



RECRUITMENT AND ADMISSION POLICY

Policy reference UKV-QA-05 | Version 3.0

UK Versity Online Limited | BAC Accredited College | UKPRN 10052768

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Version	3.0
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Policy owner	Registrar
Author	Director of Education
Approved by	Principal (Ramanjeet Singh), on behalf of the Academic Board
Approval date	1 October 2026

Recruitment and Admission Policy

UK Versity Online Limited | ATHE 889 | Pearson 07737 | OTHM DC1506132 | Ascentis 3286 | NCFE 8465520 | IFA Direct 283334

Document control

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Owner	Registrar
Author	Director of Education
Approval authority	Academic Board, chaired by the Principal (Ramanjeet Singh)
Approval date	1 October 2026
Applies to	All UK Versity applicants and learners, and all staff and agents involved in recruitment and admission
Supersedes	Recruitment and Admission Policy (QA-01, May 2026); Learner Recruitment and Enrolment Policy (QA-22)
Summary	Sets out how UK Versity gives applicants accurate advice, checks identity, eligibility and suitability, makes and explains admission decisions, and handles admissions complaints.

Compliance mapping

BAC College Scheme 2023 standards	4.3-4.4; 5.1-5.7; 26.3; 29.1
UK Quality Code 2024 (voluntary)	Principle 9
OfS conditions (benchmark only; not OfS registered)	C1, C5 (benchmark)
Awarding organisations	ATHE; Pearson; OTHM; Ascentis; NCFE; IFA Direct
Legislation and regulation	Equality Act 2010; UK GDPR and Data Protection Act 2018; Consumer Contracts (Information, Cancellation and Additional Charges) Regulations 2013; Digital Markets, Competition and Consumers Act 2024 Part 4; Rehabilitation of Offenders Act 1974

Version history

Version	Date	Change
1.0	November 2014	First issue as Recruitment and Admission Policy (QA-01)
2.0	May 2026	Revised for ATHE monitoring visit

Version	Date	Change
3.0	October 2026	Full rebuild: complaints and appeals separated, clear minimum ages, identity and qualification verification, digital requirements, pre-enrolment information and cancellation rights, multi-AO alignment, BAC/QAA/OFS mapping and version control

1. Purpose

This policy sets out how UK Versity Online Limited (trading as UK Versity) recruits and admits learners. It makes sure that:

- applicants receive accurate, complete information before they commit;
- admission decisions are fair, consistent, transparent and recorded;
- each learner is placed on a course and level they can reasonably be expected to complete;
- identity, age, prior qualifications, English language and digital readiness are checked;
- support needs are identified before the course starts.

UK Versity believes its qualifications should be open to everyone capable of reaching the required standard, without unnecessary barriers.

2. Scope

This policy applies to all applicants to UK Versity courses, whatever their route (website, telephone, employer, recruitment agent or progression from another UK Versity course), and to all staff and agents involved in recruitment and admission. It covers qualifications from ATHE (Awarding body for Training and Higher Education), Pearson Education Ltd (Pearson BTEC, including BTEC Higher Nationals), OTHM Qualifications, Ascentis (including Access to HE Diplomas, validated under the QAA Access to HE scheme), NCFE (including qualifications under the NCFE CACHE brand, and NCFE Functional Skills) and Institute of Financial Accountants (IFA) qualifications delivered through IFA Direct, administered in partnership with ATHE.

For learners on Pearson BTEC Higher National programmes, the Pearson HN edition of this policy (v3.0, July 2026) applies and takes precedence where the two differ.

3. Definitions

- **Applicant:** a person who has started or submitted an application to UK Versity.
- **Information, advice and guidance (IAG):** impartial help for applicants to choose the right course and level.
- **Initial assessment:** checks of English, digital skills and, where relevant, numeracy, used to confirm suitability and identify support needs.
- **Unconditional offer:** the applicant meets all entry requirements.
- **Conditional offer:** the applicant must meet a stated condition before or during enrolment, for example providing a certificate or passing UK Versity's English assessment.
- **Refusal:** UK Versity decides not to offer a place, and gives reasons.

4. Policy statement and principles

1. Admission is based on a professional judgement of the applicant's ability to succeed on the specific course, made against published entry requirements.

2. All applicants are treated fairly, in line with the Equality Act 2010 and the Equality, Diversity, Inclusion and Anti-Harassment Policy (UKV-QA-26). Disclosure of a disability is voluntary and never counts against an applicant.
3. UK Versity will not enrol an applicant who clearly could not be expected to complete the course, and will suggest a more suitable course where possible.
4. Only UK Versity staff make admission decisions. Recruitment agents do not.
5. Every applicant receives full cost and contract information before enrolling (BAC standard 4.3).
6. Complaints and appeals are separate processes. Admissions concerns are handled under the Complaints Policy and Procedure (UKV-QA-24). The Appeals Policy and Procedure (UKV-QA-23) covers assessment decisions only.
7. All staff involved in admissions are trained in this policy and in the entry requirements for the courses they advise on.

