

Admissions and Recruitment Policy

CECOS College London

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Policy Name	Admissions and Recruitment Policy	Policy Number	2:0
Effective Date	September 2026	Date of Last Revision	September 2026
Version Number	2.0	Next Review Date	September 2027

Scope

This policy applies to the applicants, students, staff and relevant College functions described within the detailed provisions below. It should be applied alongside applicable legal, regulatory, awarding-body, partner and UKVI requirements.

Policy Statement

CECOS College is committed to applying the admissions and recruitment policy consistently, fairly and transparently. The detailed requirements and procedures below form the operational basis of this policy and must be followed by relevant staff and students.

Relevant Legislation and Regulatory Requirements

Requirement	Status
Equality Act 2010	Current
Data Protection Act 2018 and UK GDPR	Current
Consumer protection law and CMA guidance for higher education, where applicable	Current
Immigration Rules and Student Sponsor Guidance	Current version

Related Policies

Title	Status
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English Language Assessment Policy	Current version
Enrolment and Student Expectations Policy	Current version
CAS Issuing Policy and Procedure	Current version
Equality, Diversity and Inclusion Policy	Current version
Widening Participation and Access Plan	Current version
Student Protection Plan	Current version

Exceptions

Any exception must be permitted by the detailed provisions of this policy or authorised by the appropriate senior manager. No exception may override applicable law, regulatory requirements, UKVI sponsor duties, awarding-body requirements or contractual obligations.

Policy Detail

1.Aims of the policy

CECOS College aims to provide education for all the applicants who demonstrate the potential to benefit from its provision in line with its mission to widen access and participation and its commitment to equality of opportunity. This Admissions and recruitment policy is designed to ensure that it is able to admit a diverse student population who possess the abilities and aptitudes to complete their studies successfully.

The admissions and recruitment policy has been developed in accordance with Regulatory Framework to ensure that the provider has a reliable, fair and inclusive admissions system. CECOS College will aim to ensure that all aspects of its processes are inclusive and that decisions are made in a fair and reliable manner.

This policy also takes account of the regulatory requirement that ‘students are recruited to courses for which they have the capability to achieve a successful outcome.’

2. Scope of the policy

The procedures here cover the recruitment and admission of student to Undergraduate courses. This policy should be read in conjunction with other relevant policies and procedures for CECOS College.

3. General principles

3.1 CECOS College aims to provide education for all applicants who demonstrate the potential to benefit from its provision.

3.2 The recruitment process is designed to attract a diverse student population who possess the abilities and aptitudes to complete their studies successfully.

3.3 CECOS College will aim to admit applicants who have the potential to succeed on their chosen course regardless of their background. Applicants applying to CECOS College are considered on the basis of their merits, abilities and potential, regardless of gender, ethnic origin, disability, religion, sexual orientation or social class.

3.4 CECOS College will communicate clearly with potential applicants, and provide clear accurate and up front information concerning the fees, the terms and conditions and the procedures for admissions and enrolment.

3.5 CECOS College will provide comprehensive and consistent information on the course, the student experience and how it will meet the needs of the students' aspirations beyond graduation.

3.6 Recruitment activities will be aimed at providing information and guidance to applicants and keeping them informed of any updates to the course to ensure that they can make an informed decision.

3.7 CECOS College will ensure that selection methods are fair and consistently applied. Applicants will be selected based on their application, including the evidence of their qualifications and experience and, where appropriate, through the use of interviewing, auditions or other such mechanisms.

3.8 Consideration will be given to the nature and purpose of an interview, or any other selection method, to ensure that it has appropriate selection criteria and is designed to appropriately assess the applicant's suitability for the course.

3.9 All recruitment , admissions enrolment and induction procedures will be regularly monitored for their effectiveness for all categories of applicants. Entry requirements will also be regularly reviewed prior to publication to ensure that they are appropriate.

3.10 CECOS College will aim to remove barriers to application through support for students with disabilities and appropriate outreach to ensure applications from disadvantaged groups through its Widening Participation and Access Plan.

3.11 CECOS College aims to provide a professional service that is efficient and managed by staff who understand their role in the overall student experience. It will not take into account the latest research and good practice in its approach to recruitment and admissions.

4. Recruitment

4.1 In accordance with consumer protection law, CECOS College will provide potential applicants with information that is accurate, clear, complete and unambiguous, upfront, timely and accessible.

