

3.0 Student Recruitment and Admissions

3.1 Student Recruitment, Selection and Admission

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Version	Date	Changes	Reason	Author	Next review
1	15 /08/15		New Policy	Director of Studies	03/10/16
2	14/12/16	None, only the date and version revised	Routine Annual Review	Director of Studies	13/12/17
3	14/12/17	Email addresses updated with a new domain. No change in the process	Routine Annual Review	Director of Studies	13/12/18
4	15/05/18	Information regarding agents has been removed that were being used for FE recruitment. Process aligned with the practice.	No more agents being used by WIC for recruitment, process aligned with the practice.	Director of Studies	14/05/19
5	28/09/18	The complaint against admissions is to be considered by the Academic Board (AB)	To reflect the new changes in Structure	Registrar	29/09/19
6	01/02/2019	Changes in line with the review of the structure. Corrected some wrong spellings and grammar. Removed reference to specific awarding bodies and organisations.	- To reflect the new changes in Structure	Registrar	01/07/2019
7	01/04/19	Authentication of Qualification documents	Improvements in admissions checks	Head of HE	Jul/Aug 2019
8	22/08/15	Complete revision with alignment to the New Quality Code, OFS expectation and other external, and internal reference points and related policies added.	Annual Review	Director of Studies	July 2020
9	Jul 2020	Minor review	Annual Review	Head of HE	Jul/Aug 2021
10	Aug 2021	Minor changes	Annual Review	Head of HE	Aug 2022
11	July 2022	Feedback changed to 2 weeks and DSA support was added, Partner organisation's admissions procedures take precedence when students are registered through a partner, email domain updated	Annual Review	Admissions Manager	July 2023
12	March 2024	Minor changes	Annual Review	Admissions Manager	March 2025
13	Sept 2024	Clarity for users	Annual Review	Quality Lead	Sept 2025

14	Aug 2025	Minor changes on criminal convictions	Annual Review	Head of Admissions	Aug 2026
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External Reference Points

- UK Quality Code Advice and Guidance on Admissions, Recruitment and Widening Access
- Supporting Professionalism in Admissions (SPA)
- Schwartz report (2004)

Related Policies and Documents

Affects all other policy documents. This document should however be read together with the following documents:

- Application Form
- Appeal Against Admission Decision Form
- Complaint against Admission Form
- Admission Checklist
- Recognition of Prior Learning
- Widening Access and Participation Statement
- Student Contract
- Equality and Diversity Policy
- Data Protection Policy
- Student Protection Plan
- Fitness to Work Policy
- Fitness to Study Policy

Contents

Scope	5
Purpose	5
Principles of Fair Admissions	5
Policy Aims	6
Information for Applicants and Enquirers	7
Selection Criteria	9
Assessing Applications	10
Fitness to practice	11
Fitness to study	12
Widening Access and Participation Commitment	12
<i>Mature Applicants, Prior Learning and Students returning to education</i>	<i>12</i>
<i>Students with Additional Support Needs</i>	<i>13</i>
<i>Applicants who re-apply and the re-admittance of excluded students</i>	<i>13</i>
<i>Applicants with criminal convictions</i>	<i>14</i>
Fraudulent and Misleading information	15
Applicant Data	15
Feedback, appeals and complaints	15
Programme Closures	16
<i>Programme Closures – Before the start date</i>	<i>16</i>
<i>Programme Closures – During the programme</i>	<i>16</i>
Monitoring and Review	17
Liability	17
Equality Commitment	17

Scope

Waltham International College (WIC) aims to recruit with integrity and provide a high-quality educational experience for all students.

The Student Recruitment, Selection and Admissions Policy underpins the admissions systems of the college, complies with relevant legislation and takes into account the **UK Quality Code** for Higher Education, Advice and Guidance, Admissions, Recruitment and Widening Access in complying with the Core practices for Standards and Quality as set out in the **Quality Code**, any relevant accrediting professional bodies and the **Supporting Professionalism in Admissions** (SPA) good practice guidance and principles.

