

Higher Education Admissions Policy

2025-2026

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1. Scope and Purpose

Wiltshire College and University Centre (WCUC) is committed to providing a transparent, fair and inclusive Higher Education admissions process which meets the needs of the applicant. WCUC aims to encourage individuals to realise their full potential, support lifelong learning and help students, the community and business to succeed. The purpose of this policy is to set out the process of admission to the College for all applicants and details what students can expect from WCUC.

1.1 Policy Statement

Students are at the heart of all that we do. The College aims to offer information, advice and guidance (IAG) at key points of the initial student journey. The College will also:

- Work with applicants to reduce or remove initial barriers to learning
- Provide clear expectations of the College/applicant partnership during the admissions process
- Clarify exceptions to the admissions process
- Identify the process for determining course entry requirements
- Set out the role of the Fair Access Panel

1.2 The Scope of the Policy

This policy is applicable to all applicants wishing to engage in a Higher Education programme of study at WCUC. It states the position on admission to all applications for full time, part time and blended learning courses considered under the Higher Education course classification (this includes Higher National Certificates, Higher National Diplomas, Foundation Degrees, Degrees, Top-up years and Degree or Higher Apprenticeships. It complies with relevant legislation and considers the QAA UK Quality Code (2023), the QAA Admissions Guidance (2018), the Office for Students (OfS) registration requirements, the regulations set by the Competitions and Markets Authority (CMA), and any relevant accrediting professional bodies' good practice guidance and principles.

2. Accountability

Everyone has a role and responsibility to actively support this policy by ensuring that the policy is known, understood and implemented across all areas of delivery.

2.1 Applicants

- To follow the Higher Education admissions process as explained by the HE Admissions Policy, detailed in the College prospectuses and on the website.
- To meet College expectations such as attending interview dates and enrolment events.
- To be clear regarding any reasonable adjustments required at the point of admission.

- To discuss any concerns with our HE Admissions team throughout the admission process.
- For applicants who may pose a risk, which includes but is not limited to, unspent convictions, referrals are made to the Cross College Safeguarding Group (CCSG) for a decision on the enrolment. This includes applications to reside within accommodation. Applications will be placed on hold until a decision has been reached by the CCSG.

2.2 Higher Education Admissions Team

- To set out admissions processes for all Higher Education students in marketing materials such as the College prospectuses, website and other relevant publications.
- To ensure all staff involved in the Higher Education admissions process are aware of and are working to current procedures.
- To provide training to staff involved in the Higher Education admissions process and act as a central point of contact for all queries, this includes recruitment, application and admission information to support queries relating to students with Education Health Care Plan (EHCP) and/or Disabled Student Allowance (DSA) Needs Assessments.
- To monitor the quality of IAG provided by staff offering admissions interviews, and ensuring we work to agreed service standards concerning timeliness of interviews and offers.
- To ensure offers made are appropriate and meet both College and University and College Admissions Service (UCAS) entry requirements.
- To ensure appropriate referrals are made to other teams such as Inclusion and Support, Careers Guidance, Safeguarding and Wellbeing and the Student Assistance Programme to support the induction process and ensure student needs are met.
- To lead applicants through the Higher Education admissions process until they are enrolled and are active students at the College.

2.3 Course and curriculum representatives

- To provide accurate and up to date information to the Admissions, Careers and Marketing teams enabling them to give accurate IAG to prospective students.
- To offer impartial information to applicants during admissions interviews.

2.4 Residential Accommodation

To provide accurate up to date information on the admissions process for prospective residents.

- To follow the Residential Statement of Principles and Practice. This document can be found on the College website: [WCUC-Principles-and-Practices-23-24-1.pdf \(wiltshire.ac.uk\)](https://wiltshire.ac.uk/WCUC-Principles-and-Practices-23-24-1.pdf)

- To make appropriate referrals to Residential Accommodation Manager, Safeguarding and other college teams such as Inclusion and Support, to remove any barriers to living in residential accommodation.
- To process referrals of concern via the CCSG to ensure the safety of all residents on campus. Applications will be placed on hold until the CCSG have reached a decision.
- To work with the curriculum teams, Safeguarding, Inclusion & Support and other supporting agencies to collate relevant health and safety information.

