridge ESOL Business English Certificate Higher (Grade A, B or C)
- Cambridge ESOL Certificate in Advanced English (Grade A, B or C)
- Cambridge ESOL Certificate of Proficiency in English (Grade A, B or C)
- Cambridge ESOL Skills for Life Level 2 (writing test, reading test, and speaking/listening tests all passed at grade 2 or 3)

