



Student Admissions 2024-25

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Responsible person:	Registry Director
Approved by:	Academic Board

About this document

1. This document details the Academy's aims, principles and processes for the recruitment, selection and admission of students to all degrees offered by the Academy of Live Technology (the Academy)
2. This policy is the responsibility of the Senior Leadership Team and is reviewed annually to take into account changes in legislation. The document has been written to take account of the QAA Quality Code of Practice, Baseline Regulatory Requirements and current relevant legislation including, without limitation, the Data Protection Act 1998 and the General Data Protection Regulations Equality Act 2010, Freedom of Information Act 2000 and Human Rights Act 1998.
3. The policy is approved by the Academy's Senior Leadership Team with major revisions submitted for approval as and when necessary.

Aims and Principles

4. The policies, principles and practices of the Academy's recruitment and admissions activities aim to support the strategic plan of the Academy.
5. The Academy's goal is to provide high-quality, student-focused programmes and offer an exciting and challenging student experience with high levels of proactive student support and excellent facilities. This will be achieved by building an enriched community of staff, students and collaborators from a wide and diverse range of social and cultural backgrounds.
6. The Academy therefore welcomes applications from students regardless of their personal background who are able to demonstrate the talent and/or potential to benefit from one of our programmes.
7. To achieve its strategic goals, the Academy is committed to the following principles of recruitment and admissions:
 - i Transparent in procedures and process: ensuring that applicants can make informed decisions by providing clear, complete, accurate, up-to-date, transparent and accessible information about our programmes, the student experience, the application process, and fees and costs.
 - ii Manage clearly, fairly, responsively and professionally: deliver a professional, efficient and effective admissions process which is fair and transparent.
 - iii Consistent in application and operation: all staff dealing with admissions shall be consistent and clear in giving detailed information about the admissions process to applicants. Applications will be assessed consistently, in accordance with this policy and the published entry requirements for the programme and the Academy as a whole.
 - iv Accountable to all stakeholders: ensuring clear, consistent and accessible information and guidance is available to all stakeholders in the admissions process e.g. applicants, parents, advisers and all Academy staff in the admissions process.
 - v Applications are encouraged from the widest range of educational, social and cultural backgrounds.
8. Admission to Academy of Live Technology is solely at the discretion of the Academy.

Management of Admissions Policies and Processes

9. The Admissions Team is responsible for the effective and efficient delivery of the Admissions service. The Admissions Team works in partnership with academic staff, Academy professional support staff and external partners and agencies to deliver this service.
10. The Admissions Team is responsible for the development and administration of policies, procedures, processes and systems to support the admission of students to the Academy. As a centralised admissions function, the

team is responsible for checking applications and issuing offers for places at the Academy, ensuring all compliance checks on students are completed.

The Team also provides briefing notes and training for academic staff in delivering their responsibilities. Applications are always referred to and reviewed by academic staff for a final decision. Consideration will be given where the applicant presents with non-standard qualifications and/or prior work experience which is relevant in the decision; and where an applicant is known to the Academy – through prior study, application or as a member of staff.

11. Academic Board is responsible for approving the entry requirements and selection methods for the Academy's programmes. This may include, where relevant, carrying out interviews, overseeing tests, making assessment decisions, recording and communicating decisions to the Admissions Team and providing feedback to applicants. It is the responsibility of the academic staff to ensure that detailed information published about their programme is up to date.

Information for Prospective Students

12. The Academy aims to make the process of admissions as straightforward as possible. We will, therefore, provide detailed, accurate and up-to-date information about our programmes, the entry requirements and admissions processes to students to enable them to make informed decisions.
13. The programme specifications are published on the Academy's website and every effort is made to ensure that the information is as accurate as possible at the time of print. The most up-to-date information will be made available on our website www.academyoflivetechology.co.uk

Programme Amendments

14. The Academy will take all reasonable steps to provide education services with reasonable care and skill and in the manner set out in its published material. The Academy considers changes to programmes very carefully and the content of individual programmes is under constant academic review and may change from time to time. Any change to a programme will be made in consultation with enrolled students and applicants in accordance with the University of Bolton's Modifications to Taught Programmes (available at: <https://www.bolton.ac.uk/assets/Student-Policy-Zone-2023-24/Modification-to-a-Taught-Programme-2023-24.pdf>), which will be exercised fairly and reasonably and to which applicants will be entitled to receive fair and reasonable notice.