2.5 Marketing and Communications:

- Work with curriculum teams to collate up to date and relevant information about courses available.
- Agree and clearly set out College and course entry requirements, working with Heads of Faculty and the Admissions team to review these regularly.
- Provide accessible information to help prospective students make informed and objective choices.

2.6 Heads of Faculty

- To work with Marketing and Communications and the Higher Education Admissions team to ensure the most up to date information is provided about courses available, including entry requirements.
- To work to a process that allows the formal and measured review of course entry requirement at appropriate times during the College year.

2.7 Senior Leadership Team (SLT) and Board of Governors

- To support the development of the HE Admissions Policy.
- To seek to include SLT representation on College Committees related to Higher Education Admissions, such as Performance and Quality (P&Q) and College Management Group (CMG) meetings.

2.8 Safeguarding, Wellbeing and Career Guidance staff

- To work alongside the HE Admissions team and the Head of Higher Education Quality and Performance to provide support for the HE application and admissions process.
- To provide impartial advice and guidance to prospective HE students.
- To raise any concerns with the Safeguarding Team during the application process.
- To refer applicants and student in early induction process to the Wellbeing team or to the Student Assistance Programme (SAP).
- To endeavour to work with other College teams and/or outside agencies to remove potential barriers to learning.

- To receive referrals from the HE Admissions team, and to interview staff and respond appropriately providing impartial Information Advice and Guidance to prospective students. To raise concerns with the Safeguarding Team, contact Wellbeing or to refer to the Student Assistance Programme (SAP).

2.9 Comments, Compliments and Complaints

The College will ensure that both informal and formal complaints, appeals and compliments are logged and responded to, in accordance with the College Complaints and Compliments Procedure found here: [Policies and Procedures | Wiltshire College & University Centre](#)

3 Process and Procedures

3.1 Fair Admissions

The College is committed to providing a fair admissions system that admits students who show clear evidence of an ability to succeed on their chosen programmes, irrespective of their backgrounds. Our admissions processes are informed by UniversitiesUK, GuildHE, and (UCAS) guidance and code of practice: [Fair admissions code of practice \(universitiesuk.ac.uk\)](#). We are committed to following admissions procedures which demonstrate the following:

- Transparency
- Minimising barriers to entry
- Selecting for merit, potential and diversity
- Professionalism
- Using assessment methods that are reliable and valid.

3.2 Working with applicants to support inclusive admissions:

The College will make every effort to ensure all students have fair and equal access to learning and will actively support any Higher Education student who enters any requirements on their application forms. Students are also encouraged to confirm learning requirements throughout the admissions, enrolment, and induction process. The College's enrolment form provides the opportunity for the student to give details of any reasonable adjustment they feel would support their academic journey. Where this has been highlighted in the application or enrolment process, the College will begin discussion with the student at the earliest opportunity and assess the support required. Where an EHCP is in place from previous study, the College will work with the processes stated below. Where there is no EHCP in place, the College will work with the **student to effectively signpost to the most appropriate support available.**

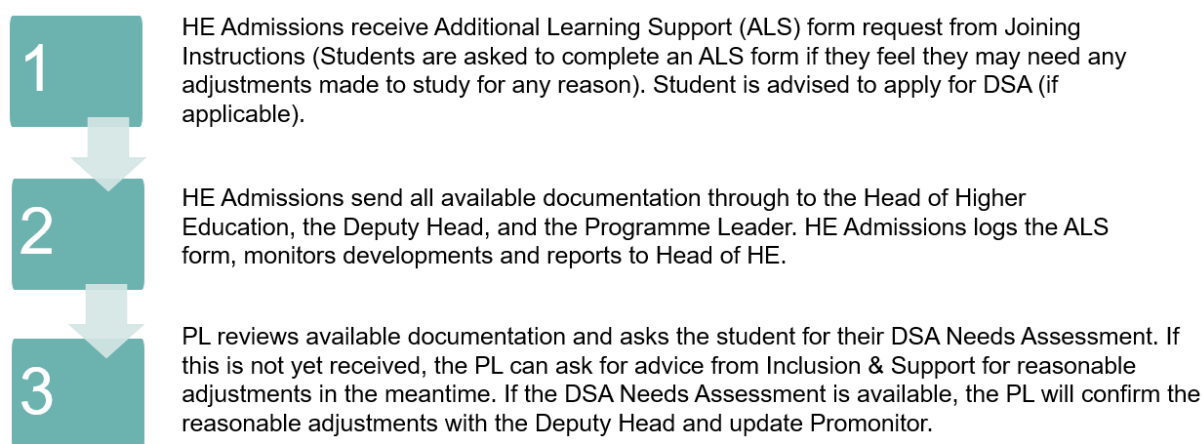
Where an EHCP has been provided, the College will engage with the Local Authority EHCP consultation process as set out in the Special Educational Needs and/or Disabilities Act (SENDA (2001) and, if requested, will provide information to the Local Authority as to the College's ability to meet the educational support needs of the student. A positive confirmation of this will not necessarily mean acceptance to the programme of study applied for, and applicants will still be required to follow the application and interview process set out in this policy.

