

Learner Recruitment Policy & Procedure

1. Scope and Purpose

- 1.1. Loughborough College Group is committed to providing a clear and concise procedure confirming that applications are welcomed from all prospective applicants with the motivation to learn and the potential to succeed. The College Group is committed to ensuring equality of opportunity for all individuals seeking a place on a programme and will ensure that all applications are dealt with on an individual and contextualised basis making reasonable adjustments where necessary.
- 1.2. This policy relates to students applying and enrolling onto all Further Education course types and for apprenticeships at Levels 2 and 3, be they self, employer, or Government funded, or delivered on campus, in the workplace or remotely.
- 1.3. References to the Group or College refer to all parts of the group.

2. Policy Statement

- 2.1. Loughborough College Group has an inclusive culture and will ensure that all applications are dealt with on an individual basis and are considered fairly in line with the Group's Equality and Diversity Policy and Equal Opportunities legislation.
- 2.2. The College Group has strong links with local authorities and complies with current SEND (Special Educational Needs and Disabilities) legislation to ensure best endeavours are applied throughout a learner's journey.
- 2.3. Reasonable adjustments will be made at any stage of the recruitment process as appropriate, to ensure equality of access for all. These reasonable adjustments may be necessary at various stages to include advertisement, information, invitation, Open Day, interview and enrolment.

3. Impact Assessments

- 3.1. This policy/procedure has undergone an impact assessment process during review to ensure that any foreseeable risks and implications have been appropriately considered.
- 3.2. Equal Opportunities: The policy has been reviewed to uphold principles of equality and non-discrimination in accordance with equal opportunities legislation, ensuring fair treatment for all individuals.
- 3.3. Data Protection: All personal data processing activities governed by this policy have been assessed for risk and are fully compliant with current data protection laws.

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Privacy-by-design has been embedded as a core approach, with safeguards implemented to protect data subjects.

- 3.4. Safeguarding, Health & Safety, and Environmental Sustainability: Relevant aspects of safeguarding, health and safety, and environmental sustainability have been impact assessed to support a secure, inclusive, and responsible working and learning environments for all.

4. Admissions Requirements

4.1. Criteria for Admission

- The applicant meets the specific entry requirements of a programme or course
- The applicant meets all other admissions criteria
- An applicant for an onsite delivered course attends an Applicant Event and completes an appropriate interview process, where required, by a specific programme or course.
- An applicant for an offsite delivered course attends a variation of an Applicant Event and also completes an appropriate interview process, where required, by a specific programme or course. The venue to be determined.
- The applicant agrees to pay any fees where required (admission to the College Group is conditional upon the payment, or agreed arrangements for the payment, of any fees by the due date- Example student loan in place or direct debit set up)
- Where employers are sponsoring the training, the employer agrees to pay any fees required (admission to the College Group is conditional upon the payment, or agreed arrangements for the payment, of any fees by the due date)
- For apprentices, the employer agrees to pay any fees required through their Levy or monthly 5% contribution charge (admission to the College Group is conditional upon paperwork signed to agree arrangements for the payment, of any fees by the due dates)
- There are places available on the programme of study i.e. target numbers have not yet been met
- The applicant accepts the offer of a place within specified timescales.
- The applicant agrees to the Terms and Conditions of the College Group at the time of accepting an offer of a place

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- The applicant attends their designated Enrolment date or proposed alternative ahead of the commencement of the academic year.
- References that are satisfactory to the College Group (including ILP history) are received about the applicant where needed/relevant.
- Any potential student that has an Education Health and Care Plan must notify their Local Authority that they intend to apply to the College Group. The Local Authority will then consult with the College Group and ensure we can meet the needs of the student.

4.2. Pre-16 Applicants

- Applicants under the age of 16 will not usually be permitted entry to a full-time course at the College Group (contact Student Recruitment for advice).

