Futureworks

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	Addition of Appendix A for international students.		April 2024	Academic Board
	Addition: International Students – “as well as international students requiring a student visa (Student Route). See Appendix A of this document for information pertinent to students requiring a student visa.”		April 2024	Academic Board
	Amendment of Admissions Criteria - paragraph 2.		June 2024	Academic Board
	Late applicants – remove specific date of “on time deadline”. International students – updated to include those with dual nationality, indefinite leave to		December 2024	Academic Board

	remain, settled and pre-settled status. Interview and Selection – discrimination characteristics aligned with actual protected characteristics. Removed: "The interview will be conducted by telephone or other means in the event of travelling difficulties (e.g. overseas applicants)". Offer-Making Process – addition of complaints process for applicants.		
	Application Process section added on page 2.	January 2025	Academic Board
	Applicants with Criminal Convictions section replaced. Addition of interview requirement for applicants not meeting standard entry requirements. Addition of Appeals & Complaints Procedures Addition of Admissions Procedure flow chart. Rewrite of English Language Requirements section to better align with website.	October 2025	Academic Board
	Amended to align with feedback from expert reader as part of institutional validation.	March 2026	Academic Board

	Amended in line with changes to management structure	Sept 2026	Academic Board

If this document is required in an alternative format, please contact Futureworks on 0161 214 4600 or via email: info@futureworks.ac.uk

Futureworks

Student Recruitment and Admission Policy

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1 Principles

1.1 This Policy relates to all applicants for Futureworks programmes applying for entry and enrolment in 2026-27. Where applicants are applying for a higher education programme validated by a partner university, the regulations of the relevant university will also apply.

1.2 Futureworks recognises the contribution made by individuals with a wide range of backgrounds and experiences. We are committed to the promotion of equality, diversity, inclusivity and a supportive environment for all. Therefore, Futureworks aims to ensure universal access to its programmes, and recognises the importance of the recruitment and selection process in achieving this.

1.3 This Policy is underpinned by this commitment to diversity, inclusivity and equal opportunities and is geared towards those applicants who will derive most benefit from their proposed programme as demonstrated by their academic aptitude, motivation and commitment. Futureworks recognises its responsibility to admit those applicants who can demonstrate that there is a reasonable expectation that they will benefit from studying at Futureworks.

1.4 In the setting of this Policy, Futureworks has consulted the Quality Assurance Agency's UK Quality Code for Higher Education (2024).

2 Admissions Criteria

2.1 Futureworks will not set any arbitrary or unnecessary entry requirements which may result in direct or indirect discrimination relating to sex, race, colour, nationality, ethnic or national origin, disability, age, social background, gender reassignment, being married or in a civil partnership, being pregnant, religious or political beliefs, family circumstances or sexual orientation.

2.2 Programmes leading to professional recognition or awards offered by external awarding authorities may have additional entry requirements. These will be stated alongside entry requirements that are set by Futureworks.

2.3 Advanced entry onto a programme may be offered, subject to the approval of the Admissions Officer or Programme Leader. This may be on the basis of accredited prior learning or accredited prior experiential learning (APL) as detailed in our Accreditation of Prior Learning (APL) Policy.

2.4 Where applicants are returning to education after employment or other experience, their application will be considered against the standard entry criteria of the programme to which the application has been made. We recognise that these standard selection measures may not enable all applicants to demonstrate fully their suitability for their chosen programme. Where appropriate, the admissions team will seek and consider alternative evidence in order to give all applicants equal consideration as outlined in our Accreditation of Prior Learning (APL) Policy.

2.5 The admissions team may consider applications based on academic requirements, personal statements and references, as well as portfolios and interviews. Futureworks uses an Applicant Selection Criteria Matrix for specific steps of the selection process. The matrix is shared with those applicants who require interview or portfolio submission to help them prepare. See section 9 (Selection) for more information on how we apply our entry criteria.

3 Application Process

3.1 Futureworks accepts both applications made via UCAS and directly through our website.

3.2 Applicants may apply to UCAS through their school/college or as an independent applicant. The process for these is very similar and the UCAS system will guide applicants through their requirements. Applications received in this way will progress through Futureworks' admissions processes as stated in the Selection section of this policy.