Where a student applies to the College and receives an offer of a place without disclosing their EHCP or learning needs, it may subsequently be necessary for the College to review

any offer issued to ensure its ability to support the student individual learning requirements and meet the statutory duty as detailed in the SENDA. Wherever possible, the College will endeavour to meet these needs.

Students with an EHCP who need to apply for (DSA) should be directed to the HE Admissions team in the first instance for more information and signposting to government DSA application guidance: HEAdmissions@wiltshire.ac.uk

Programme Leaders are informed of the DSA Needs Assessment (as per the process below) and therefore can support the student through their admissions process. Programme Leaders receive full annual training on HE SEND responsibility. The College Inclusion and Support team can offer further advice and guidance regarding reasonable adjustments.



These reasonable adjustments are monitored by the PL in HE Quality and Enhancement (HEQE) Meetings throughout the academic year.

3.3 Clarify exceptions to the admissions process

Although College and course requirements are set and communicated to all applicants, certain exceptions may apply. These are at the discretion of the Head of Faculty and may include reasons such as interrupted study periods, portfolio instead of grades on entry, medical difficulties, home schooling, previous relevant employment and experience and previous non-academic achievement. The final decision is made by the Head of Faculty and may include conditions of enrolment.

The College has the right to refuse admission to a course, where the applicant does not meet the specified entry criteria.

The College has the right to refuse admission to higher level apprenticeship training where the student does not meet entry requirements of the programme or where their current employment does not cover the scope of the apprenticeship. This also extends to where a learner poses a risk to themselves or others.

3.4 Identify the process for determining course entry requirements

The Senior Leadership team agree and set the College entry requirements. Admissions will confirm interview requirements with each department which may include assessments,

auditions or portfolios or any other appropriate entry criteria request as set by the awarding organisation or accrediting body.

The relevant Senior Leadership team member is responsible for ensuring consistency of entry requirements across departments and will respond to requests for changes to these through the appropriate channels.

Deadlines for making changes must be in line with Marketing Admissions and Communications' requirements to meet deadlines for prospectus production and student recruitment and for our responsibility for registration with the Office for Students (OfS), and the regulations set by the Competition and Markets Authority (CMA). Entry requirements cannot be changed once recruitment for the next academic year has started.

3.5 Interview non-attendance

The College reserves the right to withdraw any applicant who does not attend their College interview and does not contact the College prior to enrolment or induction. The College will endeavour, (wherever appropriate), to contact the applicant directly to ascertain the reasons for their non-attendance and will offer supporting information and guidance to ensure the course is the right fit for the student.

3.6 Provide clear expectations of the College / student partnership during the induction process

All students are inducted into College before taught lessons start on campus at our Higher Education Induction event. This induction signals the start of the induction period and this will be considered complete when the Induction Survey is run after the first half term. At this point, the student experience of the entire induction process (including admission and enrolment) will be reviewed and any final admissions information addressed. During Induction the College expectations shall be outlined along with what the College commits to offering.

3.7 Equity, Diversity and Inclusion

The College welcomes applications from applicants irrespective of their age, disability, family responsibility, marital status, race, ethnicity, nationality, faith, gender or sexual orientation, in line with the College's Equity, Diversity and Inclusion Policy.