5. Information, advice and guidance

Before applying, applicants can find each course's full information on its page at www.ukversity.co.uk, as set out in the Public Information, Marketing and Agents Policy (UKV-QA-02): the awarding organisation, qualification title and number, level, credits and Total Qualification Time, duration, full cost, entry requirements, delivery mode, assessment method and digital requirements.

Admissions staff give impartial advice by telephone, email or the website chat, which is staffed by a person. Advice covers whether the course and level are right for the applicant's goals, what online study involves, the likely weekly study time, how assessment works, and progression options. Where a different course or level would suit the applicant better, staff say so.

6. Entry requirements

6.1 Minimum age

Course	Minimum age at enrolment
Level 4 to Level 8 qualifications	Normally 19 or over
Access to HE Diplomas	Normally 19 or over
Level 3 qualifications	18 or over (16 or over for some Level 3 qualifications where the awarding organisation allows)
Level 2 qualifications	16 or over
NCFE Functional Skills	16 or over

UK Versity does not enrol learners under 16. Age is confirmed from photographic ID at enrolment.

Applicants aged 16 or 17 may enrol only if a parent or guardian countersigns the Learner Agreement and the fees agreement. The Registrar informs the Designated Safeguarding Lead of every learner under 18 before they start, and the safeguarding measures in the Safeguarding and Prevent Policy (UKV-QA-25) apply, including for live online sessions.

6.2 Academic entry requirements

The specific entry requirements in the awarding organisation's qualification specification always apply. As a general guide:

Level	Typical entry requirement
Level 2	No formal requirement, unless the qualification specification states one
Level 3	Four GCSEs or equivalent
Level 4	A Level 3 qualification (for example A Levels or a BTEC National) or relevant work experience
Level 5	A Level 4 Diploma or equivalent
Level 6	A Level 5 Diploma or equivalent
Level 7	A Level 6 qualification or equivalent, or relevant experience in a related field
Level 8	A Level 7 qualification or equivalent, or relevant experience in a related field

Mature applicants without the typical qualifications may be admitted where their experience and initial assessment show they can meet the demands of the course. Where prior learning may count towards units, the applicant is referred under the Recognition of Prior Learning Policy (UKV-QA-06).

6.3 English language

All courses are taught and assessed in English. Where English is not the applicant's first language, or the qualification specification requires English proficiency, applicants must show:

- Levels 3 to 5: IELTS 5.5 or equivalent;
- Levels 6 and 7: IELTS 6.0 or equivalent;
- or the level stated in the qualification specification, whichever is higher.

Acceptable evidence includes GCSE English at grade 4 (or C) or above, a recognised English language test, a previous qualification taught and assessed in English, or UK Versity's own English assessment. Applicants who narrowly miss the standard may receive a conditional offer with English support.

6.4 Digital literacy and equipment

Study is fully online (BAC standard 29.1). Before an offer is confirmed, applicants must confirm they have:

- a laptop, desktop or tablet with a reliable internet connection;
- a current web browser;
- Microsoft Word, Google Docs or equivalent word processing software;
- a personal email account they check regularly;
- ideally, a webcam and microphone for live sessions and identity checks.

Digital skills are checked in the initial assessment. Applicants with gaps are offered UK Versity's free digital skills support. Where an applicant lacks equipment, staff discuss options before enrolment.

6.5 Criminal convictions

UK Versity asks about criminal convictions only where it is relevant to the course, for example where a qualification includes a work placement or practice with children or vulnerable adults, or where the awarding organisation requires it. In those cases the applicant is told why the question is asked, how the information will be used and who will see it. A disclosure is considered by the Principal and the Designated Safeguarding Lead against the course requirements, and does not automatically lead to refusal. Placement providers may carry out their own Disclosure and Barring Service checks. Spent convictions are treated in line with the Rehabilitation of Offenders Act 1974.

