

**FFURFLEN MANYLION POLISI**  
***POLICY IDENTIFICATION FORM /FRONTSHEET***

<b>Policy Title:</b>	<i>HE Admissions Policy</i>	
<b>Policy Owner:</b>	Phil Jones, Head of Learner Services and Marketing	
<b>Responsible Executive Director:</b>	<i>James Nelson</i>	
<b>Purpose:</b>	The purpose of this policy is to provide information to enquirers, applicants, progressing learners, parents and advisors relating to the recruitment, selection and admission to the higher education level programmes at Grŵp Llandrillo Menai	
<b>Review Cycle:</b>	<i>Bi-Annually</i>	
<b>Approval Checklist (to be instigated by Owner):</b>	<b>Actioned by:</b>	<b>Date:</b>
<ul style="list-style-type: none"> <li>● First draft uploaded to Grŵp Portal for initial consultation with staff (via ELD)</li> </ul>	Head of Learner Services	19/02/2024 - 01/03/2024
<ul style="list-style-type: none"> <li>● First draft sent to JCC for initial 2 week consultation (via AAH)</li> </ul>	Head of Learner Services	19/02/2024 - 01/03/2024
<ul style="list-style-type: none"> <li>● Impact Assessments completed</li> </ul>	Equality Manager	13/02/2024
<ul style="list-style-type: none"> <li>● Final draft presented to TS</li> </ul>	Head of Learner Services	19/02/2024
<ul style="list-style-type: none"> <li>● Final draft presented to JCC (if applicable)</li> </ul>	Head of Learner Services	13/03/2024
<ul style="list-style-type: none"> <li>● Final draft presented to SHE (if applicable)</li> </ul>	N/A	
<ul style="list-style-type: none"> <li>● Union Approval at JCC / SHE</li> </ul>	YES	
<ul style="list-style-type: none"> <li>● Policy presented to Committee*</li> </ul>	12/03/2024	
<ul style="list-style-type: none"> <li>● Policy presented to Board</li> </ul>	25/04/2024	
<ul style="list-style-type: none"> <li>● Policy translated and uploaded to Grŵp Portal</li> </ul>	26/04/2024	

# Grŵp Llandrillo Menai

## HIGHER EDUCATION ADMISSIONS POLICY

Version: 7  
Date Approved:  
Review Date:  
Next Review Date:

---

## Contents

---

SECTION 1	PURPOSE
SECTION 2	SCOPE
SECTION 3	FAIR ADMISSIONS
SECTION 4	ROLES, RESPONSIBILITIES and GOVERNANCE
SECTION 5	APPLICATION PROCESS
SECTION 6	ADMISSIONS PROCESSES FOR FULL-TIME STUDENTS
SECTION 7	ADMISSIONS PROCESS FOR PART-TIME STUDENTS
SECTION 8	APPLICANTS' PERSONAL DATA
SECTION 9	FEES AND FINANCIAL SUPPORT
SECTION 10	COMPLAINTS AND APPEALS
SECTION 11	MONITORING AND EVALUATION
SECTION 12	FURTHER INFORMATION

FEENMANA

---

## SECTION 1 PURPOSE

---

- 1.1 Grŵp Llandrillo Menai is committed to providing a professional admission service, providing clear information and guidance fairly and consistently applied in accordance with agreed policies and procedures. Grŵp Llandrillo Menai (the Grŵp) aims to provide fair and equal access to all prospective students who have the potential to benefit from and contribute to the academic life at all of the Grŵp's colleges.
- 1.2 The purpose of this policy is to provide information to enquirers, applicants, progressing learners, parents and advisors relating to the recruitment, selection and admission to the higher education level programmes at Grŵp Llandrillo Menai.

Grŵp Llandrillo Menai recognises that in order to provide fair and equal access to all prospective learners, it may need to demonstrate a flexible approach and, where appropriate, make adjustments for individual applicants, for example applicants with a physical or learning difficulty or applicants who have faced exceptional circumstances.