3.8 The role of the Cross College Safeguarding Group (CCSG)

The CCSG consists of members of the Senior Leadership Team, Director of Safeguarding & Student Services, Inclusion & Support, Head of Higher Education, Senior Safeguarding Lead and, where appropriate, the relevant Head of Faculty and Residential Accommodation Manager. The aim of the group is to review student profiles of those currently on programme and those of any applicants who may pose a risk. The group will also discuss and agree the most appropriate progression for students who have experienced barriers to learning or who have not met College expectations in a previous year of study at the College.

The purpose of the CCSG is to identify and assess any applicant whose declared record of offences indicates they could be a risk to themselves, other students, staff, visitors or the College environment. The student risk assessment is one way in which the College works to provide a safe, respectful and inclusive environment for all students and staff. The applicant will be reviewed by the CCSG and a risk assessment will be put in place if appropriate.

Other potential support needs and barriers to learning will be identified during the screening process with the Higher Education Admissions team. These will be subject to appropriate referrals such as Safeguarding and Wellbeing, Inclusion and Support, and Careers Guidance.

Where new applicants are declined and wish to appeal this decision, they can ask for their case to be referred to the group who will consider all relevant information to ensure decisions reached are fair and appropriate. The College reserves the right not to accept a student in College to study Higher Education, but will work with them to refer to more suitable provision, as appropriate and following Joint Council for Qualifications, UK Quality Code and Office for Students (OfS) guidance.

3.9 Part time applications

Applicants looking to join a directly funded programme on a part-time-basis can email HEAdmissions@wiltshire.ac.uk and request an application form. Once the form is completed, HE Admissions will request any other supporting information and forward to the relevant faculty area. Once selection procedures have been completed, successful applicants will receive confirmation of their offer to join the programme, along with any conditions, by email.

3.10 Higher Apprenticeships

Wiltshire College and University Centre offers several higher apprenticeships which contain higher level qualifications. Recruitment to these programmes is managed by employers and the College's Business Development team. Where the prospective apprentice has an employer, they apply through this route and then subsequently to the college. Where an employer is yet to be confirmed, application can take place directly to the college whilst an employer is found by the prospective apprentice. Applications will be progressed according to both the employer and college policies.

In some cases, Wiltshire College and University Centre may be invited by employers to participate in the process for recruitment to apprenticeship programmes. Where this occurs, the College will endeavour to operate in accordance with the principles set out in this policy.

3.11 Course Closure

Where a course is under-subscribed or there is a significant change which creates non-viability, the College reserves the right to withdraw the course (including after an offer has been made or accepted). In such cases, the College will follow the HE Course Closure, Suspension, and Substantial Change Policy and applicants will be offered advice and guidance on the availability of alternative courses, both at the Wiltshire College and University Centre and with other suitable alternative education providers wherever possible.

In any eventuality, the College will adopt the process provided by our partner Higher Education Institution (HEI).

The College will follow the HE Course Closure, Suspension, and Substantial Change Policy and procedures to inform the relevant organisations; our awarding partner, UCAS, and removal from our website and marketing partners.

3.12 Applicant Cancellation and Clearing:

Full-time applicants must adhere to the deadlines set by UCAS for responding to offers they receive. If applicants who have accepted an offer wish to be released from their acceptance (including being considered for Clearing), The College will not unreasonably object to this.

3.13 Pre-contract information:

Once an applicant receives an offer, they will be advised how to access the College pre-contract information relevant to that offer (the Joining Instructions, HE Student Agreement, Appeals and Complaints information). This information will remain applicable throughout the duration of the student's course. If they progress to another course, such as a BA (hons) Top-up, new pre-contract information will be provided. Applicants to indirectly provided courses will also receive additional pre-contract information from the relevant partner university.

3.14 Overseas Applicants:

Any applicant presenting non-UK qualifications for entry onto a programme will be considered against the standard entry criteria and will still need to demonstrate the relevant English and Maths accreditation within their curriculum qualifications.

All applicants with non-UK qualifications where English is not their first language will be required to provide evidence of English language proficiency in Speaking, Writing, Reading and Listening. The College minimum language requirements is IELTS (Academic) at grade 6 overall and must not have a score below 5.5 in Speaking, Writing, Reading and Listening. However, many qualifications have very specific requirements, we would therefore work with the entry requirements of the relevant awarding organisation in the first instance.

Applicants should be aware that some courses may have specific English requirements that are higher than the College basic requirements. Where this is the case, details will be provided on individual course information sheets.