The admissions procedures for prospective students applying for programmes awarded by other Higher Education awarding organisations (eg Degree awarding bodies) will take precedent over this document; see specific partner university recruitment and admissions policy and procedures as appropriate.

The present policy is applicable to both ethics and expectations of applying to foundation and undergraduate programmes.

Purpose

The recruitment, selection and admissions policy at WIC is designed to:

- Ensure that prospective students are appropriately pre-qualified
- Provide policy information and reference to enquirers, applicants and advisors about recruitment, selection and admissions at WIC.
- Provide a policy framework and guidance for all WIC staff who are involved in recruitment, selection and admissions activity.

Principles of Fair Admissions

The **Student Recruitment, Selection and Admissions Policy** reflects Waltham International College's vision and supports the aims and objectives within the Strategic Plan.

WIC seeks to ensure a fair admissions system, which provides equal opportunity for all individuals who have potential to benefit from and succeed in HE, regardless of background, gender, ethnicity, religion, age or social background, to gain admission to and successfully complete a programme suited to their ability, level of attainment and aspirations.

Our approach to the admission of students also upholds the **principles of fair admission** outlined in the Schwartz report (2004) through being:

- Transparent
- Fair
- Honest
- Consistent
- Accessible
- Personalised
- Timely

Policy Aims

The first important step in ensuring student success is ensuring students are on the right programme. Consequently, the principal aim of the Student Recruitment, Selection and Admissions Policy of the college is to assess, match and offer admission to prospective students to a programme that appropriately matches their ability and ambitions, irrespective of social, racial, religious and financial considerations.

Further aims are:

- Aspiration – to encourage applications from groups that are traditionally, under-represented
- Local – to be a provider of choice for local, non-traditional communities
- Fairness – to ensure that each applicant is individually assessed, without partiality or bias, and the removal of unnecessary barriers or obstacles.

The college ensures that support and guidance is available and accessible to all student throughout their journey at WIC, enabling successful continuation and completion with academic, careers and personal support.

We, therefore, undertake to:

- Provide accurate information, advice and guidance to all prospective students concerning all aspects of their student journey
- Ensure fairness, transparency and equal opportunities for all applicants
- Enable prospective students to make informed decisions
- Minimise barriers to access for prospective students.
- Encourage applications from all communities and
- Ensure that each application is assessed equally and in line with college, and/or partner institutions' policies and procedures.
- Select individual based on their merits and their ability to succeed in both their chosen programme and profession.
- Recruit students who have the potential and motivation to succeed in their chosen programme.
- Prepare students for successful participation in their chosen careers.
- Provide students with points of reference and contacts to obtain further information advice and guidance when the decision of not offering a place has been given.

Information for Applicants and Enquirers

WIC provides pre-entry information and support to enable prospective students to make informed decisions regarding any application they make to the college. Therefore, WIC will make every effort to ensure information is appropriate, accurate, accessible and current.

The current policy and the entry criteria for each programme will be displayed on the college's website, enabling easy access for applicants, staff and other stakeholders. Advice will also be made available on the website on how to contact WIC for specific queries regarding the application process or status. Programme and admissions information may also be accessed through third-party platforms including UCAS.

Prospective students therefore should also refer to the website for the most up-to-date information. The published information will also make it clear to prospective students how the recruitment, selection and admission process will be conducted and what prospective students have to do to make an application to enrol and whether there are any additional requirements.

All students are expected to complete the College online application form and supply any additional information requested. WIC will confirm receipt of the prospective student's application as soon as they submit the forms.

Students can request a telephone, Teams, Zoom or face-to-face consultation with a relevant member of staff to discuss the programmes on offer, entry requirements, recognition of prior learning, transfers, progression routes, payment methods, details of the recruitment, selection and admission process, and any other matters pertinent to them making an informed decision about the programme most suitable to their needs and expectations.