3.3 Applications can also be made via an application form on the Futureworks website. Applicants will be contacted directly to discuss their application before progressing through Futureworks' admissions processes as stated in the Selection section of this policy. The Admissions Criteria remain the same for direct applicants.

3.4 Applicants for Single Registerable Modules (SRMs) should apply via the Futureworks website.

4 Deferred entry

4.1 Applications will be considered for entry into the upcoming academic year as well as applications seeking deferred entry to the next academic year. Futureworks may consider allowing deferred applications to be extended for one further year, but this would be done on a case-by-case basis. Futureworks reserves the right to review admissions requirements regularly and would usually require an applicant who has deferred for more than 1 year to reapply. Applicants should be aware that Terms and Conditions for their year of entry will be issued to them when they become available and that course information and fees will align with their year of entry rather than their year of application. For example, if an applicant applied in April 2026 for September 2028 entry, Terms and Conditions for 2028-29 entry would apply.

4.2 The minimum period of study for undergraduate programmes is 3 years, with a maximum of three additional years to complete your studies. This applies to both part-time and full-time modes of study.

5 International students

5.1 Futureworks welcomes applications from applicants with indefinite leave to remain, pre-settled or settled status, who do not require a visa to study within the UK. Applications are also accepted from international students requiring a student visa (Student Route). Futureworks can sponsor students or issue a Confirmation of Acceptance for Studies (CAS), which agrees to sponsorship. See Annex A of this document for information pertinent to those requiring a student visa.

6 Ineligible applicants

Futureworks reserves the right to refuse entry to applicants who have outstanding debt relating to previous study at Futureworks or who have previously been expelled from Futureworks.

7 Applicants with criminal convictions

7.1 Futureworks supports fair access to higher education while maintaining a safe, inclusive environment. A declaration of a relevant unspent criminal conviction does not automatically

bar admission; each case is assessed individually through a proportionate, documented risk assessment that is separate from academic selection.

7.2 The typical time from application to offer is minimal at Futureworks, and decisions on disclosures are reached quickly. This means applicants are not disadvantaged by offer-stage disclosure. For more information about criminal conviction declarations and assessment please see our Criminal Convictions Policy.

8 Students with a Disability and/or Learning Difficulty

8.1 Futureworks welcomes applications from people with a disability, medical condition or who may require additional support needs and is committed to ensuring the reasonable availability of necessary and appropriate support. We aim to meet the general need for access as well as the specific needs of individuals. Applications from disabled students will be assessed using the same criteria as applied to other applicants in line with the Equality Act (2010)

8.2 Applicants are strongly encouraged to disclose disability-related information within the application process. so that appropriate support arrangements can be put in place for the start of the programme. At the point of offer applicants are sent a link to complete a formal assessment of need form, which provides the opportunity for applicants to explain more about their disability and tell us about their support requirements. If the applicant's needs are complex or we require more information, Futureworks may request a meeting with the applicant (in person, online, or by phone at the applicant's convenience). If the adjustments required by the applicant cannot reasonably be provided, Futureworks will discuss this with the applicant and provide support in exploring alternative options.

9 Selection

9.1 Applicants are treated solely on the basis of their merits, abilities and potential, and are not discriminated against as a result of age, disability, gender reassignment, marriage & civil partnership, pregnancy & maternity, race, religion & belief, sex, or sexual orientation.

9.2 Futureworks considers the UCAS points (or equivalent) required for each course first and foremost when assessing an application. Every applicant is required to submit a reference. The

Applicant Selection Criteria Matrix includes criteria for the assessment of the personal statement, and additional portfolio and interview elements. For art-based programmes requiring a portfolio, this element is prioritised over academic requirements.

9.3 The first step in selection is the consideration of academic requirements. For programmes with no additional entry requirements, if the applicant meets the required UCAS points (or equivalent) with confirmed grades, have passed GCSE English Language and Maths at grade 4 and they have supplied a personal statement and reference, they will be issued an unconditional offer. If their provisional grades meet requirements they will be issued a conditional offer. This offer may also be conditional of the applicant fulfilling the other entry requirements if not presented on application (for example passing GCSE English Language or supplying a reference).

