

Grŵp Llandrillo Menai

HIGHER EDUCATION / UNDERGRADUATE ADMISSIONS POLICY

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SECTION 1 INTRODUCTION

- 1.1 This policy applies to learners undertaking HE programmes which GLLM have been validated to deliver by the following HE awarding organisations;
- Edexcel/Pearson
 - Scottish Qualifications Authority (SQA)
 - HE programmes validated by Bangor University, Glyndwr University, University of South Wales and University of Central Lancashire for delivery by Grŵp Llandrillo Menai
- 1.2 Grŵp Llandrillo Menai is committed to providing a professional admission service, providing clear information and guidance fairly and consistently applied in accordance with agreed policies and procedures. The Grŵp aims to provide fair and equal access to all prospective students who have the potential to benefit from and contribute to the academic life at all of Grŵp Llandrillo Menai's colleges.
- 1.2 Grŵp Llandrillo Menai recognises that in order to provide fair and equal access to all prospective learners, it may need to demonstrate a flexible approach and, where appropriate make adjustments for individual applicants, for example applicants with a physical or learning difficulty or applicants who have faced exceptional circumstances.
- 1.3 Eligible UK or EU students, whether full-time or part-time, will be able to apply for financial support from the government to help with tuition fees. Eligible UK, full-time students will also be able to apply for help with living costs. There are two types of financial **support available:
- Loans which have to be repaid
 - Grants which do not have to be repaid

*for Higher Education fee details see College website
www.gllm.ac.uk/learner-information/financial-support-and-finance

**For further information on financial support please visit
www.gov.uk/student-financewales

SECTION 2 CONTEXT

- 2.1 Grŵp Llandrillo Menai's Higher Education Admissions Policy is consistent with the Quality Assurance Agency's Code of Practice on Recruitment and Admissions and complies with the Admission Code of Practice operated by the Universities and Colleges Admissions Service (UCAS).
- 2.2 We are committed to promoting and providing an environment which recognises and values people's differences. Further detail about the way in which we positively promote equality and diversity can be found in our Equality and Diversity Policy.
- 2.3 The HE Admission Policy is compliant with the following legislation:

- Equality Act 2010
- Sex Discrimination Acts 1975, 1986 (including the 2005 amendments)
- Race Relations Act 1976 (as amended by the Race Relations Amendment Act 2000)
- The Disability Discrimination Act 2005
- The Rehabilitation of Offenders Act 1974
- The Human Rights Act 1998
- The Age Discrimination Act 2006 and the
- Welsh Language Act 1993

SECTION 3 GOVERNANCE

3.1 The Higher Education / Undergraduate Admissions Policy is overseen by the HE Quality Assurance Committee (HE QASC). The Terms of Reference are broadly to:

- Promote fairness, consistency and transparency in the college's recruitment and admissions practices
- Formulate the admissions policy and procedures for both Home/EU and International Students to undergraduate awards; to oversee the implementation and effectiveness of these and to monitor compliance with relevant Quality Assurance Statements and external legislation
- Oversee Home, European and International student admissions and recruitment in the college, ensuring integrity and alignment of processes with the Grŵp's strategic aims and effective capture and monitoring of admissions data;
- Promote the dissemination of best practice in recruitment and admissions across the college, to identify development and training needs for admissions staff and interviewing tutors to ensure that these needs are met
- Promote the admissions processes in accordance with the HEI partners for franchised courses

SECTION 4 ROLE OF HE ADMISSIONS STAFF

4.1 The Learner Services Manager at Coleg Llandrillo, Coleg Menai and Coleg Meirion-Dwyfor respectively, co-ordinate the admissions process for Higher Education learner applicants through UCAS, applying via an HEI Partner or applying directly to the college.

Learner Services will:

- Manage the admissions procedure;
- Provide accurate and relevant information for applicants and prospective applicants;
- Communicate directly with applicants during the admissions process: for example, send invitations for interview;
- Advise applicants on UCAS procedures;
- Advise staff on UCAS procedures;
- Support College wide open days and recruitment events;

- Make reasonable local adjustments aimed at ensuring that individual disabled applicants have full access to the admissions process and to admissions-related events, including open days and interviews.

4.2 In line with validated programme specifications the Assistant Principal Learner Services and central HE Manager as appropriate will:

- Liaise with Partner Universities to prepare progression agreements;
- Determine entry criteria and selection procedures with Programme Managers and Programme Leaders.