Although prospective students can submit an application at any time during the year for the next admission cycle, they are normally expected to have completed their **online application form** at least 8 weeks before the start date of their programme.

Initial documents including identification and prior qualifications documents are viewed and verified at the first stage. The Recruitment Team goes through all applications and makes a shortlist within two days of receipt. The Recruitment Officer coordinates the initial selection process which includes an initial telephone screening during which accuracy of information, motivation and communications skills are assessed.

The Admissions Team invites the shortlisted prospective students for a recruitment assessment session within a further **three days**. The Admissions Officer coordinates all assessments to ensure that a member of the Academic Team is present at assessment days when required. The applicants are allowed to choose assessment schedules best suited to their needs.

Waltham International College's admissions process involves up to two stages dependent on partner awarding organisation.

At **Stage 1**, the applicant is expected to supply all the required documents and attend the first assessment day.

The assessment will include,

- entry tests for English Literacy, Numeracy and ICT
- **write an entry essay** in a private and secure environment.
- an **interview** designed to ascertain the students' proficiency in English, detect any support needs and to establish the applicants' intent to study.

The admissions team will then scrutinise the application in full considering whether the required **entry criteria have been met** and whether the student has **shown appropriate intent and ability to succeed on a course of study**. Based on this assessment the admissions team puts forward an admission decision.

Where Stage 2 is required, Partner University's may sample applications to determine whether the applicants put forward for the admission team are consistently meeting the published entry requirements and that all criteria for admissions have been met. In these cases, the partner university has final decision-making authority and reserves the right to reject the application.

The Offer

Applicants will normally **receive provisional admissions decisions** within three weeks of application. Offer Letters are sent to successful candidates. They are given up to **14 days** to accept or reject the offers. Acceptance is requested in writing.

Where unsuccessful, applicants are notified as soon as possible and signposted to the alternative options available for them. All applicants who do not fully meet the HE admissions criteria are signposted to appropriate programmes and institutions to improve skills in the area that affected their admission.

Unsuccessful applicants are also informed about their right to appeal, using the Appeal Against Student Recruitment Selection and Admissions Decisions Procedure¹.

Induction and Enrolment

Students who accept the offer of admission and attend induction are enrolled by the Registry Team and registered with the awarding partner. The registration process is outlined in the Teaching and Learning Strategy² and in the Student Registration and Awards Policy³. Students are given a fourteen-day cooling-off period during which they can change their mind regarding their studies or change course where they can demonstrate appropriate subject knowledge or experience.

WIC (and awarding partners) endeavour not to make changes to programmes once they are advertised. However, it is recognised that some updates are necessary to ensure teaching and learning outcomes remain relevant and student experience is not compromised. In such cases WIC and/or the awarding partner may make changes to

¹ Appeal Against Student Recruitment Selection and Admissions Decisions Procedure (Available on Request)

² Teaching and Learning Strategy (Available on Request)

³ Student Registration and Awards Policy (Available on request)

programmes *during* the application cycle. Where changes to programmes do occur following receipt of applications, the material change will be communicated to applicants at the first opportunity and applicant can decide on whether to proceed with the application or withdraw from the offer.

Updates and changes may include the units or modules delivered as part of the programme; if this occurs after a programme has started, students will be consulted and their agreement sought before the introduction of the change. Any such changes are also approved through an internal college process before their introduction.

In certain circumstances, a programme may have to be withdrawn during the admissions cycle, due to **insufficient student numbers (below 15 learners)**. Where programmes are withdrawn, any accepted applicants for the withdrawn programmes will be either offered for their application to be deferred to the next admissions cycle or signposted and assisted in finding and securing places on alternative programmes at the college or another learning provider.

Selection Criteria

WIC will publish at least annually, its selection criteria for all of its programmes and applicants are advised to check the college's website for programme-specific selection criteria.

