

FE Admission Policy

Version Control History

Version Number	Date of Change	Summary of Revisions Made
1.0	New Policy	Developed by the UHI Single Policy Group.
1.1	March 2023	Rebranded
1.2	January 2025	Updating branding, responsibilities and provided further clarity re: those eligible for fee waivers (those resident in Scotland); and further clarity on decisions/offers for those with criminal convictions (spent, spending or pending).
1.3	June 2026	Updated 3.2.2 to provide clarity that the guaranteed interview for courses is subject to places remaining available on the specific course.

1 Policy Statement

- 1.1 UHI Perth endeavours to be welcoming and inclusive in its admissions policy and processes, seeking to work in partnership with prospective students to match applicants with courses most appropriate to their aspirations and current level of skills, knowledge and ability.
- 1.2 UHI Perth operates a fair and open admissions process that is free of discrimination and reflects a commitment to widening access and equality of opportunity. UHI Perth aims to provide appropriate services to support students with learning support needs or disabilities.

2 Definitions

- 2.1 If you require assistance or do not understand any terms or language used in this policy, please do not hesitate to contact the Admissions Office.

3 Purpose

- 3.1 **This Policy is to provide UHI Perth with a robust framework to:**
 - 3.1.1 Follow admissions processes that are free of discrimination on the grounds of age, disability, gender and gender reassignment, pregnancy and maternity status, ethnicity, religion and/or belief, sexual orientation or socio-economic background.
 - 3.1.2 Offer a curriculum aligned to local and regional need and in line with national priorities. Where there is diminished local need or low demand, a course may be amended or withdrawn before it commences. Equally, new courses may be introduced or the number of places on a course increased due to demand.
 - 3.1.3 Publicise courses through a variety of communication channels and in a variety of formats.
 - 3.1.4 Be fair, open and transparent in recruitment and selection processes.
 - 3.1.5 Provide clear and accurate information on available courses, entry requirements and/or selection criteria.
 - 3.1.6 Proactively encourage candidates to declare any disability or additional support need that may create barriers to their success in learning. This declaration enables UHI Perth to provide appropriate support during the application stage and throughout a student's course.
 - 3.1.7 Publish on UHI Perth website, details of the annual admissions cycle including when applications will be processed, when interviews take place and offers of places will be made.

3.2 Contextualised Admission

3.2.1 To further our commitment to improving access to education for people from the widest possible range of backgrounds, UHI Perth operates a contextualised admissions policy and processes. This commitment enables UHI Perth to form a more complete picture of the characteristics of an individual applicant. To this end, UHI Perth:

3.2.1.1 Endeavours to take into account an applicant's background where an application falls short of the standard entry criteria for a course or where there is competition for places.

3.2.1.2 Will provide appropriate levels of support to prospective students who require it throughout the admissions process.

3.2.1.3 Make provision for assessments of additional support required 'on-course' during the admissions process.

3.2.1.4 Make reasonable adjustments wherever this is possible.

3.2.2 UHI Perth particularly welcomes applications from specific priority groups in line with Government priorities and legislation, including:

3.2.2.1 Care experienced and looked after young people.

3.2.2.2 Those living in areas of multiple-deprivation as identified by the Scottish Index of Multiple Deprivation as being the 10% most deprived post-code zones in Scotland;

3.2.2.3 Those whose parents or carers have not accessed education beyond the compulsory school years.

3.2.2.4 Male and female applicants to courses with nationally recognised gender imbalances eg males into care, females into construction.

UHI Perth guarantees an interview to those with a care experienced background. To support gender equality, UHI Perth also operates a guaranteed interview for specific courses that experience a severe gender imbalance and are included in the UHI Perth Gender Action Plan. This is subject to places remaining available on the specific course.

3.2.3 UHI Perth records all contextualised admissions, showing the number of applicants identified within priority groups, by course and by outcome of application.

3.3 Discretion in Making an Offer of a Place

3.3.1 All offers of places are subject to UHI Perth 's discretion. UHI Perth reserves the right to reject applications or apply further criteria under particular circumstances such as the following:

- 3.3.1.1 Previous disciplinary sanctions under the UHI Perth or university disciplinary procedures or those of other institutions.
- 3.3.1.2 Record of outstanding debt with UHI Perth or University.
- 3.3.1.3 They do not meet the entry criteria.
- 3.3.1.4 Unsuccessful at interview.

