

Admissions Policy



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Executive Sponsor & Function: Nicola Williams, Executive Director of Nursing, AHPs and Clinical Scientists

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PURPOSE

The objective of this policy is to ensure a fair, inclusive and professional admission process which is consistent with the expectations and practices for standards and quality as defined in the Quality Assurance Agency (QAA) <https://www.qaa.ac.uk/the-quality-code> revised UK Quality Code for Higher Education 2018 and takes account of the Code's Advice and Guidance on Admissions, Recruitment and Widening Access.

VOA is committed to the following principles with regards to a fair admissions process:

- Providing clear, transparent and accessible admissions information to prospective applicants;
- Operating a fair and effective admissions process;
- Ensuring the consistent application of policy across the VOA;
- Ensuring that candidates who are admitted have the potential to achieve the intended award;
- Encouraging applications from the widest range of educational, social and cultural backgrounds.

This admission policy applies to the admission of candidates for postgraduate stand-alone modules and will inform both applicants and staff. Candidates will include both Velindre University NHS Trust staff and those external to the organisation.

SCOPE

The scope of the Velindre Oncology Academy (VOA) admissions policy focuses on ensuring an equitable and accessible process for all candidates, based on academic qualifications, professional registration, relevant experience, and specific entry requirements.

The policy adheres to legal standards, including the Data Protection Act 2018, GDPR, and equality legislation.

It outlines the process for assessing and selecting applicants, including international applicants, and emphasizes support for those with additional needs.

The policy also covers appeals, complaints, confidentiality, and the regular auditing and review of the admissions process to maintain compliance with relevant standards and best practices.

AUTHORISED PERSONNEL

Head Of Velindre Oncology Academy
Lead Lecturer Practitioner

REFERENCES/RELATED DOCUMENTS

- Cancellation Policy
- Anonymity and Confidentiality Guidelines
- English Language Requirements

- Admissions Feedback, Appeals and Complaints

PROCEDURE

Introduction

The Velindre Oncology Academy (VOA) is committed to providing an admissions service that is equitable and accessible for all candidates that wish to engage with learning at the VOA. We will facilitate entry for candidates that are motivated and able to be self-directed in their learning. Candidate selection will be based upon prior academic experience and outcomes, relevant professional registration and any pre-requisites for individual courses and modules.

In conjunction with our academic partner, The University of Wales Trinity Saint David, this policy and associated procedures comply with the Data Protection Act 2018, the UK General Data Protection Regulation (GDPR) and relevant equality and diversity legislation affecting the admission of students, and takes account where relevant of sectoral best practice, including:

- The QAA's revised UK Quality Code for Higher Education 2018;
- UCAS's guidance and manuals for institutions;
- The Schwartz Report's principles of fair admissions;
- Good practice recommendations issued by Supporting Professionalism in Admissions (SPA): www.ucas.com/providers/good-practice January 2024 1.0 Page 4 of 25
- The requirements of relevant accrediting professional bodies and national QA bodies;
- The requirements of UKVI, www.gov.uk/government/organisations/uk-visa-and-immigrationdraft
- The Welsh Language Standards (No.6) Regulations 2017, www.legislation.gov.uk/wsi/2017/90/contents/made.

Definitions / Abbreviations

Velindre Oncology Academy – VOA

“Student” - any person enrolled or registered to follow a Programme of Study or module(s) offered by the VOA and persons who have been students of the VOA for up to 3 months after they have left the VOA.

Responsibilities

1.Roles and Responsibilities

1.1 Head of VOA

- Ensure all staff read and understand this policy
- Arrange regular review to monitor compliance with codes, regulations and legislation

1.2 Candidates

- Familiarise themselves with this policy
- To ensure all individual relevant information is provided as accurately and to the best of the individuals knowledge throughout the admissions process

2.Entry requirements

- These are specified on the VOA website.
- Applicants must satisfy both minimum general academic entry requirements and course specific entry requirements. In certain cases, it may be possible for an applicant who does not meet specific elements of the general entry requirements to gain admission. VOA will only make offers to applicants who demonstrate that they are academically equipped to successfully complete their proposed course of study which is assessed at academic clearance by a programme leader.
- VOA reserves the right to judge the relevance and acceptability of any academic or professional qualification when considering an application. We may request additional information in relation to an application, either directly from an applicant, or from the applicant's former academic institutions or a referee whose details have been provided by the applicant.
- Where inaccurate information has been dishonestly provided or where wilful misrepresentation or omission occurred, an applicant may be precluded from admission to their course and in selected cases for future application cycles.
- All applicants may be required to present original certification of their qualifications upon request.
- Where an applicant identifies any errors or omissions this should be notified to the Admissions Service immediately for consideration and verified by an official letter from the relevant educational provider or awarding body. However, if notification is made after the closing date of the course applied for, VOA reserves the right not to consider the application further based on the information originally submitted prior to the closing date for that course.