4.3 The Programme Area Managers are responsible for the integrity of the admission process within their curriculum area. Learner Services will liaise with the Programme Area Managers to ensure compliance with the qualification on entry requirements and adherence to the admission processes and procedures.

4.4 HE applications and admissions will be monitored centrally and in line with data returns required by partner HEIs, HEFCW and the Welsh Government.

4.5 Transparency

Each College in conjunction with the HEI Partner(s) is committed to providing accurate and clear communication of information that will support students to make an informed decision about their course. The Grŵp requires the Marketing Manager in conjunction with the Programme Area Managers, HE Manager, the Learner Services Managers and the Assistant Principal Grŵp Curriculum to publish guideline entry requirements for all undergraduate programmes in all relevant communications, e.g. HE Prospectus, UCAS publications, College Website and HEI websites.

4.6 Approval of information by HEI

The college Marketing Manager is responsible for liaising with each partner HEI to ensure that all published information is approved by the HEI in advance

4.7 Consistency

In order to ensure consistency and fairness, the principles and procedures set out in this policy are followed for all undergraduate programmes. The Grŵp acknowledges that admissions processes may vary to some extent across subject areas depending on the nature of the programme.

4.8 Monitoring

The policy will be reviewed annually by the HE Quality Assurance & Standards Committee and approved by Tim Polisi and where appropriate, policies and procedures for the admission of students to undergraduate programmes may be revised in line with changes to the internal and external admissions environment.

4.9 Training

Staff with responsibility for the admissions process are provided with appropriate guidance in order to fulfil their role in accordance with Grŵp policy and procedures.

SECTION 5 ADMISSION REQUIREMENTS

5.1 Selection Principles

The Grŵp, in conjunction with its partner HEIs, endeavors to ensure that the selection process provides equal consideration for applicants who apply by the closing date. All selection decisions are made on the basis of merit and the ability of each applicant to meet the academic and non-academic criteria for admission to the relevant programme of study.

The selection criteria must treat all students fairly and not discriminate unlawfully because of marital or civil partnership status, gender, gender re-assignment, race (including colour, nationality, national origin or ethnic origin) disability, pregnancy and or parental status, sexual orientation, age, religion or belief, political or other opinion, social origin, association with a national minority, property, birth or other status.

5.2 General Entry Requirements

Applications are processed by admissions staff on the basis of information provided on the application form. All applicants are assessed as individuals and are given equal opportunities to demonstrate relevant skills and provide supporting information where required. In some cases the selection process may include other steps for example interviews in addition to the information provided on the application form. The criteria for assessment may vary across different programmes. Academic and non-academic entrance requirements are reviewed annually in line with the college's aim to provide fair and equal access to all prospective students who have the potential to benefit from and contribute to a quality education experience. The admission staff and Programme Area Managers should demonstrate flexibility where appropriate in response to individual applicants requesting adjustments to assessment methods.

In order to comply with the requirements of relevant professional bodies, applicants to certain vocational or professional courses may be required to satisfy the Disclosure and Barring Service (DBS) (previously known as Criminal Records Bureau) check. Applicants will be advised if a DBS or any other conditions apply when they are made an offer of a place.

5.3 Entry criteria

5.3.1 Minimum Requirements

The college in association with its HEI partners considers applicants with a wide range of UK, European and International Qualifications for admissions to our undergraduate programmes. The typical minimum entry requirement for admissions to an undergraduate degree programme at the college is detailed within the respective validation document and course handbook.

Applicants must satisfy the particular requirements of the course to which they are applying, which may include specific grades in named subjects. For all courses applicants must have a minimum acceptable level of literacy (typically Grade C or above in GCSE English Language or its equivalent) and numeracy (typically Grade C or above in GCSE Maths or its equivalent). Essential skills Wales, Functional skills, Key skills and Adult Literacy and Numeracy qualifications at Level 2 may be considered in lieu of GCSE English or GCSE Maths for some programmes.

For some undergraduate programmes, work placement and/or work experience is mandatory and there may be entry criteria specifically relating to this element of the programme which will be stated in the individual course information.

5.3.2 Applicants who have non-UK qualifications

Grŵp Llandrillo Menai welcomes applications from students with international qualifications. All international applications are referred to the International and Partnership Manager for consideration. Prospective applicants who wish to discuss whether their qualifications will meet the programme criteria should contact the Learner Services Team.