Where significant changes to a programme are made or a decision is taken to suspend a programme made between the offer of admission and enrolment the Academy will inform applicants at the earliest possible opportunity via UCAS (should the applicant have applied through UCAS) and/or directly. We will outline the various options available to the applicant including the option to transfer their application to another programme at the Academy or the option to withdraw their application as per the UCAS guidance and rules. Such changes may include:

- a. a change to the programme content or modules of a programme
- b. the withdrawal or suspension of a programme, where the decision to withdraw or suspend a programme had not been made at the time the programme was advertised
- c. a change to the geographical location of a programme or at a different institution
- d. a change to the work experience, placement, practical elements or in the standing of the programme
- e. a change to the attendance model e.g. different start date.

The above list is not exhaustive. If there is any doubt as to whether a change is 'significant' the Academy's default position will be to inform applicants

15. External factors such as industrial action or other circumstances beyond the control of the Academy may make it impossible for the Academy to provide those education services offered. For this reason, the Academy may have to make variations and will make every effort to minimise any disruption that may result from such changes and will seek to provide fair and reasonable remedy to those adversely affected by such disruption.

Responsibility of Prospective Students

16. It is the responsibility of the applicant to ensure that their application provides true, accurate and fair reflection of their prior study and experience. Please see paragraph 37 of this document for further information regarding submission of fraudulent applications.
17. Throughout the recruitment and admissions cycle the Academy will communicate with applicants via a range of methods including post, email, text message and telephone/video calls. The Academy will provide applicants with relevant information at the relevant point in the cycle and include all relevant dates and deadlines for applicants to respond to the Academy or to UCAS. Where applicants fail to respond to the Academy or to UCAS by deadlines provided, the Academy will do their best to ensure that the application is reinstated where possible. However, the Academy reserves the right to withdraw an application or offer to study at the Academy in these circumstances.

Assessing Applications

18. The Academy welcomes applications from students regardless of their personal background who are able to demonstrate the talent and/or potential to benefit from one of our programmes.
19. All applications will be assessed consistently, in accordance with this policy and with the published entry criteria for the programme and the Academy as a whole. Applications will be assessed by staff who are trained and equipped to make those decisions.
20. Each application is assessed on an individual basis and applicants are given the opportunity to demonstrate their preparedness for higher education including their skills, achievements, experience and potential. These methods of assessment are fair and valid and are reviewed on a regular basis to ensure fair and equal access to all prospective students who have the potential to benefit from and contribute to a quality education on their chosen programme. All applicants are invited to an interview conducted by Academy academic and professional support staff.
21. When considering an application the Academy will consider the following:
 - a. Subjects and grades achieved in awarded qualifications
 - b. Predicted achievement in qualifications still being studied
 - c. Personal statement which should demonstrate commitment and motivation for the subject and/or career, details of any work or volunteer experience, extra-curricular activities, achievements and interests
 - d. References for confirmation of academic potential, personal qualities and professional suitability.

In cases where an applicant may not have traditional academic qualifications, we may also use additional or alternative assessment methods including:

- a. Telephone or face-to-face interview - these may be carried out one-to-one or in a group situation
- b. Portfolio of work

- c. Admissions/diagnostic tests – including numeracy and/or literacy tests.

Entry Requirements

22. Each programme publishes an academic entry requirement which applicants are required to fulfil. The Academy also has general entry requirements for all its programmes. These entry criteria are published on the Academy's website at programme www.academyoflivetechology.co.uk and in its programme specifications.
23. The Academy welcomes a wide range of UK, European and International qualifications but cannot currently offer places to international students.

In accordance with the Equality Act 2010, the Academy consults with students and makes a wide range of reasonable adjustments to its provisions, criteria and practices to accommodate the needs of disabled students throughout the student life cycle from admission to graduation.

