

Policy/procedure title	Admissions Policy for Collaborative Provision Programmes with the Open University		
Review Cycle *Please specify	1 year	Responsible Department	Student Services
Procedure Owner *overall responsibility	Admissions & Business Support Manager		
Responsible Person (if different to above) *responsibility for communicating changes and staff training where appropriate	Quality Coordinator		
Types of provision this procedure applies to:	Higher Education Study Programmes		
Revision Record			
Rev. No.	Date of Issue	Details and purpose of Revision:	
0	Not yet approved	New Policy	

Equality Impact Assessment

Whenever a policy is reviewed or changed, it's impact assessment also must be updated. The Equality Act 2010 seeks to simplify discrimination law and introduced statutory duties to promote equality whereby The College of West Anglia must, in the exercise of its functions, pay due regard to the need to promote equality in relation to the protected characteristics.

Could any staff or students be adversely impacted by this policy/process? If yes give details and how this will be mitigated:

Date	Action and Monitoring:
March 2024	No Actions required

E, D & I Statement

This procedure has been reviewed in line with the Equality Act 2010 which recognises the following categories of individual as Protected Characteristics: Age, Gender Reassignment., Marriage and Civil Partnership, Pregnancy and Maternity, Race, Religion and Belief, Sex (gender), Sexual Orientation and Disability. We will continue to monitor this procedure to ensure that it allows equal access and does not discriminate against any individual or group of people.

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1 Introduction

The College of West Anglia and The Open University (OU) are working in partnership to offer students who live within commuting distance of the college the opportunity to study for a Diploma of Higher Education.

Prospective students will register for an Open University qualification offered under a Collaborative Provision Arrangement between The OU and the college. Students will follow a programme of study made up of Open University modules carefully selected by The Open University and the college, and will study the programme using a combination of The Open University's flexible distance learning model, along with some face-to-face support at the college. Successful completion of the programme of study will lead to the award of an Open University undergraduate qualification.

The purpose of this policy is to ensure that prospective and current students for Collaborative Provision Programmes understand how this unique recruitment and admissions process will operate. All relevant information relating to the advertisement and registration process and timelines will be made available to applicants via the programme information on the college website.

For clarity, students who are accepted onto a Collaborative Provision Programme will be students of both The Open University and the College of West Anglia.

2 Scope

This policy applies to those wishing to study a Collaborative Provision Programme offered between the College of West Anglia and The Open University. It covers the marketing, recruitment and admissions process for this unique partnership arrangement.

The policy does not cover students that are studying further education (FE) and other HE courses outside of the scope of the collaborative provision. For those courses, please refer to our main admissions policy.

If you have any questions or if you require further information or assistance, please contact the admissions team by email at admissions@cwa.ac.uk

3. Advertising and Marketing

- ❖ The college seeks to actively engage with prospective students, local schools and communities. This will be done through open days and general events in local area etc. which are aimed at supporting prospective students to make informed decisions about what and where to study.
- ❖ The college is committed to increasing and widening participation in education and training. We actively encourage applications from all interested individuals within commuting distance of the college.

4 Applying for the courses

4.1 Where to find the relevant information All relevant information about the programme will be set out in the programme information on the college website. This includes details of the qualification, the modules that make up the programme, how you will study, the face-to-face element of your study, the fees for the programme and funding methods available, start date for study, and the deadline for applying.

4.2 If you are interested in studying an OU Collaborative Provision Programme you can apply by completing an application form for the course through our website. The college will be on hand to provide information, advice and guidance regarding the programme, funding, and any additional support that may be required. Should you require support, including reasonable adjustments to enable you to engage with the process, you should contact admissions@cwa.ac.uk.

4.3 Collaborative Provision Programmes **Please note that Collaborative Provision Programmes are advertised as ‘subject to approval.’** This means there is some internal programme approval needed before the registration process can be completed and places on programmes can be confirmed. Prospective students who register their interest in the programme will be contacted once the outcome of the internal approvals process is known. This is expected to be May 2024 but prospective students will be notified if there is any unexpected delay. If the programme is approved, the registration process outlined in section 6 below will be followed.

5 Funding your study

5.1 Full-Time Tuition Fee Loan and maintenance loan

Usually, all Open University Students are considered part-time students. On this particular programme, because of the combination of your online study and face to face study at the college, you will be considered a full time student and studying at full time study intensity.

If you require funding to study the collaborative provision programme you can apply for a Full-Time Tuition Fee Loan meaning that you pay nothing up front. To apply for a full-time tuition fee loan, you will need to follow the below basic steps. The [OU CWA Full time Loan Guidance document](#) will provide you with more detailed information on how to do this:

- **Step 1:** Register with Student Finance England online as soon as possible. You will be given a Customer Reference Number (CRN) which you will need during the Registration Process in section 6 below.
- **Step 2:** Start the loan application process with Student Finance England using the [online application process](#).
- **Step 3:** Apply for your course following the Registration Process below.
- **Step 4:** When finalising the OU collaborative provision registration forms with the college, confirm that you would like to fund your study with a full-time tuition fee loan, provide your CRN, and a copy of your loan entitlement letter.