Entry criteria for all programmes are reviewed annually with guidance from the awarding partners.

For many programmes, entry criteria will exceed the **minimum institutional requirements**, which are:

- for Foundation/level 5 programmes/Degree: at least one **Level 3 qualification** (for applicants who are under 21 years old),
- GCSE grade 4/C or above in English Language (or equivalent qualification) and
- part-time engagement in some form of relevant employment/work placement – paid or voluntary (for all the applicants above 21 years old).

All entry requirements will be specified on Partner University(s) website(s).

Alternative routes of entry for candidates who are unable to meet minimum entry requirements are available by seeking additional information from the Admissions Team.

Applicants whose first language is not English are expected to be able to demonstrate English Language proficiency in Speaking, Writing, Reading, and Listening to the standards required by partner awarding organisation and to the programme for which the applicant has applied.

Selection criteria represent the usual level of academic attainment that an applicant is expected to attain before being admitted onto a programme. The selection criteria are

not intended to provide a guarantee that all applicants who meet these basic selection criteria will be offered a place.

Staff can use discretion when considering applicants for specific programmes regarding levels of prior experience and academic achievement.

Applications will be assessed against academic and non-academic selection criteria specific to the programme for which they have applied, to ensure the applicant is eligible for admission onto the College's programmes.

This includes checking the qualifications and authenticity of qualification documents. This may require calling and crosschecking with the awarding bodies/organisations of the qualifications. Staff checking qualifications are required to stamp and sign all documents to confirm their authenticity.

Applicants with qualifications awarded in countries outside of the UK may be requested to provide documents that have been interpreted into English or to apply for checking through the UK ENIC ([UK National Information Centre for the recognition and evaluation of international qualifications and skills](https://www.ukenics.org/)) to confirm the UK equivalence of their qualifications is.

For students applying to WIC to study on a programme leading to the partners award, the partner organisations' admissions regulations may apply.

Assessing Applications

The College receives many more applications than it has places for, and therefore the admissions process is competitive. Where the student will be registered with a partner institution the admissions procedure for the partner takes the precedent.

All applications are assessed against the same entry criteria on an individual basis. Where places are limited, we offer places to those applications that the admissions and Programme teams consider to best evidence their potential to continue, achieve and benefit from their chosen programme.

Methods of assessing applications include:

- Prior academic achievement.
- References.
- Personal or supporting statements.
- Assessment days/Interviews.
- Aptitude tests/initial assessments (where required).
- Previous relevant employment and experience.
- Previous non-academic achievement.

All students will be tested for English language competency as follows:

- Applicants who have submitted satisfactory qualifications/ experience are invited for an interview and initial assessment to establish competence in the core areas (English, Numeracy and ICT).

- Applicants who have obtained qualifications in the UK in the last five years may be exempt from further English Language tests.
- All applicants may write a statement of a prescribed length in English, on-site in place of an English Language competency test.
- All English Language tests and statements will be assessed and/or verified by a qualified assessor and/or Internal Verifier

The interview will serve as a further test of English Language Competency.

Assessment interviews are conducted **face to face**, to enhance the applicant's experience in the college and support him/her where needed. Selection interviews are conducted by Admissions Team, in collaboration/consultation with the relevant Programme Leader where necessary.

We understand that, on occasion, the standard procedure for assessing an applicant's suitability for a programme may not provide the admissions staff with an accurate understanding of an applicant's suitability and, in such cases, we may require applicants to submit **additional evidence** in support of their application.

Applicants will be contacted directly by the admissions staff with clear guidance on what is required.

The College reserves the right **not to** admit:

- Applicants/students who have previously been excluded from this or any other educational institution.
- Individuals who previously attended College but failed to make sufficient progress towards completing their programme of study.
- Students where there is evidence that they could be a threat or danger to others.
- Students whose behaviour has been considered to be "vexatious" towards the WIC community or awarding partners.

