

## **6.1 Policy for the admission of students**

### **1. Principles**

Education for Health acknowledges access to educational opportunity as a fundamental human right and believes that diversity amongst our student body enriches learning and teaching. The policy relates to all validated modules and programmes delivered by Education for Health. Education for Health is committed to ensuring that no student with potential to meet our entry requirements is deterred from applying. All applications are considered and evaluated on the basis of individual potential. The admission of individual applicants is nevertheless at the discretion of Education for Health, having regard to the general principles below:

- Education for Health will not admit applicants unless there is a reasonable expectation that the applicant can fulfil the learning outcomes of the module and reach the required standard for the award.
- The procedures for the admission of students are non-discriminatory and promote Education for Health's commitment to equal opportunities.
- Overall responsibility for the selection of students lies with the relevant programme lead or module lead.

This policy is consistent with good admissions practice in higher education, as defined in the Quality Assurance Agency's Code of Practice.

### **2. Module and Programme Registrations**

#### **Principles**

Education for Health seeks to offer choice and flexibility to students in building study programmes which lead to awards. Education for Health endorses the concept of student responsibility and choice in registering a valid programme of modules to meet the appropriate award conditions. Students will register for a named award at the start of their programme. Education for Health will facilitate students moving between validated programmes.

#### **Registration**

All students are required to register for a valid module or programme or a non-accredited workshop. Education for Health reserves the right to decline acceptance of late or incorrect registration of modules or programmes. Education for Health may change module provision without notice but will ensure that students who have legitimately registered for a programme will be able to follow an appropriate programme of modules to qualify for the registered award within the standard completion period. Students are not permitted to register for more than one programme simultaneously. Simultaneous module registrations are permitted but not recommended. Students are not recommended to study more than 2 modules at any one time and no more than 120 credits per academic year.

#### **Misrepresentation in the application process**

Applicants who Education for Health believes have deliberately misrepresented information in their application will be denied entry or, if they have already enrolled, the contract will be terminated.

### **3. General Entry Requirements**

Education for Health welcomes applications from appropriately qualified students and offers a wide range of teaching and learning to suit individuals' needs. Further details can be found on our website ( <https://www.educationforhealth.org/> ) Individual modules may specify particular subjects of study, areas of learning or experience or levels of performance in relation to admission. Module specific requirements are determined at the time of validation.

#### **General entry requirements for modules**

All learning materials, teaching and assessment are conducted in the English language. Students will need to apply this to an academic environment. All students should have sufficient competency in English language to successfully study for the proposed award. It is the responsibility of the student to ensure that they have sufficient proficiency in the English Language to undertake the module to which they are applying.

#### **General entry requirements for admission to undergraduate programmes**

It is expected that all applicants for undergraduate programmes will be a UK registered Healthcare Professional or working in a relevant healthcare field. Professional qualifications or evidence of relevant study to FHEQ level 4 are required for verification. All applicants should have sufficient competency in the English Language to successfully study at the Framework for Higher Education Qualifications Level 5 for DipHE students and the Framework for Higher Education Qualifications Level 6 for the BSc (Hons) Long Term Conditions and the Graduate Certificate in Professional Practice (General Practice Nursing). Evidence of GCSE English Language, Level C/4 or 5 or above, or equivalent, is normally required.

If these requirements are not met entry onto the undergraduate programme will be declined.

#### **General entry requirements for admission to postgraduate programmes**

It is expected that all applicants for postgraduate programmes will be a UK registered Healthcare Professional and will have the support of their manager to undertake the programme. Professional qualifications or evidence of previous study to level 6 are required unless stated in the programme specifications. All applicants should have sufficient competency in the English Language to successfully study at Level 6. Evidence of GCSE English Language, Level C/4 or 5 or above, or equivalent, is normally required.

If these requirements are not met entry onto the postgraduate programme will be declined.

#### **Visa requirements**

As a distance learning provider Education for Health is not registered with UKBA for the purpose of providing visas for study. It is the responsibility of the student to ensure they have the correct visa for study prior to commencing the module or programme.

### **4. Commitment to fairness, transparency and consistency**

To ensure a fair and consistent admissions process, Education for Health will ensure all accredited modules and programmes clearly state their entry criteria, including academic qualifications, along with appropriate experience and skills required for entry. The number of places available to purchase are clearly visible to prospective students; a waiting list and alternative start dates are also made available.

## **5. Late applications**

Late applications will be considered on an individual basis if there are still places available on the relevant workshop, module or programme.