4.2 Information provided will include modes of study, teaching, learning and assessment procedures, learning outcomes and the extent of flexibility and choice. CECOS will also provide information on which courses are accredited or approved by professional and statutory bodies.

4.3 Information will also be available on the range of learner support, academic or pastoral, available for students. This will include study skills support, information technology and learning resources/ library services, personal tutorial support, student welfare, counselling, employment and careers services.

4.4 Clear information will also be provided on tuition fees, and any other costs associated with the course and the availability of scholarship and bursaries.

4.5 Where there are courses that are still subject to approval, this will be clearly identified on the website as appropriate. Once the courses have been approved, applicants and potential applicants will be informed if there are any changes to the information initially provided.

4.6 Information on how to apply will be provided to the applicants, including the timescales and key communications, together with expectations of applicants, how to ask for feedback and where necessary, make a complaint.

5. Advice and guidance

5.1 CECOS College will provide appropriate guidance to enable potential applicants to make informed decisions about their options. The information above should be provided in a way so that the student is able to make an informed decision about the course they wish to study.

6.English Language requirement

6.1 As all teaching and learning and assessment at CECOS College is through the medium of English unless approved otherwise. This part of the Policy needs to be read and understood in conjunction with the English Language assessment policy. All applicants wishing to study a course at CECOS College are required to meet the required level of English language competency for their desired course of study.

6.2 Applicants whose first language is not English will be required to have a recognised English Language qualification, such as IELTS (International English Language Testing System), or equivalent at the appropriate level for the course of study for which they wish to be considered. The equivalent qualifications are outlined on CECOS College's website. All qualifications must cover the key components of speaking, listening, reading and writing.

6.3 The only exception to this is where applicants are residents or have undertaken qualifications in the countries approved by UKVI which can be assessed through the government website.

6.4 Each course will state an overall IELTS score (or equivalent) together with any individual element requirements, as and where appropriate.

6.5 Where an applicant's English language competency is below that necessary for their intended course of study, they will be required to successfully undertake a pre-sessional English Language course prior to being enrolled on their course.

7. Visa requirements including the student route

7.1 Applicants who are not UK or Irish citizens wishing to gain admissions to CECOS College must meet and possess the appropriate leave to remain in the UK and satisfy immigration requirements in force at the time of entry onto the course. CECOS College will not normally accept students that have decisions pending at the Home Office. CECOS will make all efforts to ascertain whether the student would be able to be taught

at the institution. CECOS College will first ensure that all the relevant checks have been done before allowing the applicant to continue with the CECOS College application.

7.2 CECOS College will first conduct an immigration history check. The outcome of this check will determine whether the student would be eligible to be given a place at CECOS College. The final decision will be made by the Head of UKVI Compliance and the student will be notified of the decision by the Compliance team.

7.3 Any applicant that has been refused entry to study on a CECOS College course will not be able to appeal the decision. Once the applicant's circumstances change they may be able to re apply. CECOS College will then run another immigration history check to ensure that the applicant has the right to study. This should be read in conjunction with the Enrolment policy.

7.4 Students seeking to study a course at CECOS College under the student route will need to ensure that they meet the requirements as set out in the Home Office regulations in addition to the CECOS College admission requirements.

7.5 For international students who require sponsorship under the student route, once the academic assessment has been completed, CECOS College will also make an assessment about the applicant's ability to gain a student visa. This will entail financial checks and also a credibility interview prior to the student receiving a CAS (Certificate of Acceptance to study) being issued. Where a student does meet the basic requirements for a CAS their offer will be withdrawn.

7.6 Students who are not UK or Irish nationals and who are not sponsored by CECOS College under the student route will be required to demonstrate that they have the appropriate leave to remain in the UK.

8. Financial and academic qualification checks

8.1 All interested applicants wishing to study at course at CECOS College under the student route will be required to undergo financial and academic qualification checks. This means that the applicant will be asked to send through the copies of the financial documentation that the applicant wishes to use. The CECOS College compliance team will conduct relevant checks with the regulatory bodies of the financial institutions to ensure that the documents that will be sent to the Home Office are genuine and the source of funds is accurate.

8.2 CECOS College will also carry out genuineness checks on academic qualifications. This would mean reaching out to the institutions that award or accredited the qualification to ensure that it is genuine.

8.3 Any documents that fail the checks that are conducted by the CECOS College compliance team will not be considered as part of the applicant's application to study a course at the College. The applicant will be refused a place at CECOS College.

