

# Policy 2

## Recruitment, Selection and Admissions Policy

### 1. Introduction

London Film Academy (LFA) regards the effective operation of its student recruitment, selection and admissions process as vital to its success.

### 2. Terminology

In the context of this policy:

**Admissions** is taken to include all arrangements whereby students are informed about LFA, apply for its courses, are selected for enrolment and are introduced to the requirements of their chosen courses.

### 3. Scope

This policy covers arrangements by which students are initially informed about LFA and enabled to select appropriate courses, together with applications for enrolment, diagnostic testing, selection, enrolment and the systematic induction of new students.

### 4. Aims

The overall aim of the policy is to ensure that LFA operates a clear, fair and consistent set of arrangements to recruit, select and admit students, and to introduce them to their courses.

### 5. Objectives

The objectives of the Admissions Policy and its related procedures are:

- to foster among staff, tutors and students a strategic approach to learning which recognises the importance of active engagement, reflection and the development of independent learning skills
- to ensure that all promotional materials used to inform prospective students about LFA are accurate, complete and fit for purpose
- to ensure that any student recruitment activities on a face-to-face basis, which are commissioned or directly organised, are managed efficiently and professionally and that prospective student enquirers are dealt with in a courteous and supportive manner
- if and when recruitment agents are used in the process of student recruitment, to ensure that they operate to the expected and published standards of LFA and that their activities are regularly monitored
- to ensure that information for prospective students includes appropriate and accurate guidance about welfare and pastoral services, as well as specific material to assist students who may come from outside the UK.
- to ensure that selection criteria are fair, reasonable and clearly stated
- to ensure that all employees dealing with student selection work with prospective students in a supportive and friendly manner



- to make arrangements for the efficient and confidential recording of all decisions concerning selection and to ensure that all communications with prospective students are conducted in a supportive and non-bureaucratic manner
- to make arrangements to permit the recognition of prior learning in appropriate instances and ensure support for any students who make an application through RPL
- to manage diagnostic testing, where required, with efficiency and sensitivity
- to ensure that successful applicants are fully informed about LFA's enrolment requirements
- to ensure that applicants who have not been offered a place are informed in a sensitive and supportive manner
- to ensure that all complaints and appeals about the student admission process are dealt with in an efficient, fair and reasonable manner
- to ensure that the induction of new students is organised in a timely, supportive and informative manner and that induction outcomes are appropriately evaluated
- to review on a regular basis the operation, currency and fitness for purpose of all procedures relating to student recruitment, selection and admissions.

## 6. Related procedures, internal and external reference points

### 6.1 Related procedures

- [LFA Procedure 2.1 Recruitment and selection](#)
- [LFA Procedure 2.2 Recognition of prior learning](#)
- [LFA Procedure 2.3 Induction](#)
- [LFA Procedure 2.4 Tuition fee refund and compensation](#)
- [LFA Procedure 2.5 Student protection plan](#)

*Additional procedures may be issued if an identified need for further guidance or clarity emerges.*

### 6.2 Relevant external reference points

- [UK Quality Code for Higher Education](#) and QAA guidance
- Relevant guidance from Advance HE
- Office for Students guidance and regulations (OfS)

### 6.3 Relevant internal references

- [LFA Student Handbook](#)
- [LFA Procedure 3.1 Student welfare and pastoral care](#)