5.3.3 English Language Requirements

Teaching, assessment and student support will normally take place in either English or Welsh, unless otherwise stated. The admissions staff must be confident that the candidate has the proficiency in either the English or Welsh language necessary to succeed in the chosen course.

All applicants where English is their second language will require an approved English Language qualification to gain entry to Grŵp Llandrillo Menai if they have not already demonstrated that they can meet the normal required standard. Any offer made will incorporate this requirement as part of the conditions.

The college and its partner HEIs recognise a wide range of English Language qualifications and will be made an offer which is conditional on successful completion of one of the approved tests. Minimum acceptable scores for the most commonly presented English Language Qualifications and as listed within the validation document.

5.3.4 Accreditation of Prior Learning

Accreditation of Prior Learning is a process undertaken by the college and its associated HEIs in order to assess and, as appropriate recognise prior experiential learning or prior certificated learning for academic purposes. This recognition may give the learning a credit

value and allow it to be counted towards the completion of a programme of study.

Any decision on credit transfer or entry of students with advanced standing is an academic decision taken within the relevant HEI. Applicants are advised to check with the Learner Services in the first instance.

5.3.5 Direct Entry to Year 2 and/or Year 3

Applications may be considered from applicants who are seeking direct entry to Year 2/3. A transcript of units obtained is required from all applicants seeking direct entry to year 2/3. Applicants are advised to speak to the admission staff before making an application.

5.3.6 Applicants Seeking Deferred Entry

Grŵp Llandrillo Menai welcomes applications from students who wish to spend time gaining experience of work, voluntary service or travel after leaving school or college. This intention should be stated on the UCAS application form unless the individual intends to apply for entry during the gap year. Applicants who take a gap year should be aware that they should abide by the UCAS rules and timeframes for that application cycle for which they are applying.

5.3.7 Age and Vulnerable Adults

The College and its associated HEIs recognise that in some cases careful consideration may need to be given to someone's age or position as a vulnerable adult when applying for certain programmes. Please refer to the Grŵp's Safeguarding and Child Protection Policy and the Equality and Diversity Policy for further guidance.

5.3.8 Applicants Wishing to Reapply

Applicants who wish to reapply should contact the Learner Services Manager prior to making an application. Any decision on the eligibility of applicants who have previously held an offer of a place but failed to achieve the academic conditions at first attempt is an academic judgment. An Admissions Panel will consider and determine if the application should proceed. Such candidates should be aware that no guarantee can be given that another offer will be made, and that the conditions of any further offer may differ to those of the original.

5.3.9 Applicants Who Have Faced Exceptional Circumstances

If any applicant feels that their prior ill-health – or personal circumstance other than ill-health (for example, bereavement, or other difficult home or family circumstances) – may have affected their previous education, or grades received in past examinations, then they are welcome to contact the college to discuss this further. All formal requests for mitigating circumstances will be taken into account in the admissions process and should be supported by a full declaration about the nature of the circumstances. Where those circumstances are affecting or have affected current studies the correct course of action would be to notify the relevant exam board of those circumstances.

5.3.10 Applications from Excluded Learners

Grŵp Llandrillo Menai reserves the right to refuse admission to an applicant who has previously been excluded from this or any other educational establishment. Applicants previously excluded will be interviewed by the Admissions Panel.

5.3.11 Outstanding Debts

The college reserves the right not to admit an applicant who has outstanding debts with Grŵp

Llandrillo Menai. Applicants with outstanding debts to the college will be considered by the Admissions Panel.

5.3.12 Criminal Convictions

As part of our duty of care to members of our learning community, it is Grŵp Llandrillo Menai's policy to ask all applicants to disclose an unspent criminal conviction as part of their application. It should be noted that if an applicant is required to disclose a criminal offence and fails to do so it is considered a serious matter and is likely to lead to their application being rejected, or if admitted, to their registration and enrolment at the college being revoked.

Having a prior criminal record will not necessarily prevent an applicant from being offered a place; this may depend, for example, on the nature, timing and relevance of the criminal offence in question. The college may request further information about the nature or context of an applicant's criminal record.

All applicants disclosing an unspent conviction must be referred to the Assistant Principal, Learner Services. Applicants are advised to contact Learner Services for further guidance.

Where indicated in the prospectus or website, specific programmes may involve regular access to children and/or vulnerable adults and applicants may be required to undertake a DBS check. The college will send further instructions as part of the admissions process where this is the case.