- 1.3 Eligible UK domiciled learners, whether full-time or part-time, will be able to apply for financial support from the government to help with tuition fees. Eligible full-time students will also be able to apply for help with living costs. There are two types of financial support available:
  - Loans which have to be repaid
  - Grants which do not have to be repaid

---

## SECTION 2 SCOPE

---

- 2.1 This policy applies to learners undertaking HE programmes for which the Grŵp has been validated to deliver by the following HE awarding organisations;
  - Pearson Edexcel
  - Bangor University

Learners undertaking HE programmes awarded by other institutions should review the policies and procedures which are available in the Programme VLE or Handbook and awarding organisation website.

- 2.2 Grŵp Llandrillo Menai's Higher Education Admissions Policy is consistent with the Quality Assurance Agency's Code of Practice on Recruitment and Admissions and complies with the Admission Code of Practice operated by the Universities and Colleges Admissions Service (UCAS).
- 2.3 We are committed to promoting and providing an environment which recognises and values individual differences. Further detail about the way in which we positively promote equality and diversity can be found in our Equality Strategy [www.gllm.ac.uk/policies](http://www.gllm.ac.uk/policies)
- 2.4 The Grŵp's Higher Education Admissions Policy has been written to ensure compliance with [QAA UK Quality Code for Higher Education](#)

---

## SECTION 3 FAIR ADMISSIONS

---

- 3.1 The Grŵp's Higher Education Admissions Policy is overseen by the Higher Education Quality Assurance Committee (HE QASC), with responsibility to:
- Promote fairness, consistency and transparency in the college's recruitment and admissions practices;
  - Formulate the admissions policy and procedures for both Home and International Students; to oversee the implementation and effectiveness of these and to monitor compliance with relevant Quality Assurance Statements and external legislation;
  - Oversee Home and International student admissions and recruitment across the Grŵp, ensuring integrity and alignment of processes with the Grŵp's strategic aims and effective capture and monitoring of admissions data;
  - Promote the dissemination of best practice in recruitment and admissions across the college, and identify development and training needs for admissions staff and interviewing tutors to ensure that these needs are met;
  - Promote the admissions processes in accordance with Higher Education Institution partners for both validated and franchised Higher Education provision.

---

## SECTION 4 ROLES, RESPONSIBILITIES and GOVERNANCE

---

- 4.1 The Learner Services Managers of Coleg Llandrillo, Coleg Menai, Coleg Meirion-Dwyfor and Busnes@, supported by the Higher Education Admissions and Careers Officer, coordinate and administer the admissions process for Higher Education learner applicants through UCAS, applying via an HEI Partner and/or applying directly to the college. Learner Services will:
- Manage the admissions procedure;
  - Provide accurate and relevant information for applicants and prospective applicants;
  - Communicate directly with applicants during the admissions process: for example send invitations for interview;
  - Advise applicants on UCAS procedures;
  - Advise staff on UCAS procedures;
  - Confirm offers and acceptances;
  - Support College wide open days and recruitment events;
  - Make reasonable local adjustments aimed at ensuring that individual disabled applicants have full access to the admissions process and to admissions-related events, including open days and interviews.
- 4.2 In line with validated programme specifications the Director of HE, The Head of Learner Services and Marketing and the Grŵp Higher Education Development Manager will:
- Liaise with Partner Universities to prepare progression agreements;

- Confirm the entry criteria and selection procedures with Programme Managers and Programme Leaders.

**4.3** The Programme Area Managers are responsible for the integrity of the admission process within their curriculum area and for ensuring compliance with the qualification on entry requirements with adherence to the Grŵp's admission processes and procedures.

**4.4** HE applications and admissions are monitored centrally and in accordance with data returns required by partner HEIs, HEFCW and the Welsh Government.

#### **4.5 Transparency**

The Grŵp in conjunction with the relevant HEI Partner is committed to providing accurate and clear information that will enable potential applicants to make an informed decision about their application. Entry requirements and fees information for all undergraduate programmes are published in the Degree Guide (HE Prospectus), UCAS publications, Grŵp and partner HEI websites.

#### **4.6 Approval of information by HEI**

The Grŵp Marketing Manager is responsible for liaising with each partner HEI to ensure that all information published is approved by the HEI in advance.

#### **4.7 Consistency**

In order to ensure consistency and fairness, the principles and procedures set out in this policy are followed for all undergraduate programmes. The Grŵp acknowledges that admissions processes may vary to some extent across subject areas depending on the nature of the programme.

