

Futures College Student Recruitment Policy

General Principles

The College is committed to providing flexible, high quality teaching, professional education and research opportunities to students from a wide variety of backgrounds. In order to admit a candidate, admissions staff must be able to satisfy the College that they have evidence to show that the student has every reasonable prospect of succeeding in their chosen programme of study. On this basis, Futures College aims to offer equality of opportunity to anyone with the ability to benefit from its programmes and provision. The College aims to ensure that its recruitment, selection and admissions processes are transparent and focused towards their intended audiences.

Roles and Responsibilities

Recruitment and admissions activities at Futures College are carried out by the Admission Office. The Admission Office's role is to ensure that policies, procedures and plans in relation to student recruitment and admission are operated fairly and consistently, with a view to enhancing the College's strategic aims and objectives.

Admissions Regulations

In order to ensure that candidates for admission are appropriately qualified for their programme of study, and to ensure high standards of fairness and consistency, the College maintains a core set of entry requirements. These are available at <http://www.futurescollege.org.uk>. All admissions staff is required to adhere to these Regulations.

Apart from the Individual course requirements the College has set out specific admission requirements for each course.

- Minimum IELTS 5.5, B2 SELT or recognised equivalent has been made mandatory as a minimum English Language Standard for courses other than English Language.

Futures College Student Recruitment Policy

- Except for officially government sponsored students, all students wishing to study English Language courses at Futures College will need to show minimum B1 SELT or equivalent English Language skills.
- 50% fee should be paid to the college in advance as a minimum deposit.
- The Student recruitment will be done by overseas recruitment seminars with the college's UK official/s present for on spot admission.
- All the admissions will be processed after interviews taken by the college official or Third Party Interview Company.
- The College has made it mandatory to check the financial documents of the applicant to make sure that the candidate can afford the Studying & living expenses in the UK.
- All documents should be certified by an authorised personnel or an official body.
- The student may be required to give an official undertaking confirming that:
 - a. All the information provided to the college is true & valid.
 - b. He or she intends to follow the course properly.
 - c. The college is allowed to take any action towards the student and report the breach of Tier4 responsibility by the student to the UKBA that may eventually lead to his/her removal from the UK.
- Per semester recruitment quota will be allocated (country wise, Course wise or agent wise) which will make sure that both the college and the students enjoy a multicultural and ethical environment. This will also avoid excessive traffic from a certain region or country and will provide equal opportunities for every region. (If the quota recruitment is not achieved from a certain region then the college may re allocate the quota as viable)

Admissions Information

It is the aim of the College to welcome a wide range of applicants. The College is committed to providing clear, consistent, easily understandable and accessible information about entry requirements, selection procedures, conditions of offer, expected timescales for responses, fees, finance, and welfare, guidance and support services.

Futures College Student Recruitment Policy

Across the range of admissions information, College staff will:

- Ensure that any potential student with additional needs is aware of the advice, guidance and support which the College can offer and that they may choose.
- Ensure that any potential student who has disclosed information in relation to a criminal conviction, caution or warning is aware of the advice, guidance and support which the College can offer and understands the part that any non-academic information will play part in any admissions' decision.
- Ensure to the best of their ability that the applicants are aware of their responsibility to provide full and accurate information as part of the admissions process.
- Ensure that information about placements is provided where relevant.
- Ensure that information is provided about the Students' Welfare where relevant
- Ensure that, in the case of any changes to a programme of study which are made after an offer and before registration, students are informed of the change as soon as possible
- Ensure that procedures for applicants requesting deferral of entry to a later year are readily available.

Recruitment Information

The College seeks to promote its provision as widely as possible amongst suitably qualified candidates in the UK and internationally. In doing this the staff aims to:

- Provide advice and guidance which is targeted to the particular needs and aspirations of a specific enquirer or audience.
- Provide information which is consistent with published literature and is within the limits of that individual's knowledge and expertise.
- Provide detailed information where appropriate on the main learning and teaching methods, assessment procedures, content, structure and

Futures College Student Recruitment Policy

organisation of courses, including the extent of any flexibility and choice within the curriculum.

- Provide a range of opportunities for prospective students and applicants to visit the College at appropriate points during the recruitment cycle.
- Respond swiftly to requests for further information about study opportunities and student life at Futures College.

Selection

The College's aim is to select those students most likely to benefit from its provision. The entry criteria and selection methods chosen for each programme are designed to ensure that students are likely to succeed academically and gain intellectually from the provision available. Aptitude for a particular programme is therefore the primary criteria for selection and an academic decision will always be reached on an application before other factors such as additional needs or criminal convictions are taken into account.

It is important to note that the College has a limited number of places available and that it is not always possible to make offers to all the good candidates who apply. In selecting students, admission staff aims to:

- Reach decisions which are fair and consistent in relation to the published entry criteria, the evidence the applicant presents of their academic and/or professional qualifications and which take into account any specific skills or experiences which are essential or desirable for the programme in question.
- Take into account evidence of a candidate's potential to succeed on the programme. Where appropriate and relevant, admissions staff may consider contextual factors in relation to an application. These factors may include illness, family circumstances, personal responsibilities, or instability affecting the school or college. Where such factors are to be considered, either before making or when confirming an offer of a place, evidence of the effects of disadvantage should be sought. Generally, it is expected that applicants will have taken appropriate action to ensure that examining bodies have allowed for mitigating circumstances prior to the announcement of any results since the

Futures College Student Recruitment Policy

College will not generally be best placed to do this fairly and consistently.

- Make offers on a basis which is consistent with the competition and the number of places available in any given year.

Complaints

The College aims to ensure that its recruitment and admissions processes are transparent and customer-focused. As part of its work to achieve this, the College will make available to enquirers and applicants a complaints procedure should they feel that any aspect of the recruitment or admissions process has not been conducted in accordance with this Policy.

Monitoring and Review

The College is keen to assure itself that its recruitment and admissions processes work effectively, are informed by feedback from users and are subject to continuous enhancement. The College is also keen to ensure that the outcome of its admissions processes are consistent with the College aims, objectives and responsibilities with regards to equality of opportunity.