9. Admissions processes – general principles

9.1 All admission processes will be outlined to applicants looking to study at CECOS College. Ways in which an application can be found on the website.

9.2 Opportunity will be given on application forms (including through UCAS), at any interviews or other selection activities, for applicants to draw attention to relevant qualifications, experience and other information that might support their applicants application.

9.3 CECOS College may also request information on the applicant's personal characteristics and demographics to monitor the effectiveness of its admissions processes. However, information about applicants ethnicity, gender, disability and age will not form part of the admissions process and decisions.

9.4 CECOS College aims to process applications and to communicate decisions in line with publish processing times and deadlines where appropriate. Where it is unable to do this, it will communicate the reasons for this to the applicant.

9.5 Where interviews or additional assessments are used, these will be clearly outlined to candidates in the information provided.

9.6 CECOS College will carry out relevant checks on documents supplied by the applicants to ensure against fraudulent applications. Where an application is found to be fraudulent either prior to or after admissions, CECOS College may cancel the offer or enrolment .

9.7 Where an application is processed through UCAS, and if the UCAS Similarity Detection Service highlights a non original personal statement, the applicant will be provided with an opportunity to explain the similarity and provide a new personal statement. This will allow CECOS College to continue to consider such applications where there may be a valid explanation.

10. Consideration of applications

10.1 Applicants will be assessed against the entry criteria. Those students who meet or who have the potential to meet the criteria will be given an offer subject to places being available.

10.2 Where applicants do not have the formal entry criteria, their applications will be considered on their individual merits and an assessment made about whether they have the potential to succeed on the course. These assessments will need to be made the Head of UKVI Compliance and be approved by the Director of Admissions.

10.3 Where the courses are full and or waiting lists are held, or when courses have to be closed for any reason, applicants will be informed of this as soon as possible with the offer of alternative courses where possible.

10.4 Where applicants are considered unsuitable for a particular course, then wherever possible they will be referred to other appropriate courses.

11. Interviewing and assessments

11.1 All applicants that require a visa under the student route will receive clear information on interviews. All applicants from high risk countries will be required to undergo pre CAS interviews with the team. Any applicant that fails to accept being interviewed by the CECOS College compliance team will have their application to study rejected.

Any applicant with a disability or other learning needs should contact CECOS College to discuss any reasonable adjustment to the interview and assessment process.

11.2 Interviews, auditions and assessments will be conducted and evaluated in a standardised manner for the course and will be inclusive to reflect CECOS College's commitment to Equality, Diversity and Inclusion. There will be a clear structure for each interview or an audition, applicants will be notified of their appointment within a stipulated timeframe.

Any applicant that requires a Student visa to study will need to have a pre recorded CAS interview. The recordings will be held in the student's file in the case it is required as evidence to present to the Home Office or any other regulatory body.

11.3 Decisions and reasons for the decision will be recorded in writing as fully as possible to facilitate feedback to unsuccessful applicants. These records will be obtained by CECOS College for the purposes of any regulatory audits if the need arises.

12. The offer stage

12.1 Offers will be made as promptly as possible. Information will be provided to the successful applicant on:

Any conditions attached to the offer

The tuition fees and terms of admissions

What the applicant is required to do next and by when (this includes applying for the visa)

Where there is a requirement for the student to abide by further information and instruction

Any pre enrolment support, orientation or induction for access and participation or international students before the start of the course

12.2 Where any applicant cannot meet the requirements of the offer and there is a possibility that the applicant will result in the delay in enrolling onto the course CECOS College Compliance team will then defer the student to the next intake.

12.3 If the student can complete the course without changing the end date of the course the applicant could then use the same CAS. If the end date of the course is moved and the student is not able to complete the course within the course end date entered on the CAS the CAS will be withdrawn and a new CAS issued.

12.3 The applicant will be notified in writing of any actions that will be taken regarding the CAS and any deferment (if applicable).

12.4 If the student is an international student that will be sponsored under the student route the applicant will be notified in advance and advised not to make a visa application. The Home Office will be notified of this decision via the SMS portal.

12.5 CECOS College will usually make offers in relation to the UCAS tariff. These may be varied to take into account the applicant's educational background or mitigating circumstance or in light of other assessments

of the applicant's capability. CECOS College may make unconditional offers where the candidate has met the entry requirements, where their previous experience is considered as relevant to the course or where the admissions decision has been informed by an interview, audition or portfolio of work.