3. Professional Requirements

- Learners are required to be a registered health care professional of the following regulatory bodies:
- Nursing and Midwifery Council (NMC)
- Health and Care Professions Council (HCPC) /
- Royal Pharmaceutical Society (RPS) registered professional
- General Medical Council (GMC)

3.1 Experience

- Has regular contact with people affected by cancer though consideration will be given to candidates in other settings.

3.2 Clinical Practice Requirements

- Currently employed in the care, treatment and management of people affected by cancer though consideration will be given to candidates in other settings.

3.3 Academic Qualifications

- Learners will normally hold a relevant degree. If this is not the case, relevant experience will be considered on an individual basis. This may also involve the submission of written academic work for assessment.
- Previous study at level 6 or able to demonstrate the ability to study at level 7.
- Competence in written and spoken English.

International Applicants

- All qualifications must meet the entry requirements for the chosen module as specified above.
- Each applicant is assessed on an individual basis, according to the evidence provided on the application form and supporting documents. Office.
- As VOA's modules can be undertaken as distance learning, the VOA will not require international applicants to apply for a visa.
- Equivalence of academic qualifications varies from country to country. For example, a degree from some countries may be equivalent to an A-level in the UK. Therefore, the VOA uses a commonly accepted tool (UK ENIC www.enic.org.uk) to assess the comparability with UK qualifications. The VOA undertakes this check as part of the admissions and subsequent enrolment processes upon arrival.

Application Process

- Applications are made online via the VOA website. Applications will only be processed if all required information is provided.
- Assessment of individuals will be undertaken in accordance with criteria set out in section 5 and 6 and time lapsed since candidates last experience with academic study. Applicants returning to study after a prolonged period may be screened on an individual basis and signposted to recommended study at academic clearance.
- Places are subject to availability therefore the process of consideration of applications for entry at VOA necessarily reflects the demand for particular courses. Where a course receives substantially more applications than the number of places available, our selection processes and criteria are oriented towards providing opportunities for the applicants who we judge will secure the greatest academic benefit from completing the course.

Offers of a module place to study

- VOA will aim to respond to all applications within 20 working days after receipt of completed application.
- If an applicant's fee status/professional registration/prior academic qualifications is unclear, the VOA may request further information from the applicant.
- Offers will be confirmed within 20 working days, and this will be communicated via email. Unsuccessful applications will be considered for a place on an alternative module if deemed more suitable. If alternatives not possible, communication with the applicant will be prompt, courteous and clear.
- It is the responsibility of the VOA to ensure that an adequate and appropriate record is kept of acceptance decision and the grounds for each decision.
- Where a significant change has been made to the name, content or structure of a course for which an applicant has been made the offer of a place, VOA shall email the applicant outlining in writing the changes and providing advice as appropriate. This may include advice concerning possible alternatives, if the applicant does not wish to apply for their original course.
- If a course is unable to proceed due to exceptional and unforeseen circumstances, the candidate may be offered a refund or offered an alternative course, if applicable.

Records Management

The information contained in an application will be used primarily for the purpose of processing the application and creating the student record. All data is held and processed in accordance with the requirements of the UK GDPR and the Data Protection Act 2018.

Applications are normally confidential between the applicant, appropriate staff at the University (and contributing partner institution where applicable). In some cases, application data may also be shared externally where programmes have been developed in collaboration with third party organisations and where staff who are external to the VOA have a role in the admissions selection process. In the interests of detecting and preventing fraud, the VOA also has the right to share information with outside organisations such as the Police, local authorities, examining or awarding bodies, and the Department for Work and Pensions and its agencies.

Feedback, Appeals and complaints procedure

The VOA considers all applicants fairly and in line with the principles outlined in this policy. However, the VOA recognises that there may be occasions where applicants request an appeal (review of their application), or make a complaint about the admissions process. In order to appeal against a selection decision or to complain about the admissions process please refer to the Policy and Procedures for Admissions Feedback, Appeals and Complaints Document.

Applicants with Additional Support Needs

Please refer to our policy for applicants with additional support needs.

Resources

The implementation and management of arrangements associated with this policy do not present any significant resource implications to the Trust.

Training

No training requirement.

Integrated Impact Assessment

In accordance with the Trust's Equality policy, this policy will not discriminate, either directly or indirectly, on the grounds of sex, race, colour, ethnic or national origin, sexual orientation, marital status, religion or belief, age, union membership, disability, carer's status, offending background or any other personal characteristic.

Audit, Implementation and Policy Compliance

This policy will be implemented and monitored by the Velindre Oncology Academy Implementation Board. Admissions data will be audited, including complaints and appeals, will be reported and monitored at the board level to ensure the policy is meeting its requirements. The policy will be reviewed every 3 years, unless where it will be affected by internal changes such as:

- Legislation;
- Practice change or change in system/technology.

Getting Help

A copy of this policy and other VOA policies and procedures referenced are available on the VOAs website. The VOA team can be contacted and is available to provide advice, guidance and support via email at voa@wales.nhs.uk