

ADMISSIONS POLICY

1.0 PREAMBLE

- 1.1 Metanoia Institute has developed this Admissions Policy in accordance with the principles established by Chapter B2: Recruitment, Selection and Admission to Higher Education of the UK Code for Higher Education (hereinafter referred to as “the Quality Code”).
- 1.2 Our application of this Admissions Policy is underpinned by our corporate vision and mission statements as well as a set of aims that inform our approach.

2.0 SCOPE

- 2.1 This Admissions Policy governs all activities, processes and information related to the admission of students to Metanoia Institute’s higher education courses, including:
 - admissions information;
 - communication with applicants;
 - selection and assessment of applicants;
 - conduct of interviews;
 - decision making;
 - key responsibilities;
 - applications from disabled students;
 - applications from international candidates;
 - English as a second language;
 - accreditation of prior learning;
 - equality of opportunity;
 - criminal convictions;
 - confidentiality;
 - changes to programmes;
 - feedback, appeals and complaints;
 - monitoring, evaluation and review.
- 2.2 This Admissions Policy informs all aspects of student recruitment including the marketing and promotions to prospective students, their parents, employers and advisers, and specific initiatives within Metanoia Institute that lead to student admission.
- 2.3 This Admissions Policy applies to all staff (i.e. full time, part time and/or part time staff without fixed working patterns) as well as other workers (including “temps”, contractors and visiting trainers involved in the recruitment, selection and admission of prospective students to higher education.
- 2.4 In order for our approach to be successful, Metanoia Institute recognises that there must be clear lines of responsibility and accountability, and that there must be adequate training, support and guidance to enable staff to implement this policy consistently and equitably.

3.0 VISION

- 3.1 To invest in the life of individuals, organisations and communities through excellence in training, practice and research in the psychological therapies.

4.0 MISSION

- 4.1 To offer high quality humanistic and integrative programmes of study in the professional fields of counselling, psychotherapy, counselling psychology, supervision, coaching and organisational development through the provision of a wide range of opportunities, to support research in the development of professional knowledge, to work closely with relevant professional bodies as well as our partners in the university sector and to provide lower cost counselling and psychotherapy services for the benefit of the general public.

5.0 AIMS

- 5.1 To ensure that Metanoia Institute maintains clear procedures for the scrutiny and admission of applicants to our programmes that are fair, clear, explicit and readily accessible by all stakeholders.
- 5.2 To ensure that Metanoia Institute's selection criteria are kept under review so as to ensure that individuals are selected solely on the basis of merit and their judged ability to complete their programme of study successfully.
- 5.3 To ensure that Metanoia Institute's admissions decisions are made by assessing applicants consistently and equitably against the published generic and programme-specific criteria.
- 5.4 To ensure that no one receives less favourable treatment on grounds of any protected characteristic.
- 5.5 To ensure that disabled students are enabled to access and participate in our programmes of study and that applications from people with disabilities, learning difficulties and particular learning needs are encouraged; Metanoia Institute will make all reasonable efforts to make provision for applicants who have particular learning and support requirements at interview and as and when they become enrolled students.
- 5.6 To ensure that Metanoia Institute maintains sustainability through increasing applications and efficient and effective admissions processes.

6.0 ROLES AND RESPONSIBILITIES

6.1 Academic Coordinators' Responsibilities

- 6.1.1 Academic Coordinators are responsible for guiding applicants to Metanoia Institute through the admissions process. This includes: providing applicants with Applicant Information Packs and Application Forms; collating completed Applications Forms; booking attendances at Introductory Workshops, Small Group Sessions and Interviews; and answering ad-hoc queries with respect to Metanoia Institute's

admissions process, and general programme details such as duration, content, and fees.

- 6.1.2 Academic Coordinators are also responsible for administering the student registration process including inputting enrolment and diversity information, checking and recording identification and qualifications documents, processing student lifecycle events such as deferrals, interruptions, withdrawals and re-enrolments.

6.2 Quality & Data Coordinator's Responsibilities

- 6.2.1 The Quality & Data Coordinator is responsible for auditing, cleansing and reporting student registration data and liaising with Academic Coordinators and validating partners to ensure that student registration and academic records information is synchronised, accurate and up-to-date.

6.3 Academic Quality Manager's Responsibilities

- 6.3.1 The Academic Quality Manager is responsible for ensuring that Metanoia Institute's Admissions Policy is in accordance with the principles established by Chapter B2 of the Quality Code as amended from time to time, for reviewing and updating, in consultation with Faculty Heads, all admissions information (including programme titles, programme and module descriptors, entry requirements, selection criteria and processes and compliance with validated documentation) annually to ensure that said information is accurate and up to date and for reporting admissions and diversity data to Academic Board.