## **6. The admission of students with a disability and/or learning difficulty**

The admission of students with disabilities and/or learning difficulties is based on the academic judgement that the student can be reasonably expected to fulfil the learning outcomes of the module or programme to achieve the award and that necessary and appropriate reasonable adjustments can be made.

In line with Education for Health Policy on Inclusive Teaching and Learning and Support for Students with a Disability, applicants are strongly encouraged to disclose disability-related information within the application process. The policies are available as sections 7.7 and 6.2 respectively on our Policies and Procedures webpage: <https://www.educationforhealth.org/education/student-support/regulations-policies/>.

Education for Health may require further information from the applicant regarding anticipated support needs in order that a considered judgement can be made.

## **7. Disclaimer**

Education for Health reserves the right to make minor variations to module or programme content and methods of delivery, and, with prior agreement from the relevant accrediting body to discontinue, merge or combine programmes.

## **8. Appealing Admission Decisions**

At Education for Health we are committed to ensuring the high quality provision of a fair and transparent admissions procedure for all students.

Students applying to a module or programme validated by The Open University may appeal an admission decision. For details of how to appeal please see our Appeals procedure for admission decisions, available as section 6.8 on our Policies and Procedures webpage: <https://www.educationforhealth.org/education/student-support/regulations-policies/>.

If you have submitted an appeal and remain dissatisfied you have the right to appeal to The Open University.

### **Appeal to The Open University**

If you believe that Education for Health's appeal process has been conducted incorrectly or you feel that the outcome is unreasonable in relation to the evidence, then you have the right to raise the matter for external and independent review by The Open University.

If you have exhausted all the appropriate internal procedures open to you at Education for Health and you believe your complaint meets the conditions detailed in Appendix 3 of The Open University Handbook for Validated Awards, the matter can be raised for review. The Handbook can be found at: <http://www.open.ac.uk/cicp/main/sites/www.open.ac.uk.cicp.main/files/files/ecms/web-content/004-ou-handbook-for-validated-awards.pdf>. You are entitled to submit a formal complaint to the University.

## **How do I submit a complaint?**

You must submit a complaint in writing. Your letter must include the following information:

- your full name, contact address and telephone number
- the name of the institution at which you are studying
- the name of the OU validated programme on which you are studying
- a detailed statement explaining what you are complaining about and why
- documentary evidence that you have exhausted your institution's own internal procedures, including copies of written correspondence between you and your institution concerning the matter that you are complaining about, and a copy of the letter from your institution notifying you of the final outcome of its internal complaints procedure
- documentary evidence to support your complaint.

If you fail to provide all of the above, your complaint will be delayed and may eventually be dismissed.

### **Important: please read carefully**

**The University will make every attempt to respect your privacy and confidentiality when dealing with your complaint. However, unless you specifically state otherwise, the University will assume that you have given permission to disclose as necessary any of the information you provide. If you wish any matter to remain private or confidential, you must state so clearly in your letter. If you do not wish the University to disclose information, it may not be possible to consider your complaint appropriately.**

## **When can I submit a complaint?**

It is important that the University receives your complaint as soon as possible and within three months of the outcome of your institution's internal procedures. A delay may mean that the University and the institution are unable to investigate the matter fully.

## **Where should I submit the complaint?**

Complaints must be sent to:  
The Director,  
Open University Validation Partnerships  
Walton Hall,  
Milton Keynes,  
MK7 6AA  
United Kingdom.

## **What will the University do next?**

On receipt of your complaint:

When the University receives your complaint, a formal acknowledgement of receipt will be sent to you.

Your letter will be checked to ensure that all the necessary information has been provided.

If information or evidence is missing, your original complaint will be returned to you with a letter requesting the missing information. You will be given a deadline by which you must respond. If you do not respond by that deadline, your complaint will be dismissed.

This decision will be final.

**The Office of the Independent Adjudicator for Higher Education**

Once you have completed all the internal procedures and you are still dissatisfied with the outcome, you may be able to apply for a review of the matter to the Office of the Independent Adjudicator for Higher Education (OIA).

The OIA was set up under the Higher Education Act 2004 to provide 'an independent student complaints scheme'. All HEIs in England and Wales are required to comply with the scheme, which is free to students.

The OIA will require a copy of your completion of procedures letter before they will agree to investigate your case. More information about the scheme is available at [the OIA website](#).

**Students applying for a module or programme validated by The University of Hertfordshire (UH) should refer to the procedure outlined on the UH website ([www.herts.ac.uk](http://www.herts.ac.uk)).**