A number of equivalent qualifications are accepted, and applicants should contact the HE Admissions team with specific queries related to non-UK qualifications and language requirements.

When comparing non-UK qualifications from non-UK backgrounds, the College will refer to ENIC, the designated UK National Information Centre for the recognition and evaluation of international qualifications and skills.

Applicants are required to provide officially translated transcripts of their qualifications prior to starting their course, students who have conditional offers, or require Student Route Visas will not be issued with relevant documents prior to the College receiving this.

The UK Government operates a points-based immigration system within the UK, with which the College is compliant. Any student requiring a Student Route Visa to study within the UK, are advised to look at the UKVI pages for further advice and guidance. Certificate of Sponsorship (CAS) will only be issued to students who have met their conditions of entry, provided the required documentation and paid 50% of their overall tuition fee. Evidence of obtaining the Student Route Visa is also required when enrolling.

3.15 Overseas Applicants: Deferred Entry

The College allows applicants to be considered for deferred entry and this is only usually granted for one year. In exceptional circumstances, applicants may be able to defer their application for two years, at the discretion of the Higher Education Admissions team and the Head of Higher Education Quality and Performance.

Deferred applications will be considered against the published entry criteria at the point of application and will, as a result, be treated equally to all other applications up to the point of confirmation.

Students wishing to defer their application during an admissions cycle will still be required to meet their conditions of entry within the admissions cycle in which they have applied. Where this concerns a Disclosure and Barring Service check, or Health check, students will be required to repeat this process within six months of the course start date, to ensure that the checks are current. For Disclosure Barring Service Checks, students registered to the update service may not need to reapply. Students are advised to contact the Higher Education Admissions team to discuss.

Deferred students who fail to meet their conditions of offer will not be able to defer their application and will instead need to re-apply to be considered.

4. Criminal Convictions

4.1 Criminal Convictions and DBS Check

- Applicants are required to declare unspent criminal convictions within the application process, prior to starting their course. A course and/or residential accommodation offer may be refused for applicants with certain unspent criminal convictions to safeguard the whole student community. All applicants who declare an unspent criminal conviction are required to complete a Criminal Record Disclosure form providing details of the conviction. **This will be referred to the CCSG and applicants may be instructed to not access any campus until a decision has been reached.**
- It is our policy that all those who apply to study with the College are required to disclose any unspent criminal convictions on the Criminal Record Disclosure Form (CRDF) (*Annex A*). Failure to disclose, or subsequent discovery of a conviction, will be treated seriously and may result in a student being withdrawn from their course.
- The College aims to ensure that all applicants who make a disclosure of a criminal record, have access to a fair and confidential admissions process, while preserving the College's duty of care to the entire student and staff community.
- The College recognises that access to education and training is one key element in the effort to assist those with a criminal record not to reoffend and to move on in life.
- Having a criminal record will not prevent an applicant from being considered by the College, nor will the information disclosed necessarily prevent a person from studying on the course of their choice. However, depending on the course, there may be occasions whereby a conviction may preclude an applicant from enrolling on that course. In such cases, the College will discuss this with the applicant and will endeavour to offer appropriate alternatives.
- The information disclosed on a criminal conviction is 'sensitive personal data' under the terms of the Data Protection Act 2018. The College will ensure that all such

information is processed, stored and protected in accordance with the College's Data Protection Policy, the FE Retention and Disposal Schedule and the College Privacy Statement.

The documents relating to unsuccessful applicants will be destroyed no later than 28 days after the Cross College Safeguarding Group's decision being communicated to the applicant, except for the record of the decision itself. The notes of the CCSG will include minimal information:

- Applicant name
- Course applied for
- Date of application
- Date of decision
- Reason for refusal

For successful applicants, all documentation will be retained in accordance with the College Retention and Disposal Schedule.

All disclosures and discussion regarding any disclosure will be treated confidentially. If in the course of its assessment of risk, the College is required to contact an external organisation such as Social Services or the Youth Justice Service consent will be sought from the applicant on the criminal conviction disclosure form.

The College does not normally require applicants to be DBS (Disclosure and Barring Service) checked other than those who apply for specific courses in Health and Social Care or whom are required to have a DBS check for their work placement or reasons of professional requirement in that sector. This DBS checking will normally be completed as part of the enrolment process. All offers for courses where there is a DBS check requirement will be conditional on successful DBS clearance.