#### **4.8 Monitoring**

This policy will be reviewed every 2 years by the HE Quality Assurance & Standards Group and approved by Tîm Polisi and where appropriate, policies and procedures for the admission of students to undergraduate programmes may be revised in line with changes to an individual programme through the validating HEI or to respond to the current admissions environment.

---

## **SECTION 5 APPLICATION PROCESS**

---

### **5.1 Selection principles**

The Grŵp, in conjunction with its partner HEIs, endeavours to ensure that the selection process provides equal consideration for selection decisions made on the basis of merit and the ability of each applicant to meet the academic and non-academic criteria for admission to the relevant programme of study.

### **5.2 General entry requirements**

Applications are welcomed from all appropriately qualified students. Entrants will typically have to achieve appropriate academic and/or professional experience that meets the entry requirements of the programme.

The application form can be completed in Welsh or English and there will be no delay in responding to the applicant with the outcome of their application when the application has been made in Welsh.

Applications are processed by admissions staff on the basis of information provided on the application form. All full and part time applicants are assessed on an individual basis and are given equal opportunities to demonstrate relevant skills and to provide supporting information where required. In some cases the selection process may include other steps, for example interviews in addition to the information provided on the application form. The entry criteria varies by HE programme according to that published in the programme validation document and agreed with the awarding HEI.

Academic and non-academic entrance requirements are reviewed annually in line with the Grŵp's aim to provide fair and equal access to all prospective students who have the potential to benefit from and contribute to a quality education experience. The admissions staff and Programme Area Managers should demonstrate flexibility as appropriate in response to individual applicants requesting adjustments to assessment methods.

In order to comply with the requirements of relevant professional, statutory and regulatory bodies, applicants to certain vocational or professional courses may be required to satisfy fitness to practise assessments, occupational health checks (including vaccinations) and Disclosure and Barring Service (DBS) checks in order to secure their place on the programme. Applicants will be advised of these non-academic requirements in the course information prior to application and when they are made an offer of a place.

### **5.3 Entry criteria**

#### **5.3.1 Minimum requirements**

The college in association with its HEI partners considers applicants with a wide range of UK and international qualifications for admissions to its undergraduate programmes. The minimum entry requirement for admission to an undergraduate degree programme at the college is detailed within the respective validation document and associated course information.

Applicants must satisfy the particular requirements of the course to which they are applying, which may include specific grades in named subjects. For all courses, applicants must have a minimum acceptable level of literacy (typically Grade C or above in GCSE English Language or its equivalent) and numeracy (typically Grade C or above in GCSE Maths or its equivalent).

For some undergraduate programmes, work placement and/or work experience is mandatory and there may be entry criteria specifically relating to this element of the programme which will be stated in the individual course information.

#### **5.3.2 Applicants who have non-UK qualifications**

Grŵp Llandrillo Menai welcomes applications from students with international qualifications. All international applications are referred to the International Office for consideration. Prospective applicants who wish to discuss whether their non-UK qualifications will meet the programme criteria should contact the HE Admissions and Careers Officer.

### 5.3.3 English language requirements

Teaching, assessment and student support will normally take place in either Welsh or English, unless otherwise stated. The curriculum staff must be confident that the candidate has the proficiency in either the English or Welsh language necessary to succeed in the chosen course.

All applicants where English is their second language will require an approved English Language qualification to gain entry to Grŵp Llandrillo Menai if they have not already demonstrated that they can meet the normal required standard. Any course offer made will incorporate this requirement as a condition.

The college and its partner HEIs recognise a wide range of English Language qualifications. Minimum acceptable scores for the most commonly presented English Language Qualifications are listed within the programme validation document.

### 5.3.4 Accreditation of prior learning

Accreditation of Prior Learning is a process undertaken by the college and its associated HEIs in order to assess and, as appropriate, recognise prior experiential learning or prior certificated learning for academic purposes. This recognition may give the learning a credit value and allow it to be counted towards the completion of a programme of study.

An individual decision on accreditation of prior learning is taken within the regulations framework and agreement of the relevant HEI. Applicants are advised to check with the HE Admissions and Careers Officer in the first instance.

### 5.3.5 Direct entry to year 2 and/or year 3

Applications may be considered from applicants who are seeking direct entry to year 2 or year 3. A transcript of credits previously achieved is required from an applicant seeking direct entry in this way. Applicants are advised to speak to the HE Admissions and Careers Officer before making an application.

