Higher Education Admissions SOP

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2026/27 Onwards

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Responsible Owner:
Head of Admissions and Information Services

Summary of Contents
The Standard Operating Procedure outlines the process the College will follow to ensure a consistent approach to HE admission and enrolment of students into the College.

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Curriculum Planning, Admissions and Course Cancellation SOP

Higher Education Admissions and Course Cancellation SOP

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N/A

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1.0 Change History

Changes to this SOP are documented in Appendix 1 of this document. When reading electronic copies of this document, you can click here to view the change history.

2.0 Summary

2.1 SERC recognises an applicant's first contact with the College is often through the applicant recruitment process. Therefore, the College is committed to creating a clear and 'applicant focused' recruitment process, showcasing the College's courses and support services, while also guiding applicants in both their course choices and each step of the application and enrolment process.

This SOP aims to bring together the Higher Education applicant application and enrolment experience. It will also detail the process for those applying through UCAS.

This SOP takes account of all aspects of assessing an applicant's suitability for a course. SERC acknowledges that the decision to offer an applicant a course place goes beyond purely an assessment of academic suitability for the course. The College has a responsibility to consider any learning support requirements or reasonable adjustments that may need to be put in place to enable the applicant to attend College. In addition, the welfare of all staff and applicants must be considered, through the review of disclosed criminal convictions.

2.2 This SOP outlines the admission and course cancellation processes which meet the requirements of the Admissions, Recruitment and Widening Access Section of the Quality Code; Competition and Markets Authority guidance for Higher Education; and Awarding Organisation requirements.

3.0 Scope

This SOP will apply to all admissions at SERC. It will outline all aspects of the admissions process and will bring together the application and enrolment process.

This SOP meets the guidance of the Quality Assurance Agency (QAA) Quality Code, in maintaining effective quality assurance practices.

This SOP also meets Competition and Markets Authority guidance for Further & Higher Education, and Awarding Organisation requirements.

4.0 Procedure for Higher Education Admissions

4.1 Course Descriptors

Course descriptors must detail all entry criteria and costs pertaining to each individual course. Where a course requires a valid Access NI certificate, this information must be included in the course descriptor information.

Communications and Marketing use this information to promote courses. Courses will not be promoted unless a course descriptor is available online, this avoids confusion and customer inconvenience at enrolment periods.

Creating and Maintaining Descriptors

The Senior Admissions Officer will liaise with Principal Lecturer, or their nominated representative, to create, approve, upload and maintain online course descriptors using the Course Descriptor App. At key times through the year (see Appendix 2) course descriptors will be reviewed and updated and/or new courses will have descriptors created.

All Higher Education course descriptors will be updated annually for the academic year sixteen months ahead.

The Senior Admissions Officer will provide final signoff prior to course descriptors being published on the website.

All full-time Higher Education course descriptors will be uploaded to the UCAS website in parallel with the SERC website.

Quality Monitoring for Descriptors

The Senior Admissions Officer will monitor the overall quality of course descriptors in relation to:

- Presence of course descriptor for all live courses
- Completion of all fields in the descriptor
- Grammar/spelling
- Match with exemplar/template
- Readability/appropriate for customer

Where quality issues arise, the Senior Admissions Officer will liaise with nominated school contact to address these.

A template and exemplar (Appendix 3) will be kept by the Senior Admissions Officer, which will be subject to annual review to ensure that there is a true reflection of the SERC learning experience.

The Senior Admissions Officer will work with the Principal Lecturer, or their nominated representative, to improve quality where issues arise.

Use of Descriptors for Customer Queries

Customer facing staff providing course information and guidance will use the course descriptors in the first instance. This will help to manage the number of calls/queries transferred to academic staff and will provide instant information for the applicant.

The Senior Admissions Officer or nominated appointees will provide feedback regarding the content of descriptors and highlight any opportunities for improvement.

Admissions Criteria

The Awarding Body/Validating Organisation will determine the minimum entry criteria. The College reserves the right to enhance the criteria for all courses based on demand and required academic standards as specified by the awarding body.

Applicants are required to upload documentation to provide evidence of the entry criteria being met.

4.2 College Open Days

The College will run a minimum of two open events to showcase College facilities and courses, giving prospective applicants the opportunity to gain an insight into College life.

The College will hold an open event in June which can be used to facilitate the pre-entry advice and guidance sessions for part time HE students.

4.3 Application, Pre-Entry Guidance and Communication Process

4.3.1 Course Wizard

The College website course finder includes a Course Selection Wizard to assist applicants in their course choices. The wizard will guide applicants in their search for courses of the appropriate type, level, location, and mode of study. Applicants who are still unclear about their

career choices submit a request to be contacted by the Careers department at the end of the wizard. Applicants will also be able to request contact from other College Support Services including Learning Support and Student Finance.

4.3.2 Course Applications

Full time applicants can apply for up to three full time courses, while there is no limit on the number of Part-Time courses that can be applied for on the online application portal. Applicants can use the Wizard to help assist them in their course choices. Higher Education applicants should only apply for courses at Level 4 or above.

Following submission of a course application the prospective applicant, from here on known as the applicant, will receive an acknowledgement email.

4.3.3 Applicants under the age of 18 years of age

Applicants who are under the age of 18 at the point of enrolment will be considered using the same academic admissions criteria as all other applicants.

Where an applicant under the age of 18 is offered a place, they will be treated academically as an adult learner and will participate in the same classes, assessments, student representation structures and higher education learning environment as other students. However, parents/guardians remain responsible for the young person outside the College's educational responsibilities, and the College does not act in loco parentis.

Prior to enrolment, the following additional requirements apply:

- Completion of an individual assessment by the College to consider any safeguarding, welfare and support arrangements that may be required.
- Provision of parent/guardian and emergency contact details for inclusion within College records.
- Confirmation that the applicant and their parent/guardian understand the nature of the higher education environment and the support arrangements available.

4.3.4 International Applications

An international applicant is defined as a student who does not qualify as a resident or citizen of UK/Ireland or an EEA National with pre-settled or settled status in the UK and was granted a Student visa.

International applicants, at the point of enrolment will be considered using the same academic admissions criteria as all other applicants.

The process for admissions for International Students can be found in Recruitment and Monitoring of International Students SOP.

4.3.5 Application Process

Applicants applying through the UCAS system, will receive an acknowledgement from SERC. The details they have entered into the UCAS system will be copied to the SERC Student Manager Application system.

Step 1 - Online application (for those not applying through UCAS)

Complete an online application. All SERC applicants must apply online www.serc.ac.uk. They can do this independently or on any SERC Campus (via the Learning Resource Centres). An

automatic acknowledgement email will be sent on receipt of application and advising of next steps.

If the application flags that an additional assessment is required (this could be a learning support / reasonable adjustment or the disclosure of a criminal conviction) a member of the Learning Support team will be in touch. (See Learning Support SOP)

Step 2 – Assessing Applications for suitability

Course teams will assess each application and make offers which are conditional upon subsequent achievement in examination. A 'sense' check will be applied to confirm that the applicant appears to be suitable for the course based on existing qualifications and/or examinations still be to taken. In certain circumstances, the applicant may be required to take part in some form of pre-entry assessment. This may include an audition, submission of a portfolio, or attendance at a college event. Information on any additional assessment will be determined by the course team prior to publication and displayed on any communication to the applicant.

UCAS applications will be considered in line with UCAS deadlines.

Step 3 – Communication of Offