

NOTTING HILL ACADEMY OF MUSIC

ADMISSIONS POLICY

Version	3.0
Effective date	August 2021
Date for review	August 2022
Policy owner	Head of Quality
Reference points	https://www.esc.ac.uk/about-esc/policies-and-procedures , https://www.bruford.ac.uk/about/who-we-are/policies-and-procedures/ , https://www.qaa.ac.uk/en/quality-code/advice-and-guidance/admissions-recruitment-and-widening-access
Audience/handling notes	Public
Dissemination and implementation plan	<p>This Admissions Policy will be published on the NHAM website and student portal for reference by students, staff, and all other relevant stakeholders.</p> <p>Lecturers will receive training in how to apply this policy and its procedures. They will also be directed to where it is published. The Administration Manager will be responsible for the dissemination of the policy and procedures to academic staff; the Administration Manager will be responsible for the dissemination of the policy and procedures to support staff.</p> <p>Students will be informed by email that this information is available on the student portal and NHAM website.</p>
Date approved	September 2021

A ADMISSIONS POLICY

1 INTRODUCTION AND PURPOSE

Notting Hill Academy of Music, in consultation with its collaborative partners, determines:

- The entry criteria for each course or programme
- The admission of an individual applicant to a particular course or programme against the entry criteria for that course or programme.

The following Policy and Procedures have been developed as part of the Academy's commitment to ensuring quality and standards and fairness across all our processes.

The Academy seeks to offer an impartial and clear admissions process which gives all applicants the chance to demonstrate their suitability for their chosen programme.

All applicants for a programme are assessed against the same entry criteria. Applicants are admitted to the Academy based on an assessment that:

- They are able to benefit from the study involved;
- They have the capacity to complete the course on which they are registered and to achieve the prescribed standard for the award;
- They satisfy the specific entry requirements for the course or programme.

All decisions on applications are taken in the context of our Equal Opportunities Statement: "Notting Hill Academy of Music is committed to promoting equality of opportunity in all areas of employment and study. We work towards an environment

where all employees and students can develop to their full potential regardless of gender, disability, race, colour, marital status, ethnic origin, sexual orientation, age and religious or political affiliation.”

We are required to eliminate discrimination, harassment and victimisation and promote equality of opportunity by the following legislation:

- Race Relations (Amendment) Act 2000 (RR(A)A)
- Disability Discrimination Act (DDA) 2005
- Equality Act 2006.

In addition, the Academy’s admission policies and procedures are informed by the QAA’s UK Quality Code for Higher Education: Part B Assuring and Enhancing Academic Quality. Chapter B2: Admissions (2011) and the guidance from the Competition and Marketing Authority (2015).

2 STAFF INVOLVED WITH THE ADMISSIONS PROCESS

Notting Hill Academy of Music ensures that all academic and administrative staff are competent to undertake their role and fulfil their responsibilities in the admissions process. Members of staff who are new to the admissions process are provided with training in the Academy’s admissions policies and procedures.

The Academy encourages the sharing of good practice in among all staff involved in the admissions processes and all staff undertake online Equality and Diversity Training.

3 ADMISSIONS PROCEDURE AND CRITERIA FOR ASSESSING SUITABILITY

All students must contact the Notting Hill Academy of Music directly through an online web form and also include their Curriculum Vitae. NHAM is not currently part of UCAS.

Students enquiring are contacted by a member of the Admissions team, invited to interview and also to complete an application form from the relevant collaborative partner.

Each Programme assesses suitability through a combination of entry requirements, interview and a written essay. Each programme has specific entry criteria. Selection criteria are published against course information on the website. All decisions on applications are taken in the context of Academy policies. In particular, the Academy is mindful of its mission to further cultural expression by promoting engagement from under-represented groups, and welcomes applications that add to the diversity of the Academy community.

4 ACADEMY REQUIREMENTS FOR QUALIFICATIONS ON ENTRY

The Academy’s entry qualifications are set out on the website for each relevant course or programme. Applicants admitted to the Academy must provide evidence that they have satisfied the entry requirements and provided documentary evidence that they have obtained the prescribed educational qualifications or prior learning and experience.

4.1 FE COURSES

An applicant entering a Level 4 programme, validated by a collaborative FE partner should satisfy or expect to meet the general requirements for entry, as well as the specific requirements of their chosen programme which includes evidence of industry experience and a written industry-based assessment. Offers are made by Notting Hill Academy of Music directly and not through UCAS.

Applicants demonstrate suitability for a HNC Level 4 programme in one of the following ways:

- Passes in two GCE A Levels/ AVCE at Grade C and above
- A BTEC National Diploma with a Merit and two Passes
- Successful completion of an Access to HE programme
- Substantial evidence of work experience
- Qualifications outside of the tariff system deemed to be equivalent by the Academy

Owing to the vocational nature of the programmes, the Academy attaches great importance to the interview process and written assessment. The Academy therefore welcomes applications from students who hold equivalent level qualifications (not currently in the UCAS tariff system), and applicants who are able to demonstrate their preparation and commitment in other ways. Such applicants will be reviewed on a case by case basis.

4.2 HE PROGRAMMES

An applicant entering a Level 4 programme, validated by a partner HEI should satisfy or expect to meet the general requirements for entry, as well as the specific requirements of their chosen programme which includes evidence of industry experience and a written industry-based assessment. Offers are made by Notting Hill Academy of Music directly and not through UCAS.