Under exceptional circumstances, the College might require an applicant to have a DBS check as an admission requirement.

4.2 Process for making a disclosure

The CCSG will discuss the nature of the disclosure, its relevance to the course applied for and will seek advice from external agencies if necessary. The group will determine the risk outcome as follows:

1. Application accepted , proceed to enrolment
2. Applicant accepted with terms and conditions
3. Unable to proceed with application as the risk presented cannot be managed satisfactorily while maintaining a duty of care to others

The Safeguarding team will communicate with the applicant no matter the outcome. If the applicant is unable to proceed to enrolment, advice on any options available regarding other appropriate courses will also be given.

It may be necessary to share information about an applicant with a criminal record to appropriate staff or work placement provider. This information will be released on a 'need to know' basis only.

4.3 Convictions after commencement of a course

If a student is convicted of a criminal offence after they have applied or started a course, they must inform the Designated Safeguarding Lead or Deputy Designated Safeguarding Lead immediately via the dedicated safeguarding email – safe@wiltshire.ac.uk - Failure to do so will result in the College reviewing the case and this could result in the student being removed from the course. The CCSG will review any convictions after the commencement of a course to determine whether we are able to keep the student and others safe, and a student may be asked to learn from home until a decision has been made.

4.4 Concerns raised about a student

The College will investigate any disclosure made about an applicant or student by another person. In the event that any concern proves to be valid and the applicant or student has not made a disclosure to the College, the CCSG will consider all the relevant information and come to a decision based on the level of risk to the college community as per the application stage or take a decision as to whether the student can continue with their studies.

4.5 Appeals

Applicants who have been refused a place at College as a result of a Risk Assessment may appeal against the decision in writing within 14 days from the date the decision is communicated. They will consider each individual case and confirm their decision to the applicant in writing. Applicants can find more information on our Appeals procedure here:

5. Data Protection

The College will handle data and information in a manner that ensures that it safeguards individuals and personal data. Information will always be managed in a manner that complies with the College Data Protection Policy. All staff involved in admissions have received training that enables them to discharge their responsibilities in relation to data protection.

6. Associated Documents and Legislation:

- Office for Students Ongoing Conditions of Registration
- Office of the Independent Adjudicator, the Good Practice Framework: Supporting Disabled Students
- UK QAA Quality Code: Learning and Teaching
- The Equality Act 2010: Technical Guidance on Further and Higher Education
- Higher Education Fees Policy
- Comments, Compliments and Complaints Procedure
- Equity, Diversity, and Inclusion Policy
- Safeguarding Policy
- Data Protection Policy
- HE Student Engagement Monitoring Policy
- Student Protection Plan

7. Monitoring, Review and Evaluation

The department/team responsible for each area of Higher Education student enrolment has an obligation to analyse and report the effectiveness of provision utilising tools such as observation records, service standards and customer feedback.

Student enrolment results may be aggregated at different levels (by College, campus, subject area etc.)

Issues arising may be addressed at various levels within the College. Key trends, areas for development, and key responses, form a major element of the annual Quality Cycle. Results of enrolment will be analysed and priority areas for action and improvement targets set within departmental areas and the organisation's overall Self-Assessment Report and Quality Improvement Plan. Action Plans will be monitored by the Quality Team.

8. Feedback

If an applicant is unsuccessful in their application, they have the option to contact College HE Admissions for feedback if they believe they should have been offered a place. However, all applicants requesting feedback should carefully re-examine the entry requirements and the general advice provided during the interview process.

If, after considering all the information, it is still unclear why a place was not offered, applicants can contact HE Admissions via email (HEAdmissions@wiltshire.ac.uk) within two weeks of receiving the unsuccessful decision. Feedback will be provided to unsuccessful applicants only upon request. Please note that due to the high number of applicants for some courses, the feedback provided may not always be highly specific or tailored.

Parents, guardians, advisors, schools, and colleges should be aware that feedback will typically be given directly to the applicant, unless the College or the partner university has received a clear written statement indicating that the applicant permits discussions with another individual or party regarding the matter.