#### 5.3.5.1 HE Top Up applications

Students studying a Foundation Degree (Level 4 & 5) may make a HE Top Up application for BA, BSc or BEng Level 6 courses.

Applications are welcomed from all appropriately qualified students. Entrants will typically have achieved the relevant Foundation Degree linked to the course or have appropriate academic and/or professional experience that meets the entry requirements of the programme.

Applications are made directly to the college and processed by admissions staff on the basis of information provided on the application form. All full and part time applicants are assessed on an individual basis and are given equal opportunities to demonstrate relevant skills and to provide supporting information where required.

Applicants who are currently studying at Level 5 in the relevant programme will be given a conditional offer of acceptance based on successful completion of the Foundation degree. In the case of applications made by those who have achieved a relevant Level 5 qualification at an



earlier date or elsewhere, the selection process may include other steps, for example interviews in addition to the information provided on the application form.

#### **5.3.6 Applicants seeking deferred entry**

Grŵp Llandrillo Menai welcomes applications from students who wish to spend time gaining experience of work, voluntary service or travel after leaving school or college. This intention should be stated on the UCAS application form unless the individual intends to apply for entry during the gap year. Applicants who take a gap year should be aware that they should abide by the UCAS rules and timeframes for that application cycle for which they are applying.

#### **5.3.7 Age and vulnerable adults**

The college and its associated HEIs recognise that in some cases careful consideration may need to be given to someone's age or position as a vulnerable adult when applying for certain programmes (Refer to point 5.2).

#### **5.3.8 Applicants reapplying**

Applicants who wish to reapply should contact the relevant Learner Services Manager prior to making an application. A decision on the eligibility of an applicant who has previously held an offer of a place but failed to achieve the academic conditions at first attempt will be considered by an admissions panel who will determine whether the application should proceed. Such candidates should be aware that no guarantee can be given that another offer will be made, and that the conditions of any further offer may differ to those of the original.

#### **5.3.9 Applicants who have faced Exceptional Circumstances**

If any applicant feels that their prior ill-health or personal circumstance other than ill-health (for example, bereavement, or other difficult home or family circumstances) may have affected their previous education, or grades received in past examinations, then they are welcome to contact the Grŵp to discuss this further. All formal requests for mitigating circumstances will be taken into account in the admissions process and should be supported by a full declaration about the nature of the circumstances.

#### **5.3.10 Applications from excluded learners**

Grŵp Llandrillo Menai reserves the right to refuse admission to an applicant who has previously been excluded from this college or any other educational establishment.

#### **5.3.11 Outstanding debts**

The college reserves the right not to admit an applicant who has outstanding debts with Grŵp Llandrillo Menai.

#### **5.3.12 Criminal convictions**

As part of the college's duty of care to members of its learning community, it is Grŵp Llandrillo Menai's policy to ask all applicants to disclose any unspent criminal conviction as part of their application. It should be noted that if an applicant is required to disclose a criminal offence and fails to do so it is considered a serious matter, and is likely to lead to their application being rejected, or if admitted, to their registration and enrolment at the Grŵp being revoked.

Having a prior criminal record will not necessarily prevent an applicant from being offered a place; this may depend, for example, on the nature, timing and relevance of the criminal offence

in question and the programme applied for. The college may request further information about the nature or context of an applicant's criminal record.

All applicants disclosing an unspent conviction must be referred to the Head of Learner Services and Marketing and will be processed confidentiality by the Learner Services Manager. Details of unspent convictions will only be shared where appropriate. Applicants are advised to contact Learner Services for further guidance.

Where indicated in the prospectus, specific HE programmes may involve regular access to children and/or vulnerable adults, and applicants will be required to undertake a DBS check. The college will send further instructions as part of the admissions process where this is the case.

#### **5.2.13 Applicants currently serving a prison sentence**

Any application received from an individual who is currently serving a prison sentence must be referred to the Head of Learner Services and Marketing to gain agreement from the Department for Education and Skills (DfES) for the application to be considered. Without this agreement the college will not be funded for any places attended by prisoners.