Please note: It can take Student Finance England up to eight weeks to finalise applications, so you are advised to apply as early as possible to ensure that your finances are in place in time to start your course. The OU requires Applications for full-time tuition fee and maintenance loans open by April each year.

The Open University offers other funding options. See the [OU Fees and Funding page](#) for more information.

6 Registration Process

6.1 Assessment of Application Once you have confirmed you wish to apply for the programme, the admissions team at the college will assess your application and you may be invited in for an interview / information session with the vocational team. The admissions team's assessment and interview / information session will be to check that you've had the appropriate information, advice and guidance to make an informed decision about your next steps and that

this is the best course for you.

6.2 OU Registration pack completion Following an assessment of your application, the college will contact you to complete the OU Registration Pack. For programmes that are subject to approval, it is expected that this will be in May. The Registration Pack will include the following documents:

- Registration Agreement form
- Higher Education Statistics Agency (HESA) data collection form
- Recognition of Prior Learning (RPL) form, if relevant

If you intend to pay for your course through Student Finance from the Student Loans Company (SLC), then you will need to provide the college with a copy of your loan entitlement letter to be included with your registration agreement. **The Open University will not process registration forms without an accompanying entitlement letter.**

6.3 OU Conditions of registration As part of the registration process students will need to confirm they have read, understood and agreed to the OU Conditions of Registration (Collaborative Provision) which sets out the respective responsibilities of the Student, The Open University and the college.

6.4 Processing The college will return your completed forms to the OU to be processed.

6.5 Data Storage The college will use the information you provide in the Registration Agreement to support and inform your registration with the college. Data will be stored and used in line with the college [Data Protection Policy](#) and [Privacy Notice](#).

7 Additional considerations for Registration

The considerations below form part of the registration process. Note that any additional factors as outlined below will take additional time for the college and OU to process (approximately six weeks) so you should factor this into your application timeline and inform the college as soon as possible:

7.1 Telling us about a disability

- ❖ The Open University and the College of West Anglia aim to make study accessible by providing a range of adjustments and support for all students as standard.
- ❖ As part of the registration process students will be asked if they wish to share information with the Open University about any disability or health condition which they feel may affect their studying experience.
- ❖ After the Registration Agreement has been processed, the college will contact you if you have shared details of a disability or health condition. You will be invited to meet with a member of the College Additional Support Team to discuss any support and adjustments that are required to meet your learning needs and any specialist-funded support you may be eligible for through [Disabled Students' Allowance \(DSA\)](#).
- ❖ The Additional Support Team will help you complete the online Open University [Disability Support form](#) and will record any support that has been agreed by the college to enable you to engage with the face-to-face element of the programme.
- ❖ The Disability Support form will be submitted electronically to the Open University [Disability Support Team](#) who will contact you to explore support or adjustments that may be needed to engage with the Open University's online learning environment. The team can provide further information about Disabled Students' Allowance if needed, and any support available through [Study Related Costs Funding](#) at The Open University.
- ❖ The Open University Disability Support Team will create a personal profile to summarise your support needs. This information will only be available to those who need to see it, to ensure that all of the necessary support is put in place to help you study successfully.
- ❖ Your tutor will use the information in the profile to make sure they can adapt their teaching to meet your requirements.
- ❖ The college will record any disability, learning difficulty, mental health or medical need securely on our student portal and it will only be accessed by the relevant teaching teams and student services staff. You will be able to access this information and be able to request changes by contacting the Additional Learning Support Team at senco@cwa.ac.uk.
- ❖ Please be aware that for some, more specialist reasonable adjustments, you may be required to provide supporting evidence.

7.2 Criminal conviction disclosure

- ❖ The application process asks students to declare if they have any relevant unspent criminal convictions under the [Rehabilitation of Offenders Act 1974](#). If a student declares a relevant unspent criminal conviction the college will complete a risk assessment to ensure the safety of the student and others. This will be shared with the OU for review, and the OU may also complete a separate independent risk assessment.
- ❖ If the risk assessment determines that the programme at the college is unsuitable for the student to study, the college and the OU will discuss other programme options, where available. This could include studying with the OU on an independent basis without any face-to-face element of study. Note that this would then impact any maintenance funding entitlement.
- ❖ Students must also inform the college and the OU if they receive a conviction at any point after the programme has started. To inform the OU about a conviction once the programme has started studying, students should contact the [OU specialist advice team](#) who can offer support and advice through the process. To inform the college about a conviction once your course has started, you should contact the student welfare manager.
- ❖ If you are unsure whether a conviction is spent and therefore whether you need to disclose it, you can check using the [conviction caution tool on gov.uk](#). For further advice and guidance see the [OU help page on Disclosing a criminal conviction](#) or seek independent advice from the [Unlock](#) charity.
- ❖ Information regarding criminal conviction disclosures is stored securely and viewed only by the student welfare manager, admissions & business support manager and assistant principal student services. Details of convictions are not shared with any other college staff outside of this group unless there is a significant reason to do so. This is in line with the [OU Privacy Notice](#) and the college [Data Protection Policy](#).