9. Admissions Appeals Process:

9.1 Principles:

The underlying principles of the Admissions Complaints Procedure are as follows:

The process should be fair, effective, timely, and easily understandable. Complaints should be resolved as quickly and reasonably as possible.

The applicant and relevant staff members will be informed of the outcome of the appeal.

Actions will be taken to develop and improve the College's procedures upon the receipt of constructive feedback from any investigation or appeal case.

9.2 Appeals:

Applicants wishing to lodge an appeal must submit their concerns in writing to the HE Admissions team (HEAdmissions@wiltshire.ac.uk). The appeal should include copies of all previous correspondence related to the appeal, an explanation of the reasons for the appeal, and the desired outcome.

Appeals submitted more than 10 working days after the original application decision, which is the subject of the appeal, will generally not be considered.

Time	Action
Within 5 working days	The HE Admissions team acknowledge receipt of the appeal and inform the Head of Higher Education (HoHE). The HoHE confirms the appeal with the HEI if necessary. The appeal is logged and monitored through to completion by the HE Admissions team
Within 15 working days	The HoHE conducts an investigation into the appeal complaint and informs the applicant of the expected completion date and of any possible delays. The HoHE investigation may include requesting additional information from various staff members and/or the applicant and may involve discussing with the College Senior Leadership Team.
Within 10 working days of appeal hearing	Appeal outcome notification is communicated to the applicant.

9.3 Appeal Hearing:

This event will provide one of the following outcomes:

- There are grounds for application reconsideration. All parties are informed.
- There are no grounds for taking the matter further and all parties are informed. An alternative course could be proposed.

The decision reached through the appeal process is considered final and will be communicated to the applicant within 10 working days of the appeal's consideration.

10. Equality Impact Assessment

Wiltshire College & University Centre strives to ensure equality of opportunity for all students, local people and the workforce. As an employer and a provider of education, the College aims to ensure that none are placed at a disadvantage as a result of its policies and procedures. It is intended that this policy and procedure is fair to all. Where any part could potentially lead to unequal outcomes, the policy then justifies why this is a proportionate means of achieving a legitimate aim.

11. Data Retention Statement

Wiltshire College & University Centre is committed to ensure the data it collects, and holds is in line with the ICO's guidance and meets data protection law. Where appropriate a Data Protection Impact Assessment will be undertaken as and when policies are updated to ensure risks to the individual and College are considered and managed.

For further information please refer to Wiltshire College & University Centre's Data Protection Policy.

12. Policy Review and Ownership

This policy and procedure is owned by the Head of Higher Education Quality and Performance. It will be reviewed periodically by the Deputy Principal Curriculum and Quality in light of developments in good practice, legislation, regulation, or audit; and to ensure it continues to be relevant and supports operational effectiveness. The document is managed by the Head of Higher Education Quality and Performance.

13. Amendments Log

Version	Date of Issue	Amendment summary	Author(s)
V1.0	July 2020	Approved by SMT	Hilly Prendergast
V1.1	July 2021	Approved by SLT	Hilly Prendergast
V2.0	November 2022	acronyms, role titles and dates changed	Claire Whiting
V3.0	July 2023	Changes to titles, minor changes to policy list, SEND process, updated with new policy titles throughout, refreshed with CMA and registration information. Updated / added the following: Section: 1, 3.1, 3.4, 3.10, 3.11, 3.12, 3.13, 8 – along with a new Admissions Appeals Process	Claire Whiting
V4.0	Nov 23	Changes to safeguarding processes.	Claire Whiting / Jo Kelly / Helen Dodds
V4.1	Nov 23	Various updates	Jo Lennon / Claire Whiting
V4.2	Jan 24	Changes to reflect apprenticeship admissions	Martin Reeves / Claire Whiting
V5.0	June 24	Changes to CCSG and minor text adjustments for 25-26	Claire Whiting / Jo Kelly / Daisy Griffiths

14. Annex A

Criminal Conviction Record Form – To be completed by the applicant

PART A

Your Name:		Date of Birth:	
Your Address:		Parent/Carer Name & Tel No (if under 18):	
		Course Applied for:	
		Campus:	
		YOT/Case Worker Name:	
Home Tel No:		YOT/Case Worker Tel No:	
Mobile Tel No:		Date:	

If you would like support from the College Safeguarding Team while studying at the College, please tick here