WIC will accept students with a range of different qualification backgrounds and will give fair consideration to any applicant presenting relevant academic and/or experiential qualification.

Fitness to practice

Some programmes lead to both academic qualifications and the opportunity to practice in vocational or regulated sectors. If there is an expectation that learners or graduates may be operating within a regulated profession or with vulnerable individuals, then that may be included in the admission details for the programme, and also expectation to obtain positive suitable checks.

For example, some programmes may require occupational health checks or **Disclosure and Barring Service (DBS)** as part of their conditions of entry. This could be because there are external requirements regarding placements.

The College reserves the right to deny admission to such programmes to applicants who are unable to supply a satisfactory Occupational Health or DBS check. Where a student has been refused entry based on an Occupational Health or DBS check the College will supply feedback as to the reasons for this decision. All information provided to the College on an Occupational Health or DBS check remains confidential between the programme leader and the applicant.

Following enrolment, if a further disclosure or other information becomes available that was not disclosed and considered during the admissions process the student's enrolment may be re-assessed and cancelled as a result of the new information.

Fitness to study

The College has a Fitness to Study policy, which is intended to protect individual students and the College community.

If it becomes clear to the College that a successful applicant may be unfit to study, as defined by the policy, then a discussion with the applicant will take place.

Should it become clear that the issue is not resolvable by discussion the procedures set out in this policy will be followed?

Widening Access and Participation Commitment

Mature Applicants, Prior Learning and Students returning to education

In line with the Equality Act 2010, Waltham International College is committed to ensuring that applicants are not discriminated against on the basis of age. As such, there is no upper age limit on entry to programmes we deliver; however, applicants must normally be 18 years or older at the start of their course.

Full details of the college's approach to supporting prospective learners from non-traditional backgrounds can be obtained within the OfS approved Access and Participation Plan (APP)

WIC welcomes applications from mature students. Admissions staff will ensure that these applicants are not disadvantaged in the selection process. The applications will be considered against the advertised programme-specific selection criteria. WIC is aware that for mature applicants the selection process may not always evidence their full suitability for the chosen programme. Where appropriate, admission staff supported by the Programme team will seek and consider alternative evidence to ensure that applicants are given equal consideration. Where this additional evidence is deemed to meet entry criteria fully, an applicant may not be required to meet the standard academic entry criteria.

Applicants who do not have formal qualifications may be able to be considered based on prior experiences and/or qualifications. Students seeking entry through this route will be required to evidence their previous experience through references.

Students with Additional Support Needs

We are committed to providing equality of opportunity for all applicants and students and complying with our obligations under the Equality Act 2010. All applicants with disabilities or long-term medical condition are encouraged to contact the Student Support department to discuss any individual support needs, including in relation to the application and admissions processes, their desired course of study or our services, facilities, and benefits.

Students with Additional Support Needs are always welcome to contact WIC in advance of an application to discuss their requirements.

WIC welcomes applications from prospective students with disabilities or Additional Support Needs. All applications from students are considered against the set selection criteria for each programme, with consideration being given during this process to any impact this may have on learner experience.

Offers will be made on the basis of academic criteria and merit in the first instance. The college will always consider, discuss and implement practicable reasonable adjustments so that learners can belong and succeed at WIC. However, in extreme cases, the College may reluctantly conclude that the adjustments needed cannot be practically and reasonably to ensure equitable learner experience. In cases where adequate support cannot be provided or reasonable adjustments made, or health and safety concerns, or the ability to meet professional regulatory requirements such as Fitness to Practise or Competency standards, cannot be overcome, the College reserves the right to withdraw any offer and the prospective student will be notified immediately.

In these circumstances, and where appropriate, the College may be able to assist the prospective student to find an alternative programme at another provider.

All applicants who disclose a disability or special educational need who are made an offer of a place and accept it will be contacted by the Head of Student Support. This is to ensure individual support needs in relation to their study

- may be discussed at the earliest opportunity,
- any adjustments considered and implemented in time for start of studies, and
- any discussion about adjustments required whilst on placement.