9.4 If, when reviewing the Personal Statement, the Admissions Officer has reason to believe that the applicant may be more suited to a different Futureworks programme, the applicant will be contacted and given the opportunity to make a different choice before an offer is issued.

9.5 If an applicant's grades fall slightly short of academic requirements their Personal Statement will then be considered against the Applicant Selection Criteria Matrix. For the Personal Statement a demonstration of interest in the subject and motivation is valued; for example, through relevant subject-related experience.

9.6 If an applicant's grades fall significantly below academic requirements Futureworks will still consider their application. Their Personal Statement will be assessed (see 9.5) and their reference reviewed to provide additional context. For example, if an applicant has mitigating circumstances that may account for the shortfall in their grades. If no mitigating circumstances are evident they will be required to attend an interview with the relevant Programme Leader in order to assess their suitability for higher education studies.

9.7 Arts-based programmes require Art Portfolios to be submitted and assessed as an additional entry requirement. Criteria for success are based on creativity and competence in the medium. Programmes with an additional interview component require applicants to demonstrate knowledge of the specific subject area and a clear motivation for applying to that specific programme.

9.8 For standalone modules, otherwise known as Single Registerable Modules (SRMs), applications will be considered on a case-by-case basis and an interview will be required with the Programme Leader. APL for 20-credit modules may be awarded (see the Accreditation of Prior Learning (APL) Policy for more information).

9.9 The Admissions Officer will monitor the admissions process to ensure that it is operating satisfactorily, to ensure equity of treatment, non-discrimination and consistency, and to identify areas for enhancement.

10 Offer-Making Process

10.1 All applicants will receive correspondence from the Admissions Team regarding the status of their application.

10.2 Offers for successful applicants who have applied via UCAS will be made through the UCAS system. This will be supplemented by an offer email from the Admissions Team referring offer-holders to the conditions attached to their offer. Unsuccessful applicants will be informed of the reasons for their non-selection through UCAS/direct correspondence.

10.3 Applicants who have applied via the Futureworks application form will be contacted directly by the admissions team to confirm the outcome of their application. Applicants who are issued conditional offers will be issued their offer via email and required to accept by completing a form. Conditional offer-holders will be contacted once they have received their grades and their offer changed to Unconditional Firm if grades are accepted. Unconditional Firm offers will be added to UCAS by the Admissions Officer via UCAS' Record of Prior Acceptance (RPA) once the offer has been accepted by the applicant. Unsuccessful applicants will be informed of the reasons for their non-selection through direct correspondence from the admissions team.

10.4 Due to the high volume of applications, further detailed information on unsuccessful applications will not be available. Where an applicant has been unsuccessful, an alternative programme may be offered. Any alternative offers will be made via UCAS and through correspondence from the admissions team. The Chief Operating Officer (COO) will review all unsuccessful applications to ensure there are no patterns of discrimination evident in the rejected applicants.

11 Withdrawal of an offer

11.1 Futureworks reserves the right to withdraw an offer of a place if:

11.1.1 Information provided by an applicant proves to be false, including:

11.1.1.1 Falsified transcripts, certificates, or references

11.1.1.2 Inaccurate or misleading personal statements

11.1.1.3 False information about identity, nationality, or residency

11.1.2 An applicant fails to meet deadlines or conditions, including:

- Not paying required deposits
- Failing to submit documents (e.g. transcripts, proof of qualifications
- Not meeting visa or immigration requirements by the required date

11.1.3 There are proven disciplinary issues after offer, including:

- Expulsion from current school
- Serious behavioural misconduct

11.1.4 Risks relating to a declared unspent criminal conviction cannot be mitigated in line with the Criminal Convictions Policy.

11.2 Decisions to withdraw an offer will be fair, proportionate and explained to applicants.

11.3 In the event that an offer is withdrawn applicants have the right to appeal against such a decision within seven calendar days. Appeals should be made in writing directly to the Principal at rob.magoolagan@futureworks.ac.uk

12 Programme Transfers

12.1 If a student wishes to transfer to a different programme within Futureworks, they should discuss this with their Programme Leader. Requests will be accommodated, where possible. For more information see our Accreditation for Prior Learning (APL) Policy.