The Academy recognises that the application of a competence standard does not come under the definition of a provision, criterion or practice such that the Act does not require it to make reasonable adjustments to the standards themselves. We will, however, take all reasonable steps to ensure that disabled students are not disadvantaged in demonstrating their competence whilst protecting the integrity of academic standards and learning outcomes. This may include alternative assessment tasks and, if necessary, consideration of transfer to another suitable programme.

24. Applicants without formal academic qualifications

Applications from potential students without formal academic qualifications may also be considered by the Academy. Applicants may have obtained the ability and knowledge to succeed on a programme from professional, work or personal contexts. In such cases, the Course Leader can use academic discretion to recommend an offer to study on their programme and is required to complete a non-standard entry form available from the Admissions Team. Applicants will still be subject to non-academic entry criteria.

25. Applicants with evidence of prior learning (RPL)

Where an applicant has completed prior study, work experience or other training relevant to the programme, the Course Leader may consider an applicant for advanced entry to the programme. In reviewing the application, the Course Leader will consider whether prior learning outcomes and aims, progression and assessment outcomes have been met. The University of Bolton's Standards and Enhancement Office has oversight of this process and the policy on RPL may be found at: <https://www.bolton.ac.uk/assets/Regulations-and-Policy-for-the-Recognition-of-Prior-Learning-2023-24.pdf>.

Applying for a programme

26. There are two different application methods depending on the level of programme applied for.
27. Full-time, undergraduate applicants
Applications for full-time undergraduate programmes from UK students should be made through UCAS (the Universities and Colleges Admissions Service) for September/October entry. Further information can be found at www.academyoflivetechology.co.uk and www.ucas.com.
28. Postgraduate applicants – full and part time

Applications for postgraduate programmes are made directly to the Academy using the online application form on the Academy's website.

Keeping in touch and making a decision on your application

29. The Academy aims to assess applications and make decisions as quickly as possible. Given the range and diversity of applications, the varying entry requirements and compliance checks we must complete, it is not always possible to make a decision immediately. Where a decision is delayed for any reason we will discuss this with the applicant.
30. The Academy recognises the importance of keeping applicants informed throughout the application process. We will communicate with applicants regularly during the application cycle usually via email, the Academy portal and through the UCAS hub. Communication will be at key stages of the application process as below.
- An acknowledgement when the application arrives at the Academy.
 - An invitation to an interview, to attend an open day or visit day (where relevant)
 - To request further information
 - To make an offer of a place to study on a programme and to confirm the terms and conditions of the offer
 - To let an applicant know that we are unable to make an offer for a programme
 - Confirmation of reasons for a rejection if an application has been unsuccessful
 - To confirm that an applicant has met the conditions of the offer
 - To confirm enrolment and induction information.
31. The Academy may also send additional information, helpful advice and guidance, reminders and requests for further information during the application cycle.

Offers

32. Once the application has been considered the Academy may make one of two types of offer to the applicant. The terms and conditions of that offer will be provided at the point of offer.

Conditional Offer – requiring the applicant to meet further academic or other conditions before being eligible for entry. Within the confines of this policy, we can vary the offer we make to applicants for the same programme dependent on the individual's circumstances.

Unconditional Offer – where the Academy is satisfied the applicant has met the conditions of entry for the programme. In exceptional circumstances we may make unconditional offers to applicants who are yet to complete their studies where we are confident they have the potential and/or talent to succeed on the programme. Unconditional offers made to applicants yet to complete their studies are made solely at the discretion of the Academy.

33. Once the conditions of a conditional offer have been satisfied, the offer will become unconditional. This change will be communicated via UCAS (for applicants who have applied via UCAS) or with a new offer letter directly from the Academy. The Academy may take into account circumstances which may have impacted on an applicant's final qualifications. For these circumstances to be considered, the applicant should provide written evidence in good time, for example from the academic referee or medical practitioner.

34. If applicants do not, or are not likely to, meet the entry criteria for the programme applied for then the Academy may make an offer for an alternative programme. In cases where we are unable to offer an alternative we may not be able to make an offer.

Feedback on unsuccessful applications

35. The Academy will provide feedback to unsuccessful applications in response to a request in writing by email or letter to the Admissions Team at admissions@altech.ac.uk. We aim to respond to requests for feedback within 28 working days of receipt of the request. The response will be in writing. For information about appeals or complaints please see paragraph 57 of this document.

Deferred Entry

36. The Academy does not allow applicants to defer their application once an offer has been made. In exceptional circumstances, and at the Academy's discretion, deferrals may be granted.

Verification of qualifications, disclosure of relevant information, fraud and omission of information

37. All applicants are required to provide evidence of their qualifications on which their offer is based. For UCAS applicants, UCAS verifies and supplies the results directly to the Academy. Other applicants will be asked to upload their certificates and other relevant information at the point of application.
38. The Academy reserves the right to withdraw an offer to study where an application is found to:
- contain fraudulent or falsified documents
 - contain misleading or false information
 - have omitted key information from the application (including failure to declare a criminal conviction – see paragraph 41)
 - involve collusion (where the content of the application submitted is not the work of the applicant)
 - be plagiarised.

Any applicant admitted on this basis may also have their enrolment and studies at the Academy terminated, even if they are already enrolled on a programme.

Applicants with prior study at the Academy

39. If an applicant has previously studied at the Academy, we require that this is indicated in their application. If an applicant has been withdrawn from studies for any reason then the decision to re-admit the applicant will need to be approved by the Head of Institution responsible for the programme applied for.

Vulnerable Adults

40. In situations where the Academy is made aware during the application or admissions process of an applicant's personal circumstances under which they may be considered a vulnerable adult, the applicant will be treated with the same standard of care as that offered to children and young people. In these circumstances, a similar process to that for 'Under 18' students in the Academy's Safeguarding Policy may be undertaken including a risk assessment. This will be carried out in conjunction with the applicant, any carers or guardians and the local authority where relevant.

Applicants with Criminal Convictions

41. Having a criminal conviction will not necessarily prevent an applicant being successful in securing a place at the Academy although there may be requirements for some projects and work opportunities on the programme that may require a risk assessment.
42. The Academy does not ask applicants to declare spent convictions or convictions that are not relevant to their programme of study or to actively becoming part of the Academy's wider community.
43. As part of the Academy's duty of care and associated fiduciary duties to its staff, students and wider community we ask all applicants to disclose relevant unspent criminal convictions. By relevant offences, we mean offences against the person, whether of a violent or sexual nature, or offences involving the unlawful supply or use of controlled drugs or substances. If the programme involves regular contact with children or vulnerable adults, the Academy would consider it a high risk to enrol anyone who has been convicted at any time of any the following offences: murder, manslaughter, rape, other serious sexual offences, grievous bodily harm or other serious acts of violence, serious class A drug related offences, robbery, burglary, theft, deception or fraud.
44. For programmes that are exempt under the Rehabilitation of Offenders Act (1974) the Academy will ask for any convictions, cautions, reprimands and final warnings that are not protected i.e. eligible for filtering under the ROA (1974) to be declared.
45. In the event that relevant information (whether in relation to previous convictions or otherwise) is declared by an applicant during the application process or obtained through a DBS check, the Academy will consider the following (non-exhaustive) factors before reaching a decision on whether to permit the applicant to commence study:
- whether the conviction or other matter revealed is relevant to the or programme in question
 - the nature and seriousness of any offence or other matter revealed
 - the length of time since the offence or other matter occurred
 - whether the applicant has a pattern of behaviour or other relevant matters
 - whether the applicant's circumstances have changed since the offending behaviour and whether there have been efforts made not to reoffend
 - the circumstances surrounding the offence and the explanation(s) offered by the applicant.
46. Where these factors present a conflict to the Academy's duty of care and associated fiduciary duties, the Academy reserves the right not to make an offer to study (or to withdraw an offer to study made in advance of a criminal conviction declaration and not disclosed prior to enrolment) where it considers it has a lawful basis to do so.
47. Risk Assessment of Declared Convictions
- It is important that suitable applicants are not refused a place the Academy because of offences which are not relevant and do not make them a risk to staff, students or the wider community. The process therefore may include a risk assessment which is appropriate to the project or work opportunity which must be carried out.
- Stage 1 includes completion of a risk assessment by a nominated member(s) of staff.
- Stage 2 Appeal – an applicant may appeal the decision via the Complaints and Appeals Process for Applicants, the final stage of which includes a review by an external appeal officer nominated by the Head of Institution.
48. Applicants who fail to disclose a criminal conviction at the point of application or when subsequently asked to do so are subject to the same sanctions under paragraph 37.