Applicants who re-apply and the re-admittance of excluded students

Applicants can **re-apply** for their chosen programmes following a rejection decision, providing that they can demonstrate a material change from the previous application.

Applications will be considered against the advertised selection criteria for the specific programme that an application has been made for. WIC may draw upon information provided within any previous application or registration with the college when assessing suitability for a programme.

Any student previously excluded including suspension, from WIC can normally re-apply subject to a 12-month waiting period. Potential applicants with this status are encouraged to contact WIC admissions team before formally applying to discuss the merits of re-applying.

Applicants with criminal convictions

All aspects of the admissions process are included within WIC's procedures for safeguarding students. The enrolment form will require applicants to declare if they have any unspent criminal convictions. Where a positive declaration is made, the applicant is referred to a safeguarding officer to complete a risk assessment before being permitted to enrol.

WIC retains the right to reject any applications where the nature of their conviction could impact other students and/or stakeholders. Details of the declaration and staff decision will be completed on a standard interview form and retained, this process will remain confidential.

WIC reserves the right to conduct a risk assessment of any student at any time. WIC reserves the right to withdraw (or request a withdrawal) a student if it is found that an applicant has provided incorrect information during the application and enrolment process.

The purpose of the risk assessment is to identify and assess any applicant whose known behaviour or record indicates that they may be a risk to themselves, other students, staff, visitors or the college environment. When conducting the risk assessment, WIC will consider each applicant's circumstances fairly and objectively.

All information collected will be treated as strictly confidential and following the outcome of the risk assessment will be available to a limited number of staff on a 'need to know' basis.

The risk assessment will then be undertaken by the Director of Studies/Head of HE unless designated to another senior manager.

Applicants who have been refused a place at WIC as a result of a risk assessment may appeal against the decision following the appeal against admission decision procedure.

Programmes of study which require students to work with children, young people or vulnerable adults will require students to undertake a Disclosure and Barring Service (DBS) check before commencing their programme of study. Applicants are usually expected to pay for this check. Where an enhanced DBS check reveals any prior criminal behaviour, which gives rise to concern, WIC reserves the right to refuse admission.

Fraudulent and Misleading information

It is expected that all applicants will provide full, honest, reliable and accurate information in their applications and supporting evidence when seeking admission to one of the college's programmes of study.

Where there is reason to suspect that this may not be the case WIC reserves the right to investigate the matter fully. If, as a result of such investigations, WIC finds that the applicant has been fraudulent or has provided misleading information to the college, WIC reserves the right to reject the application without further consideration, or where an offer of a place has been granted, withdraw the offer. Where a withdrawal or rejection decision has been made in such circumstances, WIC reserves the right to notify any relevant professional bodies and/or third parties.

Similarly, any student found to be admitted based on fraudulent information may have their enrolment/registration cancelled and withdrawn from the programme.

Applicant Data

All data submitted to WIC during the Admissions Process is used to assess the suitability of an applicant for study at the college. Data may also be used by WIC for statistical and reporting purposes, including the lawful sharing of data with awarding partners and sector agencies including but not limited to OfS, the Designated Data Body, and Student Finance England. The application data forms part of a student's record when they are admitted to WIC and, where relevant, partner organisations.

WIC complies with General Data Protection Regulations (GDPR), as set out in the Data Protection Act 2018, in its use of applicant data. Further information about Data Protection at the College can be found on our website, under our Data Protection Policy.

Feedback, appeals and complaints

Applicants will receive the decisions on their applications within two weeks of application. Where unsuccessful, applicants are given reasons for not being selected and signposted to the alternative options available for them. The applicants are also informed about their right to appeal. The admissions Team involved in the selection process maintain a log of any appeals received and their outcome.