Applicants demonstrate suitability for the Cert HE Level 4 programme in one of the following ways:

- Passes in two GCE A Levels/ AVCE at Grade C and above
- A BTEC National Diploma with a Merit and two Passes
- Successful completion of an Access to HE programme
- Substantial evidence of work experience
- Qualifications outside of the tariff system deemed to be equivalent by the Academy

Owing to the vocational nature of the programmes, the Academy attaches great importance to the interview process and written assessment. The Academy therefore welcomes applications from students who hold equivalent level qualifications (not currently in the UCAS tariff system), and applicants who are able to demonstrate their preparation and commitment in other ways. Such applicants will be reviewed on a case by case basis.

4.3 NON CREDIT BEARING COURSES

These are vocational courses created and run by the Notting Hill Academy of Music. The requirement for entry is suitable music industry experience, which is assessed through:

- Applicant CV
- Music industry work experience

5 ACADEMIC CREDIT FOR PRIOR LEARNING OR PRIOR EXPERIENCE

As Notting Hill Academy of Music courses and programmes currently last nine months, students are not permitted entry part way through a Level. Due to the flexible entry requirements involving either suitable prior academic qualifications, or suitable and mature work experience evidence, or both, there are currently no ACPL or ACPE opportunities in place.

6 DISABLED APPLICANTS

The Academy makes reasonable adjustments to the interview process to ensure that disabled applicants are not discriminated against either directly or indirectly. However, it is the responsibility of the candidate to let the Admissions Team know as soon as possible beforehand what adjustments are needed. If a disability is only disclosed at interview, the Academy will make every effort to assist the candidate. The Academy will ensure, where possible, that the interview takes place in an accessible and private room to ensure that the applicant feels comfortable talking about their disability.

The Academy aims to be clear with disabled applicants about the support and adjustments that are available. Decisions about whether an adjustment can reasonably be made will be depend on individual circumstances and will be taken in the context of the resources of the Academy, the cost of the adjustment, the practicality of the changes and the potential benefit to other staff, students and visitors.

For the majority of disabled applicants, the application will proceed as standard. However, if the tutor is not clear about how the Academy can support you, after the interview, this will be discussed with the Specialist Support and Equality Officer/ Dyslexia Adviser as appropriate and the Registrar before an offer is made. In exceptional circumstances, the level of support available will be identified in the offer letter made to the student. This is usually where the nature of support required by the student would have prohibitive financial implications for the Academy.

The Academy has a Disclosure Policy, which provides details of how information on your disability/medical condition will be dealt with.

7 INFORMATION FOR PROSPECTIVE APPLICANTS

Information for prospective applicants is published on the Academy website and can be obtained at Open Days, which are also advertised on the Academy website. The Academy will try to accommodate individual tours for applicants unable to attend an Open Day.

Applicants can also contact admissions staff directly by email or telephone.

Advice is published on the Academy website and this information is subject to regular review.

8 CHANGES TO A PROGRAMME OF STUDY

The Academy will inform prospective students, at the earliest opportunity, of any significant changes to a programme made between the time the offer of a place is made and registration is completed. They will be advised of the options available in the circumstances.

9 DEFERRAL OF ENTRY

An applicant who wishes to defer their place after an offer has been made is required to make their request in writing. This request will then be considered by the Academy Manager.

10 COMPLAINTS AND APPEALS

Notting Hill Academy of Music aims to consider all applications fairly and effectively in line with its procedures. In the event of a candidate wishing to make a complaint or lodge an appeal, the matter will be dealt with in accordance with the Applicant Appeals and Complaints Procedure.

B INTERVIEW PROCEDURES

11 INTERVIEW AND ASSESSMENT PROCEDURES

A candidate's suitability is assessed by the relevant member of teaching staff using interviews and a written assessment. It is the Academy policy to invite all applicants, wherever possible, to interview or audition as appropriate. Unfortunately, Notting Hill Academy of Music cannot make offers to overseas students, only UK residents or those with settled status in the UK.

Our policy is to see all eligible candidates, to ensure your application is given equal consideration and so that we can make the decision to offer a place based on a full consideration of your suitability for the programme and its suitability for you. Arrangements for each programme are similar and are set out below:

- Following an interview with a suitable member of teaching staff, the applicants to FE and HE programmes will be given a written assessment. They will be informed of the title of the assessment at interview.
- Once the applicant has submitted their written assessment, it will be marked by a suitable member of teaching staff to ensure suitability for Level 4 study and where relevant, the study skills or additional support a student might need to succeed at Level 4.
- The Academy will send a successful student a conditional offer, inviting them to an induction day. Once the student accepts the conditional offer, it will remain conditional upon receipt of: evidence of academic qualifications, evidence of relevant mature work experience in place of or in addition to academic qualifications, evidence that the student has applied for student finance.
- Once the student has provided all evidence listed on the conditional offer letter, they will receive confirmation of an unconditional offer.

12 INFORMING THE APPLICANT OF INTERVIEW DATE AND DECISION

The Academy will respond to initial applications within three weeks of receipt of the paper application and within two weeks of their interview and receipt of the written assessment. Late applications will be considered and reviewed depending on the availability of places, provision of student finance, and the ability to succeed on the programme if work has been missed.

13 FEEDBACK TO APPLICANTS

Given the number of applicants, the Academy regrets that it is not possible to provide feedback automatically to all who apply. However, the Academy endeavours to provide feedback to candidates upon request and at its discretion.

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REVIEW: MARCH 2022

OWNER: QUALITY ASSURANCE