

MOL Admissions Policy

This policy states MOL's position on key matters relating to admissions and widening participation activity. This policy complies with relevant legislation and takes account of the principles outlined by each awarding organisation, as well as the Quality Assurance Agency (QAA).

The principles state that a fair admission system should

- be transparent
- enable higher education providers to select students who are able to complete the programme as judged by their achievements and their potential
- strive to use assessment methods that are reliable and valid
- seek to minimise barriers for prospective students
- be professional in every respect and underpinned by appropriate institutional structures and processes

Purpose

The purpose of this policy is to provide information to potential MOL students about the MOL admissions procedure. It is the policy framework for all staff involved in the admissions activity. Its main aim is to ensure the fair and transparent admission of students onto our higher education programmes and to ensure that the 'Principles for Fair Admission' are adopted and applied consistently. This policy will be reviewed regularly, taking into account current and relevant legislation.

The policy aims

- to be clear, comprehensive and well implemented as this is deemed to be fundamental to fair admissions to MOL programmes
- to be designed to benefit the applicant experience and to influence recruitment, transition and retention
- to encourage a community dedicated to sharing good practice among higher education admissions staff and enable the potential to succeed
- to minimise barriers for applicants across all protected equality characteristics
- to ensure the MOL admissions team comply with all relevant legislation, including consumer protection and competition
- to plan admissions processes with a clear review method

Scope

This policy covers applications for places on all MOL programmes. While all MOL programmes are open access, we follow our own standard admissions process which includes a duty of care to potential learners to ensure they are suitable applicants, based on the information they provide, for their chosen programme of study.

All information given to potential students regarding their programme of study is clear, relevant, current and informative to ensure any potential students are able to make the correct choice of study consistent with their previous job experience and previous qualifications achieved. The MOL Qualification Advisors will establish requirements, and offer impartial advice and guidance to students on the level of qualification most suited to experience and career aspirations.

Should the Qualification Advisor assess that the potential student isn't at the correct level to complete the chosen qualification, this will be discussed in detail with the learner. However, it is ultimately the prospective student's decision as to whether they apply for the programme.

General Principles

MOL encourages and welcomes applications from all prospective students. It celebrates and values the diversity of its students. MOL is committed to providing a professional admissions service in order to allow fair and equal access to all who will benefit from higher education. MOL will treat all enquirers and applicants with respect and dignity, and seeks to provide an admissions system free from discrimination ensuring equality of opportunity for all individuals seeking a place on a programme.

Responsibilities

Any changes to this policy will be approved by the MOL Directors. The Director of Operations within MOL is responsible for the management of this policy, but may delegate implementation to others. The administration of this policy within MOL is the responsibility of the following: Admissions Team, Marketing Team, Operations Team and any other areas of MOL that may deal with enquiries and admissions to an MOL programme.

Selection Criteria

All MOL applications will be assessed against academic and non-academic criteria specific to each programme and awarding organisation. All applicants for a programme are assessed against the same entry criteria.

Entry Qualifications

MOL welcomes applications from students achieving excellence in a wide range of qualifications. The MOL Admissions Team is responsible for determining the qualifications appropriate for admission.

English Language Requirements

All MOL programmes are delivered in English. Applicants for all MOL programmes must be proficient in the written and spoken use of the English language to the general standard required by MOL.

MOL must also ensure that international applicants, whose first language is not English, demonstrate a high standard of both spoken and written English to register onto an MOL qualification.

Acceptable assessment tools of assessing the English language ability of prospective candidates are detailed below. All assessments must have been undertaken within the last two years.

International English Language Testing System (IELTS)

Foundation level programmes – a score of 5.5 overall with a minimum of 5.5 in each category.

Intermediate level programmes – a score of 6.0 overall with a minimum of 5.5 in each category.

Advanced level programmes – a score of 6.5 overall with a minimum of 6.0 in each category.

Test of English as a Foreign Language (TOEFL) internet based test

Foundation level programmes – a score of 71 overall with a minimum of 17 in each category.