Where an applicant believes that they have any grounds for a formal review of the admissions decision, they can formally appeal in writing by completing the Appeal against recruitment, selection and admission decision form (available from the WIC website) and returning it by email to appeals@wic.ac.uk or post to Appeals, Waltham International College, Glebe House, Vicarage Drive, IG11 7NR.

We endeavour to make a formal response to an Admissions Appeal within 15 working days of receipt of the full appeal form. This decision is final.

If a student or applicant is not satisfied with any aspect of the Admissions Service, they can contact the Admissions Manager. They will receive an acknowledgement of their concern within five (5) working days and a response within ten (10) working days.

If they are not satisfied with the response, they can lodge a formal complaint. To complain against an admission process, the prospective student must complete the details provided in the Complaint against recruitment, selection and admission process form (available from the WIC website). Once completed this can either be emailed to complaints@wic.ac.uk or posted to Complaints, Waltham International College, Glebe House, Vicarage Drive, IG11 7NR

We endeavour to make a formal response to any formal complaint within 15 working days of receipt of the full complaint form.

Programme Closure

WIC reviews the demands for its programmes regularly. This process involves the consideration of a wide range of factors including relationship with WIC's strategic priorities; current and future student demand; resourcing and investment requirements; and quality and effectiveness of delivery.

Programme Closures – Before the start date

There are occasions when it is necessary to either reduce or close provision. When any such decision is made, WIC communicates with prospective students who may have been interested in enrolling on the affected programmes are supported.

Applicants affected by a closure are informed as soon as possible after such a decision is made. The Head of HE will follow this up in writing and an advice and guidance session will be offered to assist in identifying alternative provisions available.

Programme Closures – During the programme

WIC does everything possible to prevent programmes from closing that are in progress, however, there are occasions when it is necessary to close provision which is already running. When any such decision is made, WIC will communicate with registered students who may be affected ensuring appropriate support.

Students affected by a closure are informed as soon as possible after such a decision is made. The Head of HE will follow this up in writing and will meet with each of the student groups to discuss continuation options this may include the transfer of students to alternative provision or organisation.

Full details regarding the possible arrangements are contained in the Student Protection Plan (available from the WIC website).

Monitoring and Review

To monitor and improve the advice and recruitment process, WIC will:

- Conduct regular surveys to gain feedback from enquirers, applicants and students
- Monitor and action plan any complaints received through the WIC complaints process, if appropriate.
- Monitor changing patterns in the application market, availability of and demand for different modes of study and qualifications offered for applicants.
- As part of Equality and Diversity monitoring, compare the recruitment levels and achievement rates of applicants/students from minority and disadvantaged groups with those of the majority.
- Summarise and review data regarding applications, offers made and enrolments on a programme-by-programme basis to inform the future recruitment strategy and curriculum development.

Liability

WIC takes reasonable care to ensure that all students are safe and secure whilst on Campus, attending off-campus educational interventions, and/or using the college's services. WIC cannot accept responsibility and expressly excludes liability, for loss or damage to your personal property, which includes computers and software. You are strongly advised to insure your property against theft and other risks.

WIC will not be liable if we fail to carry out our responsibilities as stated in this policy or other college policies or procedures if events are outside of our control. This includes war, terrorist attacks, civil commotion, riots, fire, explosions, natural disasters such as earthquakes, floods and adverse weather, failure of public or private telecommunications networks or power outages.

In the event of any of the above happens, WIC will take reasonable steps to contact the students and will re-institute our contractual obligations as soon as reasonably possible after the event. This may include the delivery of teaching and learning on-line or at other local venues. Communication with all students will be maintained during this period of extraordinary events.

Equality Commitment

We are committed to ensuring that all of the College community is treated with fairness and respect, having the opportunity to learn and work in an environment that is free from discrimination. WIC is dedicated to giving a fair chance to all our applicants so additional support and signposting are in place for students that declare additional

requirements to ensure the college can support these needs and make sure they have a positive and successful learning experience while studying with us.