



## Access, Applications & Admissions Procedure

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**1. REVISION HISTORY AND APPROVAL**

<b>Revision</b>	<b>Nature of change</b>	<b>Approval</b>	<b>Date</b>
1.0	First Issue	JL	27/07/21

## **2. INTRODUCTION**

- 2.1. PCI College ensures that all courses information provided to prospective learners is accurate and complete in order to facilitate an applicant's decision to enrol.
- 2.2. Entry requirements for each programme are specified on the PCI College public website, and they can vary depending on the programme as one day or five day courses, professional certificates, undergraduate and post-graduate programmes. These stipulate:
  - 2.2.1. The minimum overall or academic qualification entry requirements.
  - 2.2.2. Professional qualifications or personal development to date. Substantial life experience may be accepted as an equivalent for some courses.
  - 2.2.3. English language entry requirements (where relevant)
  - 2.2.4. RPL/AP(c)L entry requirements
  - 2.2.5. Garda vetting (for graduate and postgraduate programmes)
  - 2.2.6. Requirement of sufficient IT skills to complete the course.
- 2.3. Further information is available online on the College website or at the course application form. This includes:
  - 2.3.1. The selection process (entry is via the booking form, or application form and an interview might be required for undergraduate and post-graduate programmes)
  - 2.3.2. Location of the programme award in the Irish National Framework of Qualifications and the Frameworks of Higher Education Qualification of UK including details of the Awarding Body.
  - 2.3.3. Eligibility criteria.
  - 2.3.4. Accessibility policy. Learners are provided with guidance and support concerning any learning difficulties that they may encounter once a disclosure has been made as to their specific needs. Diagnosed disabilities or learning difficulty, e.g. dyslexia, must be disclosed on the application form and explored during interview, without prejudice. This is to ensure the correct supports/resources can be provided as per our current learner support capabilities.
  - 2.3.5. Opportunities for progression. Learners can expect progression routes through various courses, and are assessed accordingly.
  - 2.3.6. Information on applicable fees, including payment plans.
  - 2.3.7. Information on application deadline for each course intake and availability of places.
- 2.4. With regards to the application process, PCI College agrees to:
  - 2.4.1. Equal and fair admittance to all applicants.
  - 2.4.2. Provide fair and sufficient guidance for applicants helping them make informed decisions for course selection.
  - 2.4.3. Provide detailed information about available learning supports.
  - 2.4.4. Promote transfer and progression possibilities.
  - 2.4.5. Transparency in the application and admission process
  - 2.4.6. Communicate the status of the application in a timely manner.
  - 2.4.7. Support diversity and inclusiveness by providing guidance and accessibility support.

### 3. RESPONSIBILITIES

Role/Person	Responsibility
Applicant	Responsible for getting informed on the programme, the course workload, the entry criteria, the fees and terms and conditions. Preparation and submission of application form and relevant supporting documentation Applicant is responsible for accepting their offer in a timely manner.
Student Recruitment Officers	Providing information and processing submissions.
Student Services	Scheduling of applicants for interview and interviewing the applicants. Enrolling applicants on the chosen programme. Responsible for issuing offers of programme places.
Programme Leader	Overseeing the AP(c)L Processes.
Faculty	Interviewing the applicants.
Middlesex University Link Tutor	Assessment of RPL applications

### 4. COURSE BOOKING AND APPLICATION

- 4.1. Application for short courses, as 1 day or 5 day workshops, is by online booking.
- 4.2. Application for Certificate, Undergraduate and Postgraduate courses is by online booking and/or application form
- 4.3. The applicant pays the course fee.
- 4.4. Upon receipt of booking and/or application and course payment, the Student Recruitment Officer processes the booking/application on the system.
- 4.5. For courses that require an application form and other documents to support the application, Student Recruitment Officers maintain a secure record of all documentation in the system.

### 5. COURSE ENROLMENT AND ADMISSION

- 5.1. Admission programmes are based exclusively on the stated entry requirements.
- 5.2. For short courses, where an application form is not needed, learners are enrolled in the relevant course in accordance with the college's "internal system procedures"
- 5.3. For Certificate, Undergraduate and Postgraduate programmes, the completed application forms will be screened to establish if the candidates meet the specified entry requirements for the relevant programme.
- 5.4. Once candidates accept their offer, they will be enrolled onto the programme of choice.

### 6. ASSESSMENT OF APPLICANTS BY INTERVIEW

- 6.1. Entrants will be referred to the admission interview process as appropriate. The interview process will determine eligibility for the target programme, being an Undergraduate or Postgraduate course.
- 6.2. Candidates applying for Year 2 or Year 3 entries (for eligible programmes as BSc and MSc) where they meet the criteria for APCL, are assessed as laid out in the [RPL Procedure](#).
- 6.3. Interview Invitation
  - 6.3.1. Applicants are invited to an interview by the Student Services Department.
  - 6.3.2. Interview procedure and logistical information is shared with those who accept an interview invitation.
  - 6.3.3. If an applicant refuses an invitation and accommodation attempts to meet applicants requests, his/her application is cancelled.