6.4 Executive Officer's Responsibilities

- 6.4.1. The Executive Officer is responsible for reviewing and updating, in consultation with Faculty Heads, all admissions-related marketing information including the corporate website, the prospectus and press and PR.

6.5 Faculty Heads' Responsibilities

- 6.5.1 Faculty Heads are responsible for reviewing and updating, in consultation with the Academic Quality Manager, all admissions information (including programme titles, programme and module descriptors, entry requirements, selection criteria and processes and compliance with validated documentation) annually to ensure that said information is accurate and up to date, for reviewing and updating, in consultation with the Executive Officer, all admissions-related marketing information including the corporate website, the prospectus and press and PR, for appointing and inducting admissions tutors and for overseeing admissions decisions.

7.0 PRINCIPLES

- 7.1 The normal qualifications required for entry to programmes at different levels are set out in this Admissions Policy, and are approved by Academic Board. Specific criteria are set each year, and may exceed the normal criteria for entry on those programmes to which entry is competitive.
- 7.2 The specific criteria for each admissions cycle are proposed in advance of the cycle by the Faculty Head responsible for the provision and approved by Academic Board.

- 7.3 The authority to admit applicants to a programme is delegated by Academic Board to Faculty Heads, who further delegate this authority to Admissions Tutors. Authority to make admissions decisions in accordance with the specified selection criteria is delegated to those staff.
- 7.4 Professional bodies, Government departments or others may place specific criteria for admission on those programmes which they fund or accredit. Faculty Heads are responsible for ensuring that Metanoia Institute therefore accepts such funding or accreditation only where it is willing to adopt these criteria.
- 7.5 Applicants must ensure that they provide full, complete and accurate information to us, and do not omit any material information. Applicants must provide additional information if we ask for it and undertake the tests, interviews or other selection processes (such as occupational health checks) which we reasonably require.
- 7.6 Applicants must comply with the deadlines we lay down for submitting applications and be responding to offers. Applicants who do not meet their responsibilities to us may be denied admission or have their offers withdrawn.

8.0 POLICY

- 8.1 Metanoia Institute welcomes applications from motivated students from diverse backgrounds with appropriate qualifications, whether traditional or non-traditional, academic or vocational.
- 8.2 Metanoia Institute considers applicants to our programmes solely on the basis of their merit, ability and potential.
- 8.3 Metanoia Institute judges merit, ability and potential primarily on the basis of the qualifications applicants already hold as well as their participation in our Introductory Workshops, Small Group Sessions and Interview; where applicants are currently studying for qualifications, we normally make our offers conditional on their results.
- 8.4 Metanoia Institute aims to admit all applicants who have, in our judgement, a reasonable expectation of completing their programme of study and achieving the standard required for the award; the criteria we use for making this judgement are set out in this Admissions Policy.
- 8.5 Where there is a limit on the number of students we can admit to a particular programme, or to a particular mode of study, Metanoia Institute seeks to admit those applicants who are, in our judgement, most likely to complete their programme of study and achieve the standard required for an award.
- 8.6 Metanoia Institute aims to treat all applicants as individuals and with fairness; we make reasonable adjustments to our admissions process as well as to our academic delivery in order to ensure that we meet the needs of applicants with disabilities.
- 8.7 Metanoia Institute never take any protected characteristic into account when making admissions decisions and we review admissions outcomes to ensure that our processes are fair to people of all backgrounds.
- 8.8 Metanoia Institute aims to treat all applicants courteously and handle all applications as swiftly as is compatible with good decision-making.

8.9 Metanoia Institute's admissions process complies with the Equality Act 2010 (as amended 2012) and the principles established by Chapter B2: Recruitment, Selection and Admission to Higher Education of the UK Code for Higher Education (hereinafter referred to as "the Quality Code").

8.10 Metanoia Institute reserves the right to refuse admission to any applicant whose application contains false or misleading information.

9.0 ENTRY REQUIREMENTS

9.1 Metanoia Institute's entry requirements are stated in terms of:

- specific grades achieved in nationally recognised qualifications which are formal minimum attainment levels;
- appropriate equivalent skills and experience.

9.2 'Equivalent' skills and experience means skills which Metanoia Institute has tested or experience it has judged to demonstrate the same level of merit, ability and potential as the nationally recognised qualifications required for entry to the programme. Metanoia Institute retains the right to use its own tests to determine that applicants have achieved the minimum attainment levels associated with recognised qualifications which they do not hold.