3.3.2 UHI Perth will:

- 3.3.2.1 Treat every application on its merits and will remove barriers to participation through making reasonable adjustments. However, there may be occasions when reasonable adjustments are not sufficient to enable participation on a particular course. (In these circumstances, UHI Perth will make every effort to offer an alternative course or an alternative mode of study if appropriate and/or available.)
- 3.3.2.2 Reserve the right to apply additional entry criteria in instances where an applicant has a record of previous enrolments without successful completion. In such cases, due consideration will be given to an individual's circumstances and support needs when reaching a decision.
- 3.3.2.3 Successful applicants to courses will be required to join the Protection of Vulnerable Groups Scheme (PVG) where the studies or placements require interaction with children and/or vulnerable adults.
- 3.3.2.4 A criminal record, spent, unspent or pending, does not, in the majority of cases, exclude an applicant from being offered a place. However, UHI Perth recognises that it has a duty of care to all students and staff and therefore reserves the right not to admit an applicant where there is evidence that they could affect the safety and welfare of students or staff. UHI Perth has the right to withdraw an offer of place if new information becomes available which has not been previously disclosed by the applicant and which could affect the safety and welfare of students and staff.

3.4 Fee Status

- 3.4.1 Every student who enrolls on a course incurs a fee. The vast majority of full-time further education students, who have been resident in Scotland for 3 years or more, have their fees paid by the Scottish Funding Council, through the fee waiver system. Part-time students may also be eligible for fee waiver.
- 3.4.2 On application, UHI Perth will make an assessment of fee status in order to determine the appropriate level of tuition fees, in line with the relevant regulations and based on the information provided on the application form. The fee status of an individual will be communicated

in the offer letter to ensure that individuals are aware if they are liable to pay fees.

3.4.3 UHI Perth reserves the right to change an applicant's fee status in exceptional circumstances such as the following:

3.4.3.1 If new information becomes available which was not previously disclosed by the applicant and affects the original decision on the fee status.

3.4.3.2 If errors are made within the initial fee assessment, either by UHI Perth or by the applicant, which affects the original decision on the fee status.

3.4.4 In such cases, the applicant will be notified of any change to their fee status and any consequences of this change.

3.4.5 Applicants assessed and determined to be international fee-payers may be required to pay full course fees prior to enrolment.

3.5 Appeals

3.5.1 Any appeals relating to application decisions must be made in writing to the Director of Learning Strategies, Enhancement and Resources.

3.6 Monitoring

3.6.1 Reports on the number of applications received and offers made will inform curriculum review and courses offered in subsequent years.

3.6.2 Applications will also be monitored by post-code, gender, ethnicity, disability, care experience and carer status to inform equality and diversity action planning.

3.7 Use of Personal Data

3.7.1 Personal data collected through the UHI Perth admissions process will be anonymised and used for statistical purposes to monitor applications by age, disability, gender and gender reassignment, pregnancy and maternity status, ethnicity, religion and/or belief, sexual orientation or socio-economic background.

4 Scope

4.1 This Admissions Policy applies to all applicants for further education courses (full-time and part-time), including those classed as commercial.

Applicants for higher education courses (HNC, HND, Degree and Post Graduate programmes) should refer to the University of the Highlands and Islands Admissions Policy on the UHI website at:

[Policies and regulations - Policies](#)

5 Exceptions

- 5.1 This policy applies only to Further Education applications.

6 Notification

- 6.1 Staff responsible for administering the admissions procedures for UHI Perth will be briefed and offered training on changes to the policy.
- 6.2 The policy will be publicly available on the UHI Perth website, along with other current policies.

7 Roles and Responsibilities

- 7.1 The responsibility for compliance with the Admissions Policy lies with all staff involved in the process.
- 7.2 The Policy will be regularly audited and reports submitted to the Regional Admissions Group.

8 Procedures

- 8.1 Please refer to the accompanying Further Education Admissions Procedures for details.

9 Legislative Framework

- 9.1 This policy is aligned with the following legislation:
- Data Protection Act 2018
 - UK General Data Protection Regulation (UK GDPR)
 - Freedom of Information (Scotland) Act 2002
 - Disability Discrimination Act 2005
 - Equality Act 2010
 - Children and Young People (Scotland) Act (2014)
 - Scottish Care Leavers Covenant 2015