---

## **SECTION 6 ADMISSIONS PROCESSES FOR FULL-TIME STUDENTS**

---

### **6.1 UCAS process**

Grŵp Llandrillo Menai observes the procedure and deadlines for the handling of applications as set out by the Universities and Colleges Admissions Service (UCAS) and those of their associated partner HEIs. Applications for admission to full-time undergraduate courses should be made through UCAS online at [www.ucas.com/students/apply](http://www.ucas.com/students/apply)

### **6.2 Deadlines**

All applications for courses starting in September should be received by UCAS by the deadline date of the same year.

Applications made before the closing date are considered equally against the stated selection criteria and in the context of the number of available places. Grŵp Llandrillo Menai may consider later applications where places are available. Grŵp Llandrillo Menai works closely with associate partner HEIs regarding target course numbers and these numbers are reviewed on a regular basis.

### **6.3 Communication with applicants**

Formal responsibility for acknowledgement of applications and communications of the outcome rests with UCAS. Grŵp Llandrillo Menai and its partner HEIs also acknowledge receipt of individual applications and communicate directly with the applicant during the application process.

### **6.4 Applicants with physical and or learning difficulties**

Grŵp Llandrillo Menai welcomes applications from students with physical disabilities and/or learning difficulties. The college will make reasonable adjustments to help ensure that disabled applicants have full and equal access to our admissions procedures and courses. The judgement

about an individual applicant's academic suitability will be kept separate from any consideration of the applicant's disability-related support requirements.

Applicants are invited to indicate their disability status on their application form and the college strongly encourages applicants to disclose any disability. Where candidates choose not to disclose their disability this may make it more difficult, or in some cases impossible, for the college to make appropriate adjustments.

The Grŵp's Learning Support Team will contact directly all applicants that disclose an additional learning need and or disability

If any applicant feels that their physical or learning difficulty has meant that they have faced exceptional circumstances which should be taken into consideration when processing their application, they should refer to the section 5.3.9, Applicants who have faced Exceptional Circumstances.

### **6.5 Fraudulent statements, plagiarism and omissions**

Grŵp Llandrillo Menai and associate partner HEIs follow the UCAS procedures on fraudulent statements and omissions. Applicants should not omit any requested or relevant information nor make any misrepresentation (for example, through plagiarism) nor give false or misleading information at any point of the application process including after an offer is made. Should this occur the college reserves the right to dismiss an application, withdraw an offer of a place and/or revoke registration.

The UCAS Similarity Detection Service processes all personal statements received in support of an application in order to identify statements that show similarity. Both the applicant and the college will receive notification from UCAS of any cases where a significant amount of potentially plagiarised material is identified. At the discretion of Grŵp Llandrillo Menai, applicants who are identified by the UCAs Similarity Detection Service may be given the opportunity to submit a new personal statement in support of their application.

### **6.6 Interviews**

Applicants may be invited for an interview for a number of reasons. Interviews are designed to ensure that an applicant understands the nature and demands of their chosen undergraduate programme and provide an opportunity to visit the college, view the facilities and meet members of the academic and support staff.

For some programmes an interview forms part of the selection process to provide each candidate with the same opportunity to demonstrate their knowledge, understanding and aptitude for the programme of study.

Applicants with a non-traditional academic background including those applicants transferring from another university or college may be invited for an interview. In such cases interviews are used as an opportunity to find out more about the applicant's qualifications, motivation and preparation for undertaking the programme.

Some applicants (for example disabled applicants) may require adjustments at interviews to provide them with full and equal access to the process. The Grŵp is responsible for making reasonable adjustments where possible and will consult the Learning Support Team for further advice or information.

## 6.7 Contextualised Process

GLLM has a contextualised admissions process that supports individuals who live in an area where people are less likely to go to university, people who have experience of being in care and individuals who have refugee status from the Home Office.

## 6.8 Offers

### 6.8.1 Conditional offer

A conditional offer means that Grŵp Llandrillo Menai and its associated partner HEIs will offer an applicant a place providing certain conditions are met. Usually conditions are based on the achievement of outstanding qualifications. Other conditions may include (but are not limited to) a satisfactory disclosure check.

Each offer is specific to an applicant's individual qualifications and circumstances, considered in relation to the undergraduate programme applied for.

Applicants must typically meet the conditions set by the College by 31 August of the application year, unless otherwise stated in the prescribed course requirements, even if the offer is deferred for entry to the following application year.