5.2.14 Applicants Currently Serving a Prison Sentence

Any application received from an individual that is currently serving a prison sentence must be referred to the Assistant Principal, Learner Services to gain agreement from DfES. Without this agreement the college will not be funded for any places attended by prisoners.

SECTION 6 ADMISSION PROCESSES FOR FULL-TIME STUDENTS

6.1 UCAS Process

Grŵp Llandrillo Menai observes the procedure and deadlines for the handling of applications as set out by the Universities and Colleges Admissions Service (UCAS) and those of their associated partner HEIs. Overseas and European students should also apply through UCAS in the same way as students residing within the United Kingdom.

Applications for admission to full-time undergraduate courses should be made through UCAS online at www.ucas.com/students/apply

6.2 Deadlines

All applications for courses starting in September should be received by UCAS by the deadline date of 15 January of the same year.

Applications made before the closing date are considered equally against the stated selection criteria and in the context of the number of available places. Grŵp Llandrillo Menai may consider late applications where places are available. Grŵp Llandrillo Menai works closely with associate partner HEIs regarding target numbers and reviews these numbers on a regular basis.

6.3 Communication with Applicants

Formal responsibility for acknowledgement of applications and communications of the outcome rests with UCAS. Grŵp Llandrillo Menai and its associated partner HEIs also acknowledge receipt of individual applications and communicate directly with the applicant during the application process.

6.4 Applicants with Physical and or Learning Difficulties

Grŵp Llandrillo Menai welcomes applications from students with physical or learning disabilities or difficulties. The College will make reasonable adjustments to help ensure that disabled applicants have full and equal access to our admissions procedures and courses. The judgment about an individual applicant's academic suitability will be kept separate from any consideration of the applicant's disability-related support requirements.

Applicants are invited to indicate their disability status on their application form and we strongly encourage applicants to disclose any disability. Where candidates choose not to disclose their disability this may make it more difficult, or in some cases impossible, for Grŵp Llandrillo Menai to make adjustments. Disabled applicants are also advised to contact the college's Learning Support Team once an application has been submitted through UCAS to discuss any support requirements they may have in relation to the programme for which they have applied.

If any applicant feels that their physical or learning difficulty has meant that they faced exceptional circumstances which should be taken into account by the college when considering their application, they should refer to the section 5.3.10, Applicants Who Have Faced Exceptional circumstances.

6.5 Fraudulent Statements, Plagiarism and Omissions

Grŵp Llandrillo Menai and associate partner HEIs follow the UCAS procedures on fraudulent statements and omissions. Applicants should not omit any requested or relevant information, making any misrepresentation (for example, through plagiarism) or give false or misleading information at any point of the application process including after an offer is made. Should this occur Grŵp Llandrillo Menai reserves the right to dismiss an application, withdraw an offer of a place and/or revoke registration.

The UCAS Similarity Detection Service processes all personal statements received in support of an application in order to identify statements that show similarity. Both the applicant and the college will receive notification from UCAS of any cases where a significant amount of potentially plagiarised material is identified. At the discretion of Grŵp Llandrillo Menai, applicants who are identified by the UCAS Similarity Detection Service may be given the opportunity to submit a new personal statement in support to their application.

6.6 OFFERS

6.6.1 Conditional Offer

A Conditional Offer means that Grŵp Llandrillo Menai and its associated partner HEIs will offer an applicant a place providing certain conditions are met. Usually conditions are based on the completion of outstanding qualifications. Other conditions may include a satisfactory criminal record checks.

Each offer is specific to an applicant's individual qualifications and circumstances.

Applicants must typically meet the conditions set by the College by 31 August of the application year, unless otherwise stated in the prescribed course or professional body requirements, even if the offer is deferred for entry to the following application year.

6.6.2 Unconditional Offer

An Unconditional Offer means that the applicant has met the academic and non-academic entry requirements and has been accepted onto their chosen programme of study.

6.6.3 Unsuccessful Application

Applicants will receive an unsuccessful response if the college and its associated HEIs have decided not to offer them a place on the programme. Applicants can be unsuccessful for many reasons and should be aware that some programmes at the college receive more applications than the number of places available. Applicants who are unsuccessful in gaining a place on their chosen programme of study will be notified of the reason for this decision.

