

CAFRE STUDENT RECRUITMENT AND ADMISSIONS POLICY

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1. INTRODUCTION

1.1 Overall aims of the policy

The aims of the Student Recruitment and Admissions Policy are to ensure that:

- A wide range of flexible educational and training programmes are available to meet the needs of the agri-food industry.
- Opportunities are developed to allow access and progress to higher levels of study.
- Selection is based on clearly specified criteria which are available in the CAFRE prospectus and on the CAFRE Internet site www.cafre.ac.uk
- No candidate is excluded from entry to a programme by reason of religious belief, political opinion, racial group, gender, age, marital status, sexual orientation, disability or responsibility for dependants.

1.2 Admission regulations

CAFRE's Student Recruitment and Admissions Policy complies with all appropriate national legislation and takes account of national guidelines governing the recruitment and admission of students, for example, the regulations of validating Universities and Awarding Organisations.

2. PRINCIPLES OF SELECTION

2.1 Aims of selection

- To attract and retain students, from a wide and diverse community, who have the potential to complete their programme of study successfully and benefit from the experience. Where places are limited, available places are offered to those applicants who are best able to contribute to and benefit from their chosen programme
- CAFRE is committed to transparency in its admissions procedures. All applicable selection criteria are published in relevant recruitment literature (e.g. Prospectus, Course leaflets) and on relevant websites (e.g. CAFRE website, and the Entry Profiles on the UCAS website).
- Selection is primarily based on academic criteria; and no candidate will be excluded from entry to a programme by reason of religious belief, political opinion, racial group, gender, age, marital status, sexual orientation, disability or responsibility for dependants.

2.2 Selection criteria

- The admissions criteria will take into account CAFRE policy, national guidelines, and relevant legislation.
- Selection criteria are considered carefully in order to ensure that the assessment of applicants is fair and transparent.
- Selection criteria are reviewed regularly in order to ensure their ongoing relevance to developing curricula and teaching and learning practice, and in the light of changes in the applicant pool.

- Equivalent criteria will be considered for applicants where standard procedures do not produce equivalent evidence. CAFRE may seek and take into account additional information which may include alternative evidence of an ability to meet the selection criteria and evidence regarding the reasons why it was not possible to demonstrate meeting the criteria by standard procedures.
- Evidence may be gathered through a variety of means including interview, tests, reference, or the assessment of previous employment experience or academic work.

3. ENTRANCE REQUIRMENTS

3.1 Further Education programmes

CAFRE applies minimum entrance requirements for all its Further Education programmes. These take into account the recommendations of Awarding Organisations and represent the qualifications which applicants are normally expected to present for entry. However, all programmes will specify additional entrance requirements and these appear against individual programme entries in CAFRE's printed prospectuses and on-line prospectuses at: www.cafre.ac.uk .

3.2 Undergraduate programmes

CAFRE applies the General Entrance Requirements of validating Universities for all its Higher Education programmes. These represent the minimum qualifications which applicants are normally expected to present for entry. However, all programmes will specify additional entrance requirements and these appear against individual programme entries in CAFRE's printed prospectuses and on-line prospectuses for taught programmes at: www.cafre.ac.uk .

3.3 Postgraduate taught programmes

CAFRE normally requires applicants to its taught postgraduate programmes to possess a degree or equivalent qualification from a recognised institution. Any specific entry requirements will be detailed against the individual programme entry in CAFRE's printed prospectuses and on-line prospectus www.cafre.ac.uk

3.4 Non UK qualifications

CAFRE accepts a broad range of non UK qualifications. Further information may be found in General information and contact details for more specific advice may also be obtained by emailing enquiries@cafre.ac.uk

3.5 Accreditation of Prior Accredited and Experiential Learning (APEL)

CAFRE recognises both certificated and experiential learning irrespective of the context in which it is achieved. Accordingly, CAFRE will accredit alternative forms of learning, provided these can be evidenced in writing and authenticated at the appropriate level..

3.6 Applicants who are not citizens of the European Economic Area

CAFRE is not registered with the UK Borders Agency to accept applicants who are not citizens or who do not meet residency criteria. For further details see

4. DISABLED APPLICANTS WITH SPECIAL NEEDS

CAFRE strives to be an inclusive learning environment and welcomes and encourages applications from persons with special needs.

4.1 Selection and entry criteria

- CAFRE recognises that standard selection measures and procedures may not enable applicants with special needs to demonstrate fully their competence for their chosen programme and so will seek to take into account alternative evidence, such as examples of previous work, additional references or evidence gained during interview in order to ensure equivalent consideration
- CAFRE will also consider making reasonable adjustments to those general entrance requirements which are essential to a programme but not attainable for reasons related to the specific needs of individuals with special needs.
- CAFRE will work with Awarding Organisations to ensure that applicants with special needs are not discriminated against.

4.2 Communication during the application process

- All applicants are encouraged to inform CAFRE about special needs or medical conditions at an early stage in order to discuss the support which may be required
- Applicants who disclose a special need are assured that the information provided will be treated sensitively and in accordance with CAFRE's Data Protection policy.
- Applicants are encouraged to contact the Student Support Officer at any time during the application process to discuss matters related to the support CAFRE may put in place for them and to discuss their chosen programme of study.

4.3 Administration of the Admissions Process

- All CAFRE staff involved in the admissions process will be careful to note the potential need to make reasonable adjustments to procedures for disabled applicants.
- To facilitate applications, Campus Admin staff may seek further information from applicants and/or colleagues as appropriate.