### 6.8.2 Unconditional offer

An unconditional offer means that the applicant has met the academic and non-academic entry requirements and has been accepted onto their chosen programme of study.

### 6.8.3 Unsuccessful application

Applicants will receive an unsuccessful response if the college and its associated HEIs have decided not to offer them a place on the programme. Applicants can be unsuccessful for many reasons and should be aware that some programmes at the college receive more applications than the number of places available. Applicants who are unsuccessful in gaining a place on their chosen programme of study will be notified of the reason for this decision

### 6.8.4 Withdrawn application

An application may be withdrawn either by the applicant or by the Grŵp. In most cases if the Grŵp withdraws an application the reason will be displayed on UCAS Track. The Grŵp reserves the right to withdraw an offer up to the point at which it has been accepted by an applicant. In cases where candidates are required to attend an interview as part of the application process, applications may be withdrawn if a candidate fails to attend without prior notification, or if an applicant is unable to attend and an alternative date cannot reasonably be found.

## 6.9 UCAS Extra

The Grŵp will declare to UCAS the programmes for which they will accept Extra applications and these will be posted on the UCAS website at <https://www.ucas.com/>

Applicants that have not been accepted or have declined their offers from other HEIs can use UCAS EXTRA before 30<sup>th</sup> June. All UCAS Extra applications will be considered within 21 days and up to 12<sup>th</sup> July.

### **6.10 Clearing and Adjustment**

The UCAS Clearing Scheme offers a final opportunity to applicants who have not secured a place by early August. The UCAS website contains further information on eligibility to enter the Clearing process.

Each year some applicants pass exams with better results than expected. The Adjustment process is for applicants who meet and exceed the conditions of their Firm choice. It provides an opportunity for them to reconsider where and what to study. The UCAS website contains further information on the Adjustment period.

The college will publish any vacant places on the UCAS website and the college website and may offer them to suitable candidates. Applicants are advised to contact the college directly to enquire about availability of places.

### **6.11 Confirmation**

Confirmation is the name given to the period in August each year when the educational establishment receives A Level and other UK and International qualifications for applicants who have accepted Conditional offers (some awarding bodies e.g. BTEC / EdExcel do release their results earlier in the summer). On the basis of these results, applicants who achieve the grades required by their Conditional offer have their place confirmed. Applications from those students who have not met the required grades may be reviewed and their places may be confirmed if there are places still available on their chosen programme.

### **6.12 Feedback**

Unsuccessful applicants may wish to request feedback on the reason for the outcome of their application. All requests for feedback must be made in writing to the Head of Learner Services and Marketing and signed by the applicant. Generally, where applicants request feedback on why they have not been admitted, feedback will be given, via UCAS Track.

---

## **SECTION 7 ADMISSIONS PROCESS FOR PART-TIME STUDENTS**

---

- 7.1** The college welcomes applications from a diverse range of students. The same principles and values that inform Grŵp Llandrillo Menai admissions also inform part time admissions. However, this policy recognises that there are specific and necessary differences in applying to college as a part time student. Part time HE applications can be made via UCAS or directly to the Grŵp via the online application process hosted by the Grŵp's website.

This section of the Grŵp Llandrillo Menai Higher Education Admissions Policy identifies key areas of non-standard entry where alternative processes and procedures are required. Otherwise the standard policy applies.

## 7.2 Part-time Study – Direct Applicants

Applicants for part time programmes should apply directly to the Grŵp using the online application form which can be found on the website. Applicants are asked to provide proof of the qualifications required for the programme. Applicants will typically be invited for a short interview; they will be informed of the outcome of this and of any further conditions for entry requirements or employment relevant to the programme.

## 7.3 Deadlines for Part-time Entry

Applications for part time programmes do not follow the same UCAS deadlines and can be accepted later in the year however it is recommended that applications are received by the 28th August of the year of entry. Applications received after the 28th of August may still be considered.

## 7.4 Communication with part-time applicants

The admission staff will communicate directly with applicants to part time undergraduate programmes via EBS Prospects - the online application portal, email and mail.