Intermediate level programmes – a score of 79 overall with a minimum of 17 in each category.

Advanced level programmes – a score of 90 overall with a minimum of 19 in each category.

Pearson's Test of English

Foundation level programmes – a score of 50 overall with a minimum of 50 in each category.

Intermediate level programmes – a score of 54 overall with a minimum of 51 in each category.

Advanced level programmes – a score of 60 overall with a minimum of 54 in each category.

Data Protection

The MOL Admissions policy and procedure will be conducted in accordance with the LTE Group Data Protection Policy and the relevant data protection legislation.

<https://www.ltegroup.co.uk/knowledge-share/lte-group-data-protection-policy>

Equality and Diversity

MOL is committed to providing an environment free from discrimination, bullying, harassment or victimisation, where all members of its community, including those who seek to apply, are treated with respect and dignity. We aim to create a culture of diversity, providing a dynamic working and learning environment, where all members are valued for their contribution and individuality. We are committed to providing equality of opportunity for all, irrespective of

- age
- disability
- gender reassignment
- marriage and civil partnership
- pregnancy and maternity
- race
- religion and belief
- sex
- sexual orientation

The LTE Group's Equality and Diversity policy is applicable to all applicants, students and staff. The full policy can be found at

<https://moodle.mollearn.com/course/view.php?id=20>

Admissions Process

Interview

All potential students receive a diagnostic interview prior to enrolling onto their chosen programme of study. They are provided with key programme information including programme overview, awarding organisation requirements and assessment processes. The diagnostic interview assesses a potential learner's ability to achieve their chosen qualification and also includes discussions around previous study, ie exemptions, credit transfers and RPL opportunities.

The diagnostic interview is conducted via telephone and includes discussion of the following

- reason for application
- full details of previous qualifications/professional membership(s)
- details of any CIPD modules already completed and where (if applicable)
- current job title, level, role and responsibilities
- details of previous relevant employment/experience
- details of specific assessment criteria for chosen programme of study

- opportunities for Recognised Prior Learning (RPL)
- information with regard to guided learning and personal commitment, self-study and MOL's blended learning approach

Information from the diagnostic interview is captured in the Record of Initial Diagnostic Interview (RIDI) held on MOL's CRM. Following completion of the diagnostic interview, potential learners deemed suitable to enrol on to their chosen programme will then submit an application form. The application form provides the student with the opportunity to disclose identified difficulties or disabilities.

Student Experience Team

The Student Experience Team is the first line of contact for all students, answering queries and first line complaints, including admissions complaints. The team collects student feedback which helps drive continuous improvement and enables MOL to offer a best in class student experience. The team engages with students, in a proactive manner, throughout the whole student journey in order to improve the service and experience offered by MOL.

The Student Experience Team offers excellent support to learners at the admissions stage, and provides student information, accurately and on time. The team's remit includes

- progress calls
- support calls
- learner FAQs
- VLE helpdesk
- student surveys
- complaints

On-boarding Calls

When an application form has been received by MOL, the student will receive an on-boarding call, from the Student Experience Team, following the process below

- check that the RIDI/Questions section has been completed
- check start date information, chosen mode of study and location
- discuss the "switch" process with the student (CIPD L3 and L5 only). If the student has chosen Classroom Choice, advise them about workshop dates and times, location and webinar dates and times
- if the student has chosen the Live Online option, advise them of the webinar dates and times
- discuss what happens next and what they are due to receive: on-boarding email, welcome email, confirmation email, payment process and advise them of when to expect their text books, and that they will be provided with a reading list
- discuss the MOL VLE and next steps when the learner has received VLE login information, how to register for webinars, contact the tutor forum, private messaging and the resource zone
- discuss CIPD membership and fees
- discuss the exam process (L7 CIPD only) and exam fees
- ask the learner if they have any further questions
- email the learner following the phone call to send confirmation of their chosen programme, a tutor bio, and all unit/module information