7.3 Recognition of Prior Learning (RPL)

- ❖ If you have prior learning completed at the same academic level as your chosen programme, the OU may be able to award you credit exemption towards your OU collaborative provision programme. You must notify the college's admissions team as soon as possible prior to your registration to allow for your prior learning to be considered. The admissions team will then be able to discuss your options with you at

the point of registration. Please note the RPL assessment process can take up to 6 weeks and may delay your registration if not enough notice is given.

7.4 Registration of students under 18

- ❖ An OU student must normally be aged 16 or over by the start date of the module for which they wish to enrol or register. The OU [Policy for the admission of applicants under the age of 18](#) sets out the exceptional admission criteria for Students under 18.

7.5 International students

- ❖ The OU and the college are unable to sponsor international students to take part in a collaborative provision programme. However, if you have residency status and live in the local area you can apply for the programme as detailed above.

7.6 Entry requirements

- ❖ There are no formal entry requirements for most OU courses. However, the college may set their own academic entry requirements which will be assessed on receipt of application and / or at an interview. Regardless of the entry requirements, there are some skills that students will need to be successful, for example, a reasonable standard of written and spoken English. Depending on the qualification you wish to register for, you may also need things like a basic knowledge of computing or some basic maths skills. Any skills you will need will be detailed in the programme information on the college website. If you do not have already have a level 3 qualification (or above), you will be asked to complete an assessment to help us determine whether you are ready for a collaborative provision course. If you are not quite ready for OU study, the college and Open University can guide you to resources that can help prepare you, many of which are free. Alternatively, you may be able to join one of the college's Access to Higher Education programmes which would allow you to progress into higher education. For more information, please contact the admissions team on **admissions@cwa.ac.uk**.

8 Completing the Registration

- ❖ Once you have completed the registration process above the OU will contact you to confirm your registration and will also inform the college of your place on the programme.

- ❖ At this point you will be contacted by the college and asked to sign an agreement to confirm you have read, understood, and agree to the policies and procedures of the college to access college services, facilities and the face-to-face element of your programme.

9 Unsuccessful registrations

9.1 What to do next In the unlikely event that it is not possible to confirm your registration for the Collaborative Provision Programme, you will be contacted by the OU to inform you of the reason and to discuss other programme options available to you, where practical.

9.3 Reasons for not permitting registration onto the Collaborative Provision Programme may include:

- a. the outcome of a risk assessment following a disclosure of an unspent criminal conviction, or
- b. you are in debt to the Open University and have not paid or made arrangements to pay any outstanding monies owed.

9.3 If the college is unable to permit you to attend the college for the face-to-face element of the programme, the college will advise the OU of the reasons why and the OU will contact you to discuss any other programme options available to you.

9.4 Advice and guidance if your registration is unsuccessful will be available from the college's admissions team and the [OU Undergraduate Enquiries team](#).

10 Complaints about Registration

If you have a complaint about the registration process, please refer to the college's [Complaints Procedure and Policy](#).

11 Cooling off Period

11.1 Right to cancel Under the [Consumer Contracts \(Information, Cancellation and Additional Charges\) Regulations 2013](#), you have a right to cancel your registration or enrolment to study a module and/or qualification, without giving any reason, within 14

calendar days of the date of the email or letter confirming the OU's acceptance of your application to register.

11.2 Refunds You must contact and inform The OU if you wish to cancel your module and/or qualification. You will receive a full refund of any fees you have paid or a waiver of any fees you are liable to pay for that module.

If you withdraw after 14 days following the date of registration, you must follow the OU [Changing Your Study Plans Policy](#). Your eligibility for a fee refund or a fee credit is set out in the OU [Fee Rules](#).

12 Enrolment

12.1 The College - The college will contact you from July with information about the college enrolment process and the face-to-face element of your study. You will complete your enrolment by logging onto our student portal to confirm your personal details are correct and to upload a photo of yourself for your ID card. You will then be invited to come into college to complete enrolment paperwork for the college and collect your college ID card.

12.2 The OU - The OU will contact you by email with information about your studies at the OU. This will include confirmation of the start date of your programme and the date that the module website for your programme will open. Typically the start date of your module is the last Saturday in September, or the first Saturday in October, and module websites will usually open two weeks before this.