---

## SECTION 8 APPLICANTS' PERSONAL DATA

---

- 8.1 Grŵp Llandrillo Menai complies with UCAS regulations and with the Data Protection Act with regards the handling of personal data.
- 8.2 The electronic signature and acceptance of the privacy notice detailed on the application form gives permission to Grŵp Llandrillo Menai to process personal data for the purposes of managing the college admission procedures.
- 8.3 Grŵp Llandrillo Menai will:
- Seek the minimal personal data required;
  - Ensure all personal data is kept secure and confidential and only used for the purpose collected;
  - Maintain and retain data in accordance with statutory requirements

Further information about how we manage personal data is available in the Grŵp's [Privacy Policy](#).

- 8.4 Applicants and their referees should note that references on UCAS applications are no longer confidential and details of references will be released by UCAS upon request by the applicant on payment of the appropriate fee.
- 8.5 If applicants have any concerns with regard to the processing of their personal data they should contact the Director of Governance and Information by emailing [data@gllm.ac.uk](mailto:data@gllm.ac.uk)

---

## SECTION 9 FEES AND FINANCIAL SUPPORT

---

- 9.1 Grŵp Llandrillo Menai reviews and publishes its [HE course fees](#) information for full and part time HE programmes annually.
- 9.2 The college offers financial support to part-time students and full-time students. Information about the levels and types of support available including eligibility for financial support and bursaries can be found on the college website. Click here for further information on the Grwp's HE [Financial support](#).

---

## SECTION 10 COMPLAINTS AND APPEALS

---

- 10.1 Grŵp Llandrillo Menai will consider all applicants fairly and effectively in line with the procedure outlined in this document. The Grŵp strives to maintain consistent high standards in providing an admission service; we recognise that things can sometimes go wrong and that applicants may consider they have grounds for a complaint or an appeal.
- 10.2 For the purpose of this policy an appeal is defined as a request by an unsuccessful applicant for a formal review of the outcomes of the admissions decision. Appeals will normally be considered only if there is evidence of material irregularity in the decision making process.
- 10.3 A complaint is defined as an expression of dissatisfaction with the way in which the college's admissions policy or procedures have been applied to reach an admission decision.
- 10.4 Please note that a complaint or an appeal which merely seeks to dispute the academic judgement of the admission team will not be considered.
- 10.5 Applicants who wish to make an appeal or complaint should write to the Grŵp's Director of Governance and Information clearly detailing the grounds for the complaint or appeal.

On receipt of a complaint the Director of Governance and Information will liaise with the Executive Director, Academic Services (or nominee not involved in the admissions process) to review the decision to reject the applicant. Following review of this decision the Executive Director, Academic Services, or nominee will write to the applicant given grounds for the decision. This decision will be final.

---

## SECTION 11 MONITORING AND EVALUATION

---

- 11.1 The performance and compliance of this policy will be reviewed on an annual basis by the Head of Learner Services and Marketing and monitored by the HE Quality Assurance and Standards Committee. All amendments to the HE Admission Policy must be approved by Tîm Polisi.

---

## SECTION 12 FURTHER INFORMATION

---

12.1 Applicants should contact the Learner Services Team for information relating to courses and admissions to Grŵp Llandrillo Menai. All enquiries should be directed to Learner Services in the relevant college:

### **Coleg Llandrillo**

Rhos-on-Sea Campus  
Llandudno Road  
Rhos-on-Sea  
Colwyn Bay  
Conwy  
LL28 4 HZ

01492 546 666

### **Coleg Menai**

Bangor Campus

01248 370125

### **Coleg Meirion Dwyfor**

Pwllheli Campus  
Penrallt  
Pwllheli  
Gwynedd  
LL53 5EB

01758 701 385

Detailed guidance is available to HE applicants by contacting the HE Admissions and Careers Officer by emailing [HECareers@gllm.ac.uk](mailto:HECareers@gllm.ac.uk)

### **PUBLICATION OF POLICY**

This policy will be made publicly available bilingually on the Grŵp website and in each HE programme handbook, and will be available to all members of staff via the Grŵp Portal.