13 Changes to Programmes and Termination of Programmes

13.1 In certain circumstances it may be necessary for Futureworks to make reasonable changes to a course or to related educational and other services and facilities where that will enable Futureworks to deliver a better quality of educational experience to students enrolled on the course.

13.2 In making any changes, Futureworks will aim to keep the changes to the minimum necessary to achieve the required quality of experience. If Futureworks needs to make changes to your programme once you have accepted an offer to study, we will give you as much notice as possible. We will email you detailing the proposed changes and will explain next steps in relation to seeking your consent to the changes. For minor changes, we will provide a time frame within which you should raise any issues with the proposed change. For major changes, we will contact you seeking your express consent to the change and will provide a timeframe within which you should respond. For more information see our Undergraduate Terms & Conditions.

13.3 In the event of a change, we will explain the options available to you should you not consent, which will include the opportunity to cancel your offer acceptance.

13.4 Futureworks will consider withdrawing a course of study if the number of confirmed students is lower than 5 at the beginning of the academic year, on the basis that the number of students would be such that it would not be possible to deliver an appropriate quality of education and would negatively impact the student experience. If a decision is made to withdraw a course Futureworks will act quickly to contact affected offer-holders as soon as possible and within 48 hours of the decision being taken. Where applicable, any funds paid to Futureworks will be refunded. For more information see our Refund & Compensation Policy.

14 Applicant Appeals and Complaints

14.1 An applicant appeal is the request for reconsideration of a decision on an application for entrance to a Futureworks programme due to a perceived irregularity in the decision-making process. Applicants are advised that there is no right of appeal against the academic or professional judgement of those making the decision on an application. A complaint relates to

the information or services offered by Futureworks or to the actions or behaviour of a member of staff during the selection process.

14.2 Applicants should submit their appeal or complaint themselves to the Admissions Team. If additional information is requested applicants should make every effort to supply this in a timely manner, particularly when delays in response may lead to the applicant missing out on a place that academic year. Information will be kept confidential as far as possible; however, it may be necessary to share some information with other departments in order to resolve a complaint.

15 Making an Appeal

15.1 Stage 1: Early Resolution

15.1.1 If making an appeal applicants should request feedback from the Admissions Team in the first instance at admissions@futureworks.ac.uk, which may help Futureworks to identify if an error has been made. Applicants can expect a response to their request within 7 calendar days. In exceptional circumstances it may take longer to provide a response and in such cases the applicant will be informed of when this can be expected.

15.2 Stage 2: Formal

15.2.1 If the applicant is not satisfied with the response to their appeal at Stage 1 they can make a formal appeal by completing the Applicant Appeal Form on the Futureworks website. This must be submitted within 4 weeks of the original application decision. If the appeal does not meet the criteria above the applicant will be informed within 2 weeks of their Stage 2 appeal submission. Valid appeals will be considered by the relevant Vice Principal.

15.3 Outcome

15.3.1 Applicants will be informed of the outcome of their appeal within 2 weeks of their Stage 2 appeal submission. On a successful appeal the usual process would be for the Admissions Team to reconsider the application.

15.4 Stage 3: Review

15.4.1 If applicants are not satisfied with the response to their appeal at Stage 2 they may submit a request for a review of the Stage 2 process by emailing the Principal at rob.magoolagan@futureworks.ac.uk. They must do this within 2 weeks of receiving their Stage 2 outcome. The Principal will consider the request for a Stage 3 review and either issue a rejection within 2 weeks of receiving it or conduct an investigation and communicate the outcome to the applicant in writing. Possible outcomes of the investigation are:

- the appeal is not upheld
- the appeal is partially or fully upheld

15.5 At this point internal procedures are complete

16 Making a Complaint

16.1 Stage 1: Early Resolution

16.1.1 If making a complaint applicants should contact the Admissions Team at admissions@futureworks.ac.uk. Applicants can expect a response to their request within 7 calendar days. In exceptional circumstances it may take longer to provide a response and in such cases the applicant will be informed of when this can be expected.

16.2 Stage 2: Formal

16.2.1 If the applicant is not satisfied with the response to their complaint at Stage 1 they can make a formal complaint by completing the Applicant Complaint Form on the Futureworks website. This must be submitted within 4 weeks of the Stage 1 response. This complaint will then be investigated by the Vice Principal (or deputy). If additional information is required at this stage it must be provided by the applicant within 2 weeks of the request or the matter will be considered closed.

16.3 Outcome

16.3.1 Upon receipt of the information the investigator will have 2 weeks to respond to the applicant outlining what, if any, action is to be taken.

16.4 Stage 3: Review

16.4.1 If applicants are not satisfied with the response to their complaint at Stage 2 they may submit a request for a review of the Stage 2 process by emailing the Principal at rob.magoolagan@futureworks.ac.uk. They must do this within 2 weeks of receiving their Stage 2 outcome. The Principal will consider the request for a Stage 3 review and either issue a rejection within 2 weeks of receiving it or conduct an investigation and communicate the outcome to the applicant in writing. Possible outcomes of the investigation are:

16.4.1.1 the complaint is not upheld

16.4.1.2 the complaint is partially or fully upheld

16.5 At this point internal procedures are complete.

17 Data & Reporting

17.1 All data relating to admissions appeals and complaints will be used solely for the purpose of completing the appeals and complaints procedures and personal data will be processed in. An anonymised summary report will be submitted to the Academic Board annually.

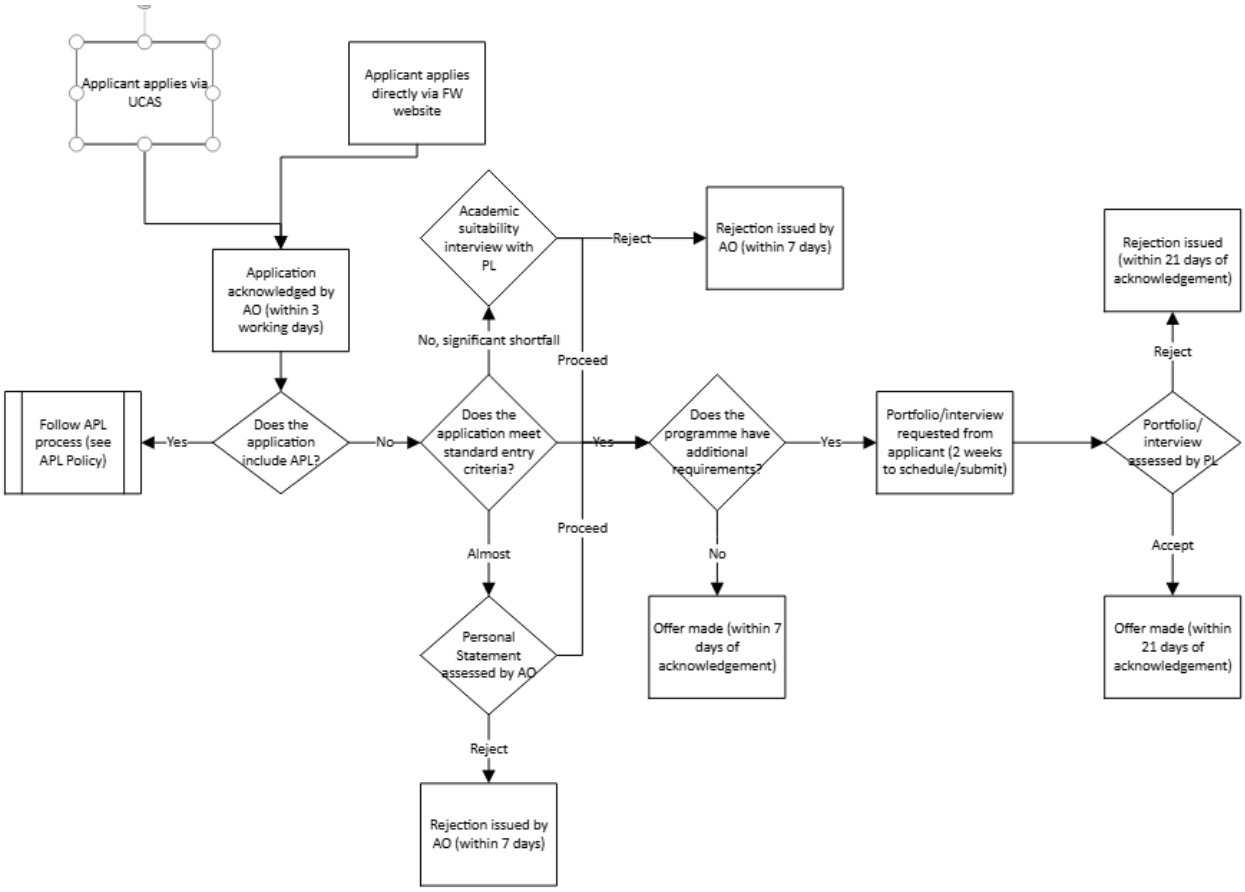
18 Accessibility

18.1 Should an applicant require the applicant appeals or complaints procedures in a different format they should contact the Admissions Team at admissions@futureworks.ac.uk

19 Governance and Review

19.1 The Academic Board is responsible for monitoring and evaluating this policy on an annual basis. Recommendations will be added to the Recommendations Tracker, which is monitored by the Academic Board.

20 Admissions Procedure



21 Annex A: Student Recruitment & Admission Policy for International Students

21.1 Futureworks is committed to providing an excellent application and admissions experience for its international applicants. As such, our admissions process takes account of a range of qualifications from candidates around the world. You can find some international qualification equivalents here under the Entry Requirements. You can also get a statement about how your qualifications compare to UK equivalents from UK ENIC (the UK's National Information Centre), or contact the UCAS Qualifications Hotline on +044 371 468 0472 (or 0371 468 0472 if you're calling from inside the UK) or qualsenquiries@ucas.ac.uk.

21.2 Futureworks holds a student sponsor license for international applicants over the age of 16. Where an applicant requires immigration permission to study in the UK Futureworks must ensure that they meet all additional criteria in compliance with our Student Sponsor License. These requirements will be considered during the admissions process, which will involve

financial checks and a credibility interview. More information on what the financial checks and credibility interview entail can be found on the UK government and UKCISA websites.

21.3 A student's place will not be confirmed unless immigration requirements have been satisfied. If immigration requirements are met the applicant is then required to accept their offer and pay 50% of the annual fee, after which a Confirmation of Acceptance for Studies (CAS) will be issued. Where immigration requirements are not met the applicant's offer will be withdrawn and a full refund issued in accordance with the Refund and Compensation Policy.

21.4 Futureworks will not set any arbitrary or unnecessary entry requirements which may result in direct or indirect discrimination relating to sex, race including colour, nationality, ethnic or national origin, disability, age, social background, gender reassignment, being married or in a civil partnership, being pregnant, religious or political beliefs, family circumstances or sexual orientation.

21.5 English Language Requirements

21.5.1 Applicants whose first language is not English are required to provide evidence of their proficiency in English as part of the admission process. Futureworks needs to be satisfied that an applicant holds or will achieve an appropriate proficiency in English before an offer of a place on a programme of study is made. In considering an application, Futureworks must be satisfied that proficiency levels in English are acceptable, both in terms of academic requirements and standards, and in relation to Home Office immigration requirements.

21.5.2 International applicants will need to have an English Language qualification at International Level B2 or higher, such as an IELTS of 6.0 or better (with 5.5 in each skill: reading, writing, speaking and listening).

21.5.3 We will also accept:

- Trinity College London: a pass in test ISEI and a pass in test ISEII
- LanguageCert: Academic SELT (from 18 December 2023):60 or International ESOL SELT: 33/50
- Pearson PTE Academic for UKVI: 59
- PDI Services (UK) Ltd: Pass in Skills for English UKVI

21.5.4 The UK Visas and Immigration (UKVI) service requires educational institutions to verify that applicants have a minimum level in English before we are permitted to issue a CAS. If you are from a country classified as English-Speaking by the UK government or have studied a degree or postgraduate diploma (taught in English) you may not be required to present other evidence of English language ability.