9.3 Specific criteria may also be stated in terms of:

- appropriate experience;
- relevant personal qualifications, such as appropriate motivation to study or values compatible with a profession. These may be determined from a personal statement, by psychometric testing, through references or at interview.

9.4 Specific criteria may also specify an interview and/or assessment which all candidates are required to take regardless of their existing qualifications.

9.5 Metanoia Institute may take contextual data relating to a candidate's background into consideration when using a particular candidate's existing qualifications as evidence of their future potential.

9.6 Those applicants applying from programmes of study that have a progression agreement or articulation arrangement with us may be guaranteed an interview or a conditional offer.

9.7 Normal minimum qualifications required for entry to undergraduate programmes

9.7.1 The minimum normal qualifications required for entry to Level 4 are GCSE passes at Grade C or above in five subjects, including English Language and Mathematics (or equivalent), plus one of the following:

- successful completion of a recognised Access course;
- successful completion of a recognised HE preparatory course;
- any other Level 3 qualification which is of equivalent standard.

9.7.2 Applicants may be admitted without these qualifications, provided that:

- they can demonstrate that they have achieved the required level of knowledge and skills in other ways (e.g. experiential learning);
- they meet the entry requirements of programmes validated by a professional body.

9.7.3 Applicants who meet or exceed the entry criteria for Level 4 may also apply to have prior learning recognised through the APCL and/or APEL processes.

9.8 Normal minimum qualifications required for entry to postgraduate programmes

9.8.1 The minimum normal qualifications required for entry to Level 7 are:

- an Honours degree in a relevant subject; or
- a professional qualification recognised as equivalent to an Honours degree; or
- a postgraduate diploma; or
- appropriate equivalent skills and experience.

9.8.2 Applicants who meet or exceed the entry criteria for Level 7 may also apply to have prior learning recognised through the APCL and/or APEL processes.

9.8.3 The minimum normal qualifications required for entry to level 8 are:

- a Master's degree in a relevant subject; or
- a professional qualification recognised as equivalent to a Master's degree; or
- appropriate equivalent skills and experience.

9.8.4 Where applicants are admitted to study one or more modules for academic credit, without any specified qualification aim, the same qualifications requirements will normally apply as for award-bearing programmes at that level.

9.9 International applicants

9.9.1 Applicants from other European Union countries and from countries outside the European Union will be considered for entry to Metanoia Institute's programmes. Applicants must have qualifications equivalent to those specified above for entry to the appropriate level of study.

9.9.2 Metanoia Institute participates in the European Credit Transfer Scheme (ECTS). In accordance with the Recommendation on Criteria and Procedures for the Assessment of Foreign Qualifications adopted by the Lisbon Recognition Convention Committee, recognition of foreign qualifications will be granted unless a substantial difference can be demonstrated between the qualification for which recognition is requested and the relevant UK qualification. In applying this principle, Metanoia Institute will seek to establish whether the differences in learning outcomes between the foreign qualification and the relevant UK qualification are too substantial to allow the recognition of the foreign qualification as requested by the applicant.

9.10 English Language Proficiency

9.10.1 International applicants must have an adequate proficiency in English in order to be admitted to a programme.

9.10.2 Metanoia Institute normally accepts the English Language qualifications set out in the table below, but some programmes may require higher standards of English language proficiency:

- CEFR level C1
- IELTS level 7.0, with a minimum of 6.5 in each band.

10.0 APPLICANTS WITH DISABILITIES

10.1 Disclosure of information

10.1.1 Offers of places on programmes of study at Metanoia Institute are subject to entry requirements related to learning outcomes and/or competence standards. Therefore students accepted onto programmes of study should be capable of meeting these learning outcomes and/or competency standards. There may also be occupational health requirements which apply to specific courses.

10.1.2 Metanoia Institute will not normally consider whether an applicant's disability would hinder or prevent them from following a career subsequent to graduation.

10.1.3 In line with Metanoia Institute's commitment to widening participation, and to meet the institution's duty to promote disability equality, Metanoia Institute will make reasonable adjustments to the entry requirements if a disabled applicant can demonstrate that they would be able to meet the learning outcomes, except where there are specific requirements by a professional, statutory or regulatory body. Where the applicant is unable to meet the fitness to practise requirement, Metanoia Institute may suggest an alternative programme of study.

10.1.4 Where Metanoia Institute is unable to make a reasonable adjustment, the applicant will be informed as soon as possible and alternative programmes of study may be suggested.

10.1.5 Metanoia Institute is proactive in encouraging early disclosure by offering a number of opportunities for applicants to inform us of any disability. Applicants can disclose on their direct application to Metanoia Institute, at their introductory workshop, at their assessment interview, or in discussions with a member of Metanoia Institute staff.