## Equality Impact Assessment

Assessment completed by:	Siân Pritchard	Dated:	13.02.2024
Assessment approved by:	Angharad Roberts	Dated:	13.02.2024

Consideration	Response	Special requirements / controls
Which protected groups might be disadvantaged by the policy/process?	<p><b>Amend Policy:</b> Suggest the following wording (or similar) is added to the policy: Ensure that the admissions criteria allow for widening participation by those sectors which are currently under-represented within the Grŵp's Higher Education cohort.</p> <p>AMENDMENTS MADE 16/02/2024</p>	<p>Special requirements for the practical application of the policy (to be considered by any admissions staff): Consideration should be given to those individuals who identify themselves as having a physical or learning disability. Any such disability may make the application and admissions process more challenging for these individuals and appropriate support should be offered. Individuals should be clearly advised of support that is available to apply for HE courses at the Grŵp.</p> <p>Where applications for HE courses are lower within a protected characteristic group than for other Grŵp provision, barriers to application should be determined and processes put in place to support applicants. <i>*Widening participation*</i></p> <p>Where the rate of unsuccessful applicants is higher for individuals from a protected characteristic group, this should be reviewed by the Director for HE (or another relevant AP/Director).</p>

<p>Which protected groups might benefit from the policy/process?</p>	<p>GLIM has a contextualised admissions process that supports individuals who live in an area where people are less likely to go to university, people who have experience of being in care and individuals who have refugee status from the Home Office.</p> <p><b>Policy amendment:</b> It would be beneficial to include the above information in the admissions policy (as outlined on the Grŵp website).</p> <p><u>Amended 16/02/2024</u> See 6.7</p>	
<p>Does the policy advance equality and foster good relations?</p>	<p>Yes. If implemented correctly, the admissions policy could support widening participation work within the local community to study HE courses at the Grŵp.</p>	
<p>Could any part of the process discriminate unlawfully?</p>		<p>In order to ensure the policy is fair, work should be undertaken with any staff responsible for admissions to stress the importance of consistency in applying agreed admissions criteria and to ensure that the reasons for rejecting/accepting applicants are transparent, consistent with admissions criteria and justifiable.</p> <p>The Equality panel should receive reports on rejected applicants to ensure they are assessed and consistency applied.</p>
<p>Are there any other policies that need to change to support the effectiveness of this one?</p>	<p>No</p>	
<p><b>Conclusion</b></p>	<p>Continue the policy</p>	
<p><b>SIGNED:</b></p>	<p>Angharad Roberts</p> <p>Angharad Roberts (following amendments)</p>	<p><b>Dated:</b> 13.02.2024</p> <p>19.02.2024</p>

## Welsh Language Impact Assessment

<b>Assessment completed by:</b>	Siân Pritchard	<b>Dated:</b>	13/02/2024
<b>Assessment approved by:</b>	Angharad Roberts	<b>Dated:</b>	13.02.2024

Consideration	Response	Special requirements / controls
What positive effects will the implementation of the policy or procedure have on the use of Welsh language?	<p>Individuals can apply to the Grŵp's HE provision in Welsh or English as is their choice, via UCAS or the Grŵp's internal application process.</p> <p>Where agreed with the HEI Partner, applicants will be assessed in their language of choice, Welsh or English.</p> <p>The policy will be published and shared bilingually.</p> <p><b>Policy amendment:</b> It is suggested that in section 5.2 the following wording be added.</p> <p>The application form can be completed in Welsh or English and there will be no delay in responding to the applicant with the outcome of their application when the application has been made in Welsh.</p> <p><b>Amended 16/02/2024</b></p>	Admissions decisions should be shared with applicants in their language of choice, Welsh or English, as is recorded as per the Grŵp's Welsh Language Policy.
What negative effects will the implementation of the policy or procedure have on the use of Welsh language?	There won't be negative effects of the policy on the use of the Welsh language if implemented correctly.	
Are there sufficient Welsh-speaking staff available to implement the policy or procedure?	There are Welsh speaking staff within the Learner Services, Additional Learning Needs and HE teaching teams to support the implementation of this procedure.	Where supported by the HEI and chosen by the student, Managers should ensure that there are sufficient Welsh speaking staff to support Welsh medium applications, interviews and assessment.
If not, what steps will be taken to ensure that sufficient staff are available, and by when?		
Does the policy or procedure comply with Grŵp Llandrillo Menai's Welsh Language Schemes/Language Strategy?	If the relevant amendments are made to the policy, as described above, the policy will comply with the Grŵp's Welsh language strategy.	
<b>Conclusion</b>	Continue policy	

<b>SIGNED:</b>	Angharad Roberts	<b>Dated:</b>	13.02.2024
	Angharad Roberts (following amendments)		19.02.2024

FINAL