21.6 Academic Progress

21.6.1 Immigration Rules stipulate that applicants who have previously studied in the UK must satisfy the Rules for Academic Progression. Generally, the Rules state that for a course to represent academic progress it must be at a higher level than the previous course studied with Tier 4 or Student Route (unless they meet the requirements to be exempt from this rule). The Admissions Team provides advice on this to applicants.

22 Annex B: Initial Assessment of Prior Learning for Apprentices

22.1 Before each learner starts their apprenticeship Futureworks must assess their prior learning and experience. This is to make sure that they are eligible to study for an apprenticeship and it is the right programme for them. We can then tailor the training programme to meet the needs of the apprentice and employer.

22.2 Assessing the apprentice's prior learning and experience helps to establish their starting point. A robust initial assessment forms the foundation for a high-quality apprenticeship programme. It means the apprentice will have a training plan that:

22.2.1 identifies their specific needs

22.2.2 does not duplicate knowledge and skills they already have

22.2.3 may help them to successfully complete their apprenticeship in a shorter time

22.2.4 meets the needs of their employer and uses off-the-job training time effectively

22.2.5 enables Futureworks to offer a more tailored learning experience

22.3 Prior learning and experience include the following:

22.3.1 Prior education, training, or associated qualifications in a related subject sector area, including any previous apprenticeship undertaken; and

22.3.2 Learning or competence gained from prior work experience, particularly where the apprentice is an existing employee, or is beginning their apprenticeship after completing another programme with a relevant work placement

22.3.3 Futureworks must:

- Check the individual's personal learning record, if they have one, and have a discussion with the learner about the likelihood of relevant prior learning against the proposed apprenticeship standard;
- Conduct a skills scan against the knowledge, skills and behaviours of the proposed apprenticeship standard;

- If considered relevant, these skills will be supplemented with additional diagnostic testing, of English and maths prior attainment.
- Take account of the published progression profiles, if the individual has completed a T-Level. These will identify if a subsequent apprenticeship in the same occupational area can be funded, and if so, whether that apprenticeship must be an 'accelerated apprenticeship' with an adjustment in content, duration, and cost.
- Where relevant prior learning and experience is not identified, this will be documented and agreed with the employer.

22.4 The initial assessment process will follow 3 clear stages to ensure full eligibility, suitability and recognition of prior learning to then inform the apprentice training plan.

22.5 Stage 1 - Review of applicant's previous qualifications and experience, as well as current role and work status. This will incorporate:

22.5.1 Reviewing application form with comprehensive work experience details

22.5.2 Eligibility checks including right to work and contract duration

22.5.3 Review of personal learning record

22.5.4 Review of qualifications and certificates

22.5.5 Apprentice to complete skills scan survey against the KSBs – to identify any gaps, prior learning and experience

22.5.6 Additional needs screening

22.5.7 Numeracy and literacy diagnostic (as appropriate)

22.5.8 Job role alignment review

22.6 Stage 2 – Triangulation of information through a meeting with the employer, apprentice and Admissions Officer to

22.6.1 Review skills scan against KSBs of apprenticeship, analyse skill gaps

22.6.2 Review prior experience and alignment to the standard

22.6.3 Identify where recognition of prior learning may be applicable and discuss

22.6.4 Identify individual needs and how these will be met including any learning difficulties or disabilities

22.6.5 Discussion of how the apprenticeship will be appropriate to meet the identified skills gaps

22.6.6 Negotiation of cost and duration based upon outcome of RPL analysis and wider stage 2 information collection.

22.7 Stage 3 – Training plan development

22.7.1 Clear milestones and smart targets agreed with the employer and apprentice to make sure the apprentice develops all KSBs.

22.7.2 Development of the Training Plan including all personalised / individualised requirements.

22.7.3 Referral to learning support team for development of a learning support plan (as required)

22.8 Accreditation for Prior Learning (APL)

22.8.1 If it is established through the initial assessment of prior learning that an apprentice already possesses knowledge and skills in relation to specific Level 4 modules Futureworks may accredit this prior learning in agreement with the employer. For more information on APL see our Accreditation for Prior Learning (APL) Policy.