12.6 CECOS College will also provide the offer holder with any updates to the course and any changes. If the applicant is an international student then the CECOS College Compliance team will advise the applicant of the next step and the alternatives that are available.

12.7 For applicants that require a visa under the Student route, CECOS College will require a deposit to be paid before a CAS can be issued. The offer letter will clearly outline the deposit that is required.

12.8 All pre CAS deposits will only be considered for a refund if the following applies (not limited to):

The applicant decides not to study at CECOS College and informs the Compliance and Admissions team before the CAS is issued.

The applicant has extenuating circumstances where the student can satisfy the Admissions team with supporting evidence as to why a refund is required

The applicant cannot meet the entry requirements due to circumstances outside of the applicants control eg the applicant not being able to obtain academic qualifications in time for the Compliance and Admissions team verification

12.9 Any authorised refunds will be subject to an administrative charge of £1,000. This refund amount will need to be authorised by the Principal in writing.

The refund amount will be credited to the same account and source that it arrived from.

13.Changes to courses

13.1 CECOS College will ensure that substantial alterations to courses from earlier published information are communicated to applicants holding an offer. This may include changes to the course following validation or professional accreditation, closure of a course, significant changes to cost, location, content or title.

13.2 Where a course is withdrawn prior to admissions, CECOS College will inform the applicants at the earliest opportunity in line with CECOS College's students protection plan.

14. Applicants with a disability or other learning needs

41.1 CECOS College encourages applicants with any disabilities to disclose their disability and support requirements at the earliest opportunity, for example on the application form or at any interview. This will enable CECOS staff to ensure that the applicant gets the required support whilst studying on the course.

14.2 Early disclosure will enable the CECOS College Wellbeing team to contact the applicant to consider appropriate support requirements and to identify whether reasonable adjustments can be made prior to the start of them.

14.3 If in the unlikely event that CECOS cannot make the necessary adjustments needed to provide the relevant support, CECOS undertakes to offer the applicant support in submitting an alternative application where appropriate.

15. References

15.1 For applicants to a course where reference is required and there has been a significant gap or break in study, a personal, work or other reference will be required for the applicant to proceed to the next stage of the application at CECOS College.

15.2 For CAS sponsored and international students wanting to study under the Student Route there may be other requirements for supporting documentation that may be required to proceed with their application.

15.3 All applicants will be notified beforehand when a request for further documentation is made. If at any time the Compliance feels that the supporting documents are not enough they may request for further documentation. If the applicant is unable to provide the documentation then a referral will be to the Head of Compliance whether the student can move to the next stage of the application.

15.4 Where a reference or further supporting documentation has been requested but an interview or other selection activity is conducted before the reference has been received, an offer may be made' subject to reference'. This condition will be stated in the offer letter. The reference will then be followed up by the

admissions team, and when received, a further letter will be sent to the applicant either confirming or cancelling the offer.

16. Recognition of prior learning

16.1 Applicants with prior experience which is equivalent to parts of the course can the process of the Recognition of Prior Learning to be considered. This assessment will be made as a referral to the relevant academics and then back to the Admissions team to ensure that this is mentioned on the CAS (if the student is applying for a visa under the Student Route). This process may be based on a portfolio of evidence to show the equivalence of the normal entrance requirement of a specific course.

16.2 Applicants wishing to claim credits under the Recognition of Prior Learning and feel that they could be exempt from certain learning modules / platforms will need to contact the Admissions team prior to the admission to the course.

16.3 International applicants applying under the Student Route will need to submit evidence that may need to be entered in the CAS to show as to why the exemption decision was made.

16.4 Failure to submit the relevant supporting documentation for international applicants wanting to apply under the Student Route may result in the exemption not being made, a deferral to the application or rejection onto the course. Therefore it is the applicant's responsibility to ensure that the supporting documents are received.

Ownership and Review

Policy Owner	Head of UKVI Compliance
Operational Oversight	Principal and relevant senior functional lead
Approved By	Governance Board
Review Cycle	Annual, or earlier where legal, regulatory or operational change requires
Next Review Date	September 2027

Approval and Sign-Off

Role	Name	Date
Chief Executive	Dr Mudassir Tanveer	September 2026
Principal	Chris McLean	September 2026
Governance Board Representative	Paul Jones	September 2026

Version History

Version	Approved By	Revision Date	Details of Change
1.0	Previous approval route	June 2026	Previous policy version.
2.0	Governance Board	September 2026	Enhanced.