7. Admission procedure

1. **Application.** The applicant applies online at www.ukversity.co.uk, or by another accessible method on request.
2. **Documents.** The applicant provides photographic ID, proof of address, copies of qualifications, a CV for Level 4 and above, and English evidence where section 6.3 applies.
3. **Identity verification (BAC standard 26.3).** The Registrar's team checks the photographic ID (passport, driving licence or national identity card) and compares it with the applicant on a live video call with camera on, at the admissions interview or at induction. Name and date of birth must match the details used for awarding organisation registration.
4. **Verification of prior qualifications (BAC standard 5.3).** Staff check certificates for authenticity and relevance. Where there is doubt, UK Versity contacts the issuing body or asks for a UK ENIC statement of comparability for overseas qualifications. Suspected false documents are referred to the Principal and the application is refused.
5. **Interview and initial assessment.** The Course Coordinator or an assessor holds a short online interview and reviews the initial assessment of English, digital skills and, where relevant, numeracy. For some courses a short written task (around 250 words) is set.
6. **Support needs.** Any disclosed disability, learning difference, health condition or other additional need is recorded with consent and passed to the Student Administrator and Welfare Officer (or another member of staff trained by the Quality Manager), who offers a pre-enrolment support conversation within 5 working days and confirms in writing the support UK Versity expects to provide, under UKV-QA-32 Supporting Learners with Additional Needs and Disabilities Policy. Adjustments to assessment are agreed under UKV-QA-18. No application is refused because of a disability.
7. **Decision.** The Course Coordinator recommends a decision, which is confirmed and recorded by the Registrar within 5 working days of receiving a complete application (section 9).
8. **Pre-enrolment information.** With the offer, the applicant receives the information in section 8.
9. **Enrolment.** The applicant signs the Learner Agreement (UKV-QA-10) and the fees agreement. The Registrar opens the learner record and Moodle access is issued after induction arrangements are confirmed.
10. **Registration.** The Registrar registers the learner with the awarding organisation in line with section 10.

8. Pre-enrolment information and cancellation rights

Before enrolling, every applicant receives in writing:

- the full cost of the course, including awarding organisation registration, assessment, certification and any resubmission fees, and the payment plan terms (BAC standard 4.3);
- the awarding organisation, qualification title and number, level and registration period (BAC standard 4.4);
- the Learner Terms and Conditions (UKV-QA-09) and the Learner Agreement (UKV-QA-10);
- the Fees, Payment, Cancellation and Refund Policy (UKV-QA-08);
- information about the 14-day cancellation right;
- a summary of the support UK Versity can and cannot provide to learners with additional needs, with a link to UKV-QA-32.

The statutory cancellation period is 14 days from the day after the contract is made (Consumer Contracts Regulations 2013). UK Versity does not submit an awarding organisation registration during the 14-day period unless the learner asks in writing for early registration. Learners can choose to start immediately. That request and the learner's acknowledgement are recorded on the Learner Agreement. If a learner who started

immediately cancels within the 14 days, they pay only a proportionate amount for the service supplied up to cancellation. After the cancellation period, UK Versity's contractual cancellation terms in UKV-QA-08 apply.

9. Decisions and feedback

Every decision is recorded with the reasons. Applicants receive one of:

- an **unconditional offer**;
- a **conditional offer**, stating the condition and the date by which it must be met;
- a **refusal**, with written reasons, and where possible advice on a more suitable course or level, or on how to become eligible (for example through English support or NCFE Functional Skills).

Unsuccessful applicants may ask for further feedback within 20 working days of the decision. The Course Coordinator responds within 5 working days of the request.

10. Registration with awarding organisations

The Registrar registers each learner from day 15 after enrolment (or earlier if the learner asked in writing for early registration) and within the awarding organisation's window (section 13). Full detail is in the Registration and Certification Policy (UKV-QA-07).

11. Recruitment agents and employers

Applicants introduced by a recruitment agent go through the same admission procedure as all other applicants. Agents are managed under UKV-QA-02. UK Versity checks with a sample of agent-recruited applicants that they received the correct information about the course and costs.

Where an employer sponsors an applicant, the applicant still completes the full admission procedure, including identity and suitability checks, and signs the Learner Agreement personally.

12. Admissions complaints

An applicant who is unhappy with how their application was handled, or who disagrees with an admissions decision, can complain under the Complaints Policy and Procedure (UKV-QA-24):

- Stage 1: raise it informally with the admissions team or Registrar at admin@ukversity.co.uk (response within 5 working days);
- Stage 2: formal investigation by the Quality Manager (acknowledgement within 3 working days, outcome within 20 working days);
- Stage 3: review by the Principal (request within 10 working days of the Stage 2 outcome, outcome within 15 working days).

The Appeals Policy and Procedure (UKV-QA-23) is not used for admissions decisions. It is for learners who wish to challenge an assessment decision. No applicant is disadvantaged for complaining.