49. Applicants whose circumstances change in the period between application and enrolment must declare such changes to the Admissions Team prior to enrolment so that these can be taken into consideration.

Applicants with additional support requirements

50. The Academy takes all reasonable steps to meet both general access needs and applicants with additional support requirements. Applications from potential students with additional support requirements are considered via the same policies and procedures set out in this policy and any support requirements are considered entirely separately.
51. Applicants are encouraged to speak to our Student Support and Experience team in advance of their application and entry to the Academy to explore how we may be able to meet those requirements. Once an offer has been made, an assessment of requirements is carried out to ensure that Academy can provide that support. If the Academy considers the adjustments that need to be made as not reasonable, then we will communicate that information to the applicant as soon as possible.

Assessment of fees and access to funding

52. The Academy will make an assessment regarding the applicant's fee status and whether they are eligible to pay 'home' fees or 'overseas' fees. We will make this decision based on information provided in the application but may ask for further information.
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Data Protection and Security

54. Data supplied by applicants as part of the application and admissions process forms part of the student's record and is used to assess the suitability of an applicant for study at the Academy. Anonymised data is also used by the Academy for statistical, research and reporting purposes.
55. Data for applicants who are not admitted to the Academy is destroyed in accordance with government guidelines.
56. The Academy complies with the Data Protection Act 1998 and the General Data Protection Regulation, in its use of applicant data. Further information about data protection at the Academy can be found at: <https://www.academyoflivetech.co.uk/about/governance>

Appeals and complaints

57. Applicants who experience a problem with any service provided by the Academy should initially raise the matter with the person responsible for the service. If informal discussion does not resolve the situation satisfactorily, then applicants should email the Registry Director at: admissions@altech.ac.uk
58. Should an applicant wish to request a review of the decision made on their application or wish to make a complaint about the admissions process, the Academy's 'Complaints and Appeals Process for Applicants' should be consulted at: <https://www.academyoflivetech.co.uk/about/governance>
59. Applicants may not raise concerns about academic judgement.

Further Information

60. Further information about the Academy, how to apply, entry requirements and contact details can be found at:
<https://www.academyoflivetechology.co.uk/about/governance>

Appendix 1

Entry Requirements September 2024 entry

Undergraduate Programmes

BA (Hons) Degree

5 GCSEs grade 4/ C or higher including English and Maths

A Level grades CC or higher

Pearson BTEC L3 National Extended Diploma grades MPP or higher

Pearson BTEC L3 National Diploma grades MM or higher

Access to Higher Education Diploma grades D 6 credits; M 3 credits; P 36 credits or higher

Scottish Higher grades CCC or higher

Welsh Baccalaureate Advanced Skills Challenge Certificate and an additional level 3 qualification

International Baccalaureate Diploma 24 points

English Language ability equivalent to IELTS 5.5 with no component less than 5.5.

UCAS Tariff – 64 points

BA (Hons) Top Up

Higher Education Diploma Level 5 Pass

HND Level 5 Pass

English Language ability equivalent to IELTS 5.5 with no component less than 5.5.

Foundation Degree Arts

5 GCSEs grade 4/ C or higher including English and Maths

A Level grades EE or higher

Pearson BTEC L3 National Diploma grades PP or higher

Access to Higher Education Diploma grades P 45 credits or higher

Scottish Higher grades CD or higher

Welsh Baccalaureate – Advanced Skills Challenge Certificate and an additional level 3 qualification

International Baccalaureate Diploma 24 points

English Language ability equivalent to IELTS 5.5 with no component less than 5.5.

UCAS Tariff – 32 points

Postgraduate Programmes

MA / MSc Degree

2:2 Honours degree or above in a relevant subject and/or appropriate relevant work experience.

If you hold an undergraduate degree in a relevant subject, you may provide a transcript or other documentation that details your prior study. Alternatively, you may be able to demonstrate your professional experience via a portfolio of attested work.

English Language ability equivalent to IELTS 6.0 with no less than 5.5 in any band.