5. ADMISSIONS PROCEDURES

5.1 Further Education and part-time provision

Applications to further education or part-time programmes are made directly to CAFRE. Deadlines by which applications must be submitted will vary, and will be publicised by CAFRE.

5.2 UCAS Procedure

CAFRE will observe the procedures and deadlines for the handling of applications as set out by UCAS (Universities and Colleges Admissions Service www.ucas.com). All applications for admission to full-time undergraduate degree programmes must normally be made through UCAS except for applicants who are already in higher education and are transferring to a different programme.

5.3 Higher Education applications made directly to CAFRE

Applications to part-time HE programmes, postgraduate and exchange programmes are made directly to CAFRE. Deadlines by which applications must be submitted will vary, and will be publicised by CAFRE.

5.4 Acknowledgement of receipt of application

Applicants will receive an acknowledgement of their application directly from CAFRE or from UCAS.

5.5 Fraudulent statements/omissions

Admission to CAFRE is subject to applicants disclosing all facts and information relevant to their application. If, during the course of the consideration of an application, or subsequently an applicant is discovered to have omitted any information requested in the instructions or the application form, or has made any misrepresentation therein or given false information, CAFRE reserves the right to withdraw an offer of a place and/or dismiss their application.

5.6 Applicants seeking deferred entry

CAFRE will consider requests from applicants for deferred entry for a maximum of one year. Applicants should be aware that deferred entry may not always be granted. The decision whether or not to offer a place to applicants for deferred entry rests with the programme manager.

5.7 Procedures for making offers

- When making offers to full-time undergraduate programmes which are conditional upon subsequent achievement in examination, CAFRE normally uses the GCSE grades or the UCAS tariff points system. However, where appropriate CAFRE may also specify specific subjects and grades or alternative means of demonstrating competence
- Applicants to full-time undergraduate programmes should note that the formal notification of decisions is conveyed through UCAS. This will include details of the conditions which may be attached to an offer of a place. Applicants who are unclear about the conditions of any offer are advised to contact the programme manager for the programme.
- Applicants to further education, part-time, postgraduate and research programmes are notified directly by CAFRE of decisions on their applications.
- All successful applicants must demonstrate that they have met CAFRE's criteria to the required level. Offers may be conditional upon subsequent achievement in academic examination or other methods of assessment, as specified during the application process.

- All applicants whose offer of a place is confirmed will receive details of fees, any bursaries and scholarships which may be available and procedures for registration from Campus Admin.

5.8 Feedback to unsuccessful applicants

CAFRE will provide feedback on request to unsuccessful applicants. This will not constitute a reconsideration of an application. Feedback will only refer to the selection criteria employed by the programme and will only be provided on receipt of a written request from the applicant. .

5.9 CAFRE use of applicant data

A declaration of consent on the UCAS form and/or direct entry form/on-line application gives CAFRE permission to process personal and sensitive data (e.g. ethnic origin, disability, criminal conviction). This enables those involved with the selection and admissions process to respond to identified additional needs, to follow CAFRE policy relating to criminal convictions and enables CAFRE to compile its internal student records. This information will be managed in accordance with CAFRE's Data Protection policy

5.10 Procedure for applicants disclosing a criminal record

CAFRE has a duty to ensure the safety of its students and staff. Where an applicant indicates a criminal record, the application will first be judged against the academic and other criteria specified for the programme. If the application meets these criteria, the application will be assessed in order to ensure that neither the applicant nor CAFRE community will be put at risk if the applicant enrolls on a CAFRE programme. The applicant's information will only be shared with those who are involved in the consideration of the application and the applicant will be kept informed throughout the process.

Details of the procedures for the disclosure of, and consideration of, criminal convictions are provided on the CAFRE website www.cafre.ac.uk

5.11 Use of enquiry data

CAFRE may use contact details acquired during enquiry or application to provide enquirers or applicants with details of programmes it believes may be of interest, particularly where an offer of a place on the chosen programme may not be possible.

5.12 Freedom of Information requests

CAFRE is aware of its responsibilities to respond to requests for aggregated data under the Freedom of Information Act 2000. All such requests will be dealt with centrally.

5.13 Data Protection

CAFRE's use, retention and storage of data fully complies with the Data Protection Act 1998.

6. STUDENT FINANCE

6.1 Further Education programmes

No tuition charges are currently levied for further education programmes.

6.2 Full-time undergraduate programmes

CAFRE charges variable tuition fees for its full-time undergraduate programmes. Students may choose to defer the payment of all or part of these fees, along with costs associated with living expenses, until after they complete their programmes of study. This is possible through the availability of a range of loans and grants from the government, as well as bursaries and scholarships from CAFRE.

6.2 Taught postgraduate, and part-time programmes

The arrangements for the charging and payment of tuition fees for taught postgraduate and part-time programmes of study, as well as any financial support available, are different from those applicable to full-time undergraduate programmes.

6.3 Further Information

Further information about fees, financial support and payment policy for all categories of programmes offered by CAFRE may be accessed at the following website: www.cafre.ac.uk

Students who may have special needs, or who find themselves in financial difficulties (which could not have been predicted), may also have access to additional sources of funding. Further information may be found at: www.cafre.ac.uk

7. ADMISSIONS COMPLAINTS PROCEDURE

CAFRE operates an Admissions Complaints Procedure which allows for an informal stage, a formal appeal/complaint handled at Campus level, and finally an appeal to the Director.

Full details of the Admissions Complaints Procedure are on the CAFRE website www.cafre.ac.uk