6.6.4 Withdrawn Application

An application may be withdrawn either by the applicant or by the college. In most cases if the college withdraws an application the reason will be displayed on UCAS Track. The college reserves the right to withdraw an offer up to the point at which it has been accepted by an applicant. In cases where candidates are required to attend an interview as part of the application process applications may be withdrawn if a candidate fails to attend without making contact with the college, or if an applicant is unable to attend and an alternative date cannot reasonably be found.

6.7 Interviews

Applicants may be invited for interview for a number of reasons. For some programmes an interview forms part of the selection process to provide each candidate with the same opportunity to demonstrate their knowledge, understanding and aptitude for the programme of study.

Applicants with a non-traditional academic background including those applicants transferring from another university or college may be invited for interview, in such cases interviews are used as an opportunity to find out more about the applicant's qualifications, motivation and preparations for undertaking the programme.

Interviews are also designed to ensure that an applicant understands the nature and demands of their chosen degree programme and provide an opportunity to visit the college, view facilities and meet members of the academic and support staff.

Some applicants (for example disabled applicants) may require adjustments at interviews to provide them with full and equal access to the process. The college is responsible for making reasonable adjustments where possible and will consult the Learning Support Team for further advice or information.

6.8 UCAS Extra

UCAS Extra runs from February until early July and gives applicants who are holding no offers a further opportunity to make an additional application or application. The College will declare

to UCAS the programmes for which they will accept Extra applications and these will be posted on the UCAS website at www.ucas.ac.uk

6.9 Clearing and Adjustment

The UCAS Clearing Scheme offers a final opportunity to applicants who have not secured a place by early August. The UCAS website contains further information on eligibility to enter the Clearing process.

Each year some applicants pass exams with better results than expected. The Adjustment process is for applicants who meet and exceed the conditions of their Firm choice. It provides an opportunity for them to reconsider where and what to study.

The UCAS website contains further information on the Adjustment period.

The college will publish any vacant places on the UCAS website and the college website and may offer them to suitable candidates. Applicants are advised to contact the college directly to enquire about possible vacancies.

6.10 Confirmation

Confirmation is the name given to the period in August each year when the educational establishment receives A Level and other UK and International qualifications for applicants who have accepted Conditional offers (some awarding bodies e.g. BTEC / EdExcel do release their results earlier in the summer). On the basis of these results, applicants who achieve the grades required by their Conditional offer have their place confirmed. Applications from those students who have not met the required grades may be reviewed and their places may be confirmed if there are places still available on their chosen programme.

6.11 Feedback

Unsuccessful applicants may wish to request feedback on the reason for the outcome of their application. All requests for feedback must be made in writing to the Assistant Principal, Learner Experience and signed by the applicant. Generally, where applicants request feedback on why they have not been admitted, feedback will be given, via UCAS Track.

SECTION 7 PART-TIME ENTRY

7.1 The college welcomes applications from a diverse range of students. The same principles and values that inform Grŵp Llandrillo Menai admissions also inform part-time and mature admissions. However, this policy recognises that there are specific and necessary differences in applying to college as a mature or part-time student. One key difference is that application to the college as a part-time student is not administered via UCAS. Consequently, this section of the Grŵp Llandrillo Menai Higher Education Admissions Policy identifies key areas of non-standard entry where alternative processes and procedures are required. Otherwise the standard policy applies.

7.2 Part-time Study – Direct Applicants

Applicants for part-time programmes should apply directly to the college rather than through UCAS by using the Application Form which can be found on the website and in the Higher Education Prospectus. Applicants are asked to provide proof of the qualifications required for the programme. Applicants will typically be invited for a short interview; they will be informed of the outcome of this and of any further conditions for entry requirements or employment

7.3 **Pre-entry Guidance for Part-time**

Impartial and confidential advice and guidance for candidates who are considering returning to education are available from the Learner Services Team. The service is available for those looking to study full-time or part-time. For more information applicants should visit the website www.gllm.ac.uk or telephone 01492 546 666

7.4 **Deadlines for Part-time Entry**

Applications for part-time programmes do not follow the same UCAS deadlines and can be accepted later in the year however it is recommended that applications are received by the 28th August of the year of entry.

7.5 **Communication**

Communication with part time applicants that have applied through UCAS will be made through UCAS. Applicants who have applied directly to the college to study part time undergraduate programmes will be communicated directly by mail or email by Learner Services.