- 6.3.4. If an applicant is absent from his/her interview with no reasonable excuse, his/her application is cancelled.
- 6.3.5. Applicants will need to verify their identity by presenting a valid photographic ID, which can be a passport or valid driving license, on the interview date.
- 6.3.6. An Interview Panel is convened according to the recruitment criteria dictated by the programme
- 6.3.7. All interviews are conducted using the PCI College Admission criteria described on the Candidate Interview Assessment form.
- 6.3.8. In the case of international applicants, the Policy and Procedures associated with Language Requirements additionally apply.
- 6.3.9. Interviewers grade the applicant's responses according to the PCI College Admission criteria as set out in the Candidate Interview Assessment form.

## **7. RECOMMENDATIONS & OFFER**

- 7.1. Interview outcomes are as follows:
  - Offer recommended.
  - Conditional offer recommended.
  - No offer.
- 7.2. Where successful applications exceed course capacity in their first choice venue, offers are provided on a first-in basis.
- 7.3. Applicants for a course venue which is at capacity are offered second or third choice options.
- 7.4. Applications received after places have been allocated are wait listed. If sufficient applications are received, a subsequent cohort may be formed based on management decision.
- 7.5. The Student Services Manager sends successful applicants an offer letter by email. The offer letter includes detailed information about the programme, including start date, venue, orientation date, Garda Vetting information, a link to their most up to date timetable, information on tuition fees inclusive of the payment plans available to all entrants according to their programme.
- 7.6. Applicants who do not meet the entry criteria, do not achieve a minimal score at interview or fail to meet the conditional entry requirements are notified by email that their application has been unsuccessful.
- 7.7. Feedback for unsuccessful applicants is available on request from the Student Services Team (compliant with current GDPR policies).

## **8. ACCEPTING AN OFFER**

- 8.1. To reserve their place onto the chosen course, all applicants are required to return a signed Acceptance Form along with the acceptance fee by the date specified in the offer letter.
- 8.2. Failure to return the acceptance forms and deposit by the date specified on the offer letter will deem the admission process unsuccessful and the place will be redeemed by the college.
- 8.3. Where a Conditional Offer is made (in writing), the Student Services Manager in accord with the members of faculty will outline the conditions required. The condition may refer to a proof of language competency (i.e IELTS) or additional upskilling (i.e completing a Certificate in Counselling and Psychotherapy)
- 8.4. Applicants are required to provide evidence that all entry conditions have been met satisfactorily.
- 8.5. The Student Services Manager contacts the candidate to inform them of the final outcome of all application deliberations. The admission process is followed as per the normal procedures outlined above. (see section 4.2)

## 9. APPEALS

- 9.1. Applicants will need to seek feedback from the College regarding the interview and application assessment before deciding to whether or not the applicant has grounds to appeal the admissions decision.
- 9.2. Applicants may appeal the decision if they consider that their application and interview weren't assessed following the published criteria, or also if the applicant believes that the decision was based on the misinterpretation of the information and interview answers presented by the applicant.
- 9.3. Applicants will need to appeal in writing to the Student Services department and send any necessary supporting documentation
- 9.4. The appeal will be reviewed by another staff that wasn't prior involved in the assessment process.
- 9.5. The outcome of the appeal will be given in writing with the explanation for the decision, and this decision is final with no further possibility of appeal.

## 10. DEFERRAL OF A PLACE ON THE PROGRAMME

- 10.1. Applicants can postpone commencement on some programmes, where they accept their offer and pay the deposit
- 10.2. The postponement request must be made in writing to the Student Services Department
- 10.3. A successful applicant can defer their place for a maximum of one academic year subject to the continuing validation of the programme and of there being a viable cohort next cycle.
- 10.4. Student Services will confirm the decision in writing and will include the terms and conditions associated with the deferral
- 10.5. The Link Tutor is responsible for monitoring the college's compliance with the admissions process, the effectiveness of the selection process in terms of candidates' suitability for the chosen programme depending on the entry criteria.

## 11. ADMISSION PROCEDURE – INTERNATIONAL APPLICANTS

- 11.1. International applications are normally accepted through direct application to the College.
- 11.2. A completed application form is required and must include verified copies of relevant qualifications as appropriate.
- 11.3. Applicants whose first language is not English will be required to provide evidence of English language competency in accordance with the requirements of the validated programme. PCI College accepts IELTS (International English Language Testing System) with a band score of 6 at undergraduate level and a band score of 6.5 at postgraduate level or equivalent score of TOEFL (Test of English as a Foreign Language) or Cambridge.
- 11.4. The application process will verify that those applicants requiring visas to study in Ireland meet the requirements of the Irish Naturalisation and Immigration Services (INIS). Applicants will be referred to the INIS website (<http://www.inis.gov.ie/>) for more comprehensive information at or prior to the point of application.

## 12. LINKED POLICIES & PROCEDURES

Linked Policies	Access, Applications and Admissions Policy Transfer and Progression Policy Recognition of Prior Learning Policy Learner Support Policy Assessment of Learners Policy
Linked Procedures	Transfer and Progression Procedure Recognition of Prior Learning Procedure Support for Learners Procedure

	Assessment of Learners Procedure
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