5. Right to refuse an Applicant

5.1. Under certain circumstances the College Group reserves the right to refuse a place to an applicant for the following reasons:

- Where there are convictions that have not been spent or can never become spent.
- Where the applicant had previously been excluded from Loughborough College Group or another education institution.
- Where there are outstanding debts to the College Group.
- Where information about the applicant is available concerning activities outside the law or the expression of beliefs which may pose a risk to others.
- Where information given by the applicant is found to be falsified, misleading, or incomplete.
- They are listed on the sex offender's register.

5.2. This is not an exhaustive list, and any applications from prospective students who may fall under this section will be given full consideration by the College Group's Student Recruitment department in conjunction with the prospective Curriculum Manager of the chosen study area and, where appropriate, the Learner Services team.

5.3. Loughborough College Group welcomes students with disabilities and learning difficulties, and they will not be refused a place on the grounds of their disability, unless under exceptional circumstances as defined by the SEND code of practice, where the College Group are not able to reasonably meet learners needs.

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- 5.4. Applicants who disclose a disability or learning need as well as those with an EHCP will be asked to make an appointment with a member of the Learning Support Team who will assess their needs and look at any reasonable adjustments that may need to be put in place. Students with additional support needs are still subject to study programme qualification entry requirements.

6. Course waiting list process

- 6.1. If the College Group has courses which are operating waiting lists due to being oversubscribed, the following process will be applied consistently and fairly:

- Priority is given to applicants who have completed the admissions process, including attending all required stages, accepting their offer within requested timescales and then meeting the required entry criteria at point of enrolment.
- Where courses are oversubscribed, based on offer holders, waiting lists will be introduced.
- Applicants will be given the option to be placed on the waiting list and will enter based on the date of their offer acceptance date, or where their application has been reinstated following withdrawal will be based on their reinstatement date.
- Where possible the Admissions team will always offer a range of alternative courses for consideration by the applicant.
- For A Level applicants, they will be contacted with a list of subjects that have spaces, so that if they are happy and able to select alternative subjects to then secure their place they can do so.
- For all applicants, they will be contacted if a space becomes available prior to results and enrolment days.
- Waiting lists will be updated, and then once the course enrolment dates have been completed, with all existing applicants having the opportunity to secure their place, the curriculum area will contact applicants in order from the waiting list to offer them an opportunity to join their preferred course.
- Whilst we understand that all applicants will want to secure their places, once a course moves to a waiting list it will be made clear that we will be in contact with applicants where spaces become available and cannot and will not be able to provide regular updates to applicants on their status.
- Following on from our merger with the former SMB College Group, Loughborough College Group may offer places on courses at alternative campuses within the Group, if they become available. This will be in cases where courses at your original chosen

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College are operating a waiting list, and where another college within the College Group is offering the same course option and level at one of their campuses. The Admissions team will contact applicants to offer them the opportunity to transfer their application over to the other College in order to secure a place on their alternative course option.

7. Firm and Insurance Offers

- 7.1. Students can only firmly accept one course. If a student has applied for multiple courses, they will be asked to select a firm and insurance course. Subject to meeting the admissions criteria their place on their firm accept course is guaranteed. Acceptance onto insurance courses will be subject to places being available but if waiting lists exist these students will be prioritised based on the initial date of their application.

8. Criminal Convictions

- 8.1. Where applicants have advised us of any criminal convictions the College Group will follow the process below:
- Additional information will be requested on a form to be completed and returned
 - Where necessary a risk assessment may be requested from a qualified professional source
 - A decision not to admit an applicant due to unacceptable risk will be at the discretion of a College Group nominated panel.
- 8.2. In addition, where the College Group is aware that a specific notification of conviction will mean they are unable to attend required placements or gainfully commence employment within their chosen sector this will be notified to the applicant and alternative options investigated.

9. Location and Access

- 9.1. This document can be found here:
- The Loughborough College Group's Website
 - The Loughborough College Group's SharePoint

10. Linked Policies and Procedures

- 10.1. You may wish to view the following policies:
- Safeguarding Policy
 - Equality and Diversity

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- Data Protection Policy
- Learning Support Policy and Procedure
- Fees Policy
- Criminal Convictions Policy
- RFE Process- Remote Working

11. Change Log

Date	Version	Details of Change	Reviewer	Reviewer Title

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