13. Awarding organisation requirements

AO	Requirement / escalation route	Source document
ATHE	Recruit with integrity onto the correct programme and level; confirm and record learner identity; register within 28 days of enrolment (late fees apply); keep complaints and appeals separate in centre policy; state minimum age clearly	ATHE Fee Structure 2026; ATHE Monitoring and Development review report, 7 May 2026

AO	Requirement / escalation route	Source document
IFA Direct	Administered through ATHE; ATHE registration rules apply (28 days)	ATHE Fee Structure 2026
Pearson	BTEC Higher Nationals: Pearson HN edition applies; registration within one month of enrolment for non-standard start dates, 15 November for academic-year cohorts; other BTEC within six weeks (1 November for academic-year cohorts)	Pearson Qualifications Information Manual 2026/27, section 12
OTHM	Register before one third of the planned programme duration has elapsed (recommended practice); minimum registration period one week per 10 credits; registration not deferred because an instalment is outstanding	OTHM Learner Registration and Certification Policy v3.0, 12 August 2026
NCFE	Register no later than 90 days after the learner's start date	NCFE Registration Policy EUC-001 v1.2, 13 April 2026
Ascentis	Access to HE: register no later than 6 weeks after the start of the course, or before the learner's UCAS application, whichever is first; other qualifications within all applicable timescales	Access to HE Handbook for Centres 2025-26; Ascentis Centre Agreement, April 2026

14. Roles and responsibilities

Role	Responsibility
Registrar	Owns this policy; identity verification; confirms and records decisions; enrolment records; awarding organisation registration
Course Coordinator	Reviews applications; interviews applicants; recommends decisions; gives feedback to unsuccessful applicants
Admissions staff	Give impartial IAG; process applications; issue pre-enrolment information
Quality Manager	Reasonable adjustments at admission; RPL referrals; Stage 2 admissions complaints; monitors fairness of decisions
Designated Safeguarding Lead	Informed of all under-18 applicants; advises on safeguarding and criminal conviction disclosures
Financial Controller	Fees agreements and payment plans
Centre Coordinator	Manages recruitment agents under UKV-QA-02
Principal and Director of Education	Final internal stage for admissions complaints; decisions on suspected false documents and relevant convictions

15. Related policies and legislation

- UKV-QA-02 Public Information, Marketing and Agents Policy
- UKV-QA-06 Recognition of Prior Learning Policy
- UKV-QA-07 Registration and Certification Policy
- UKV-QA-08 Fees, Payment, Cancellation and Refund Policy
- UKV-QA-32 Supporting Learners with Additional Needs and Disabilities Policy

- UKV-QA-09 Learner Terms and Conditions (Contract of Study)
- UKV-QA-10 Learner Agreement
- UKV-QA-11 Learner Induction, Management and Support Policy
- UKV-QA-18 Reasonable Adjustments, Special Consideration and Mitigating Circumstances Policy
- UKV-QA-23 Appeals Policy and Procedure
- UKV-QA-24 Complaints Policy and Procedure
- UKV-QA-25 Safeguarding and Prevent Policy
- UKV-QA-26 Equality, Diversity, Inclusion and Anti-Harassment Policy
- UKV-QA-29 Data Protection and Records Retention Policy
- Equality Act 2010
- UK GDPR and Data Protection Act 2018, as amended by the Data (Use and Access) Act 2025
- Consumer Contracts (Information, Cancellation and Additional Charges) Regulations 2013
- Digital Markets, Competition and Consumers Act 2024, Part 4
- Rehabilitation of Offenders Act 1974
- BAC College Scheme 2023, standards 4.3, 4.4, 5.1 to 5.7, 26.3 and 29.1
- QAA UK Quality Code for Higher Education (2024), Principle 9: Recruiting, selecting and admitting students
- OfS conditions C1 and C5, used as voluntary benchmarks only

16. Monitoring and review

The Registrar reports to the Academic Board each year on applications, offers, refusals and enrolments by course, level, awarding organisation and recruitment route (including agents), with equality data, cancellations within 14 days, early withdrawals and admissions complaints. The Quality Manager samples admission files each term to check that identity, qualification and English checks were completed and recorded.

This policy is reviewed at least annually, and earlier if legislation, awarding organisation requirements, BAC standards, an EQA or inspection action, or a significant incident requires it. Admission records of enrolled learners form part of the learner record, and learner contract and fees records are kept for 6 years (Limitation Act 1980). Records of unsuccessful applicants are kept as set out in UKV-QA-29.

Approval and review

Stage	Name and role	Date
Prepared by	Director of Education	30 September 2026
Checked by (policy owner)	Registrar	30 September 2026
Approved by	Ramanjeet Singh, Principal and Director of Education, on behalf of the Academic Board	1 October 2026
Next review due	Quality Manager (Shazia Khan) to schedule through the Policy Register UKV-QA-REG	September 2027