10.1.6 Where applicable, invitations to assessment interviews and offer letters will include information about obtaining reasonable adjustments.

10.2 Late disclosure

10.2.1 Metanoia Institute does make anticipatory adjustments to its provision. This ensures that if Metanoia Institute is informed about an applicant's disability shortly before registration, we would normally be able to discuss and agree provision and support arrangements as appropriate. The exception to this is where the fitness to study requirement has not been met (see 12.0, below).

10.2.2 In exceptional circumstances, where Metanoia Institute is unable to meet the reasonable adjustment in a timely manner, the applicant may be offered a deferred place for the following semester or academic year.

11.0 APPLICANTS WITH CRIMINAL CONVICTIONS

11.1 Metanoia Institute requires all applicants to divulge any information on previous criminal convictions or cautions at the time of application and may immediately exclude a student who fails to do so.

11.2 Metanoia Institute also requires successful applicants to certain programmes to undergo a Criminal Records Bureau check prior to enrolment.

11.3 A criminal conviction not yet spent shall not normally be a bar to entry to a programme unless:

- the programme provides entry to employment in an occupation covered by the Rehabilitation of Offenders (Exceptions) Order 1975;
- in the view of Metanoia Institute, the applicant might pose a threat to staff and other students.

11.4 Where the applicant indicates a criminal conviction on the application form Metanoia Institute will request information about the date of the conviction, the nature of the offence and the sentence, and invite any relevant comments from the applicant.

11.5 Metanoia Institute will refuse admission to any applicant who fails to declare a criminal conviction or caution that is subsequently disclosed by the Criminal Records Bureau.

11.6 Programmes providing entry to employment in an occupation covered by the Rehabilitation of Offenders (Exceptions) Order 1975

11.6.1 On programmes which provide entry to employment in an occupation covered by the Rehabilitation of Offenders (Exceptions) Order 1975, Metanoia Institute will normally refuse admission to applicants whose conviction(s) relate to:

- sexual, violent, and serious drug or drink offences;
- a series of offences over a period of time;
- a custodial sentence of more than 12 months;
- offences within the previous five years;
- or any other offence that might pose a threat to staff, students or others.

11.6.2 The Faculty Head (or his or her nominee) shall determine whether to admit an applicant with criminal convictions. Where admission to the programme is denied on the basis of the conviction, the applicant will be notified of the decision, with reasons for the decision, by the Head of Quality. The applicant will have the right to appeal to the Chief Executive Officer whose decision on the case will be final.

11.7 Programmes not providing entry to employment in an occupation covered by the Rehabilitation of Offenders (Exceptions) Order 1975

11.7.1 On other programmes, a criminal conviction not yet spent shall not normally be a bar to entry to a programme unless, in the view of Metanoia Institute, the applicant might pose a threat to staff and other students.

11.7.2 The following factors will be taken into account when considering the relevance of convictions:

- the nature of the offence(s);
- the nature of the programme applied to;
- the seriousness of the offence(s) (convictions involving violence, physical/mental abuse, the supply of drugs or where a sentence of more than 24 months imprisonment was imposed will normally be considered more serious);
- the date(s) on which the offence(s) occurred;
- the frequency of offence(s).

11.7.3 The Faculty Head (or his or her nominee) shall determine whether to admit an applicant with criminal convictions. Where admission to the programme is denied on the basis of the conviction, the applicant will be notified of the decision, with reasons for the decision, by the Head of Quality. The applicant will have the right to appeal to the Chief Executive Officer whose decision on the case will be final.

11.7.4 Where Metanoia Institute agrees to consider an applicant who has declared a criminal conviction, the applicant will be notified by the Admissions Office and the application form considered for a decision on the usual academic grounds.

12.0 FITNESS TO STUDY

12.1 Applicants must be physically and mentally fit to undertake a programme of study at Metanoia Institute. Where Metanoia Institute determines that an occupational health check is necessary, applicants must complete a confidential medical questionnaire which shall be sent to the designated (or approved) Occupational Health Service, who will make a recommendation on the applicant's fitness to study or (in appropriate cases) practise.

12.2 Applicants who do not complete the occupational health process when required to do so will not normally be permitted to enrol. Where the report recommends that adjustments need to be made to ensure the safety of the applicant or others, Metanoia Institute will work with the applicant to put these in place and may make compliance with such adjustments a condition of enrolment. Metanoia Institute will not normally refuse admission to an applicant who complies with the occupational health process, but may do so in cases where there is a risk to the safety of the applicant or others that cannot be mitigated by other means. An unsuccessful applicant will have the right to appeal to the Chief Executive Officer whose decision will be final.