7.6 **Part-time applicants with individual needs**

7.6.1 Prior to application, candidates wishing to study part-time and who have individual needs are encouraged to discuss this with the Learning Support Team at the college. This will not prejudice their application. Applicants with a disability or health related issue are strongly encouraged to notify the college as soon as possible through the direct entry application form.

7.6.2 Applicants to part-time programmes received by the college who indicate a disability or health related issues will be sent additional information about the support available to them and will be referred to the Learning Support Team who will remain in contact with them if they are made an Unconditional or Conditional offer.

SECTION 8 APPLICANTS' PERSONAL DATA

8.1 Grŵp Llandrillo Menai complies with UCAs regulations and with the Data Protection Act with regards the handling of personal data.

8.2 By signing the application form, applicants give permission to Grŵp Llandrillo Menai to process their personal data for the purposes of managing the college admission procedures.

8.3 Grŵp Llandrillo Menai will:

- Seek the minimum data required
- Ensure all personal data is kept secure and confidential and only used for the purpose collected
- Maintain and retain data in accordance with statutory requirements

8.4 Applicants and their referees should note that under the Data Protection Act 2001,

references on UCAS applications are no longer confidential and details of references will be released by UCAS upon request by the applicant on payment of the appropriate fee.

- 8.5 If applicants have any concerns with regard to the processing of their personal data they should contact The Registry Team.

SECTION 9 FEES AND FINANCIAL SUPPORT

- 9.1 Grŵp Llandrillo Menai reviews and publishes its fees annually.
- 9.2 Fees due will be collected in line with Grŵp Llandrillo Menai's Fee Policy and are non-refundable.
- 9.3 The college offers equivalent financial support to part-time students as for full-time students on a pro-rata basis. Information about the levels and kinds of support available and assessing eligibility for financial support can be found on the college website and in the Undergraduate Fees and Finance Support guide. <https://www.gllm.ac.uk/learner-information/financial-support-and-finance/>

SECTION 10 COMPLAINTS AND APPEALS

- 10.1 Coleg Llandrillo, Coleg Menai and Coleg Meirion Dwyfor will consider all applicants fairly and effectively in line with the procedure outlined in this document. Grŵp Llandrillo Menai strives to maintain consistent high standards in providing an admission service; we recognize that things can sometimes go wrong and that applicants may consider they have grounds for a complaint or an appeal.
- 10.2 For the purpose of this policy an appeal is defined as a request by an unsuccessful applicant for a formal review of the outcomes of the admissions decision. Appeals will normally be considered only if there is evidence of material irregularity in the decision making process.
- 10.3 A complaint is defined as an expression of dissatisfaction with the way in which the college's admissions policy or procedures have been applied to reach an admission decision.
- 10.4 Please note that a complaint or an appeal which merely seeks to dispute the academic judgment of the admission team will not be considered.
- 10.5 Applicants who wish to make an appeal or complaint should write to the Executive Director, Academic Services clearly detailing the grounds for the complaint or appeal.

On receipt of a complaint Executive Director, Academic Services (or nominee not involved in the admissions process) will review the decision to reject the applicant. Following review of this decision the Assistant Principal Learner Experience, or nominee will write to the applicant given grounds for the decision. This decision will be final.

SECTION 11 MONITORING AND EVALUATION

The performance and compliance of this policy will be reviewed on an annual basis by the



Director Learner Services and monitored by the HE Quality Assurance and Standards Committee. All amendments to the HE Admission Policy must be approved by Tim Polisi.

SECTION 12 FURTHER INFORMATION

Applicants should contact the Learner Services Team for information relating to courses and admissions to Grŵp Llandrillo Menai. All queries should be directed to Learner Services in the relevant college:

Coleg Llandrillo

Rhos-on-Sea Campus
Llandudno Road
Rhos-on-Sea
Colwyn Bay
Conwy
LL28 4 HZ

01492 546 666 ext. 288

Coleg Menai

Bangor Campus
Ffriddoedd Road
Bangor
Gwynedd
LL57 2TP

01248 370 125

Coleg Meirion Dwyfor

Pwllheli Campus
Penrallt
Pwllheli
Gwynedd
LL53 5EB

01758 701 385

PUBLICATION OF POLICY

This policy will be made publicly available bilingually on the Grŵp website, in programme handbooks/VLE and will be available to all members of staff via the Grŵp Portal.

Policy approved by: Tîm Polisi Policy

Approval date: August 2015

Policy Review Date: August 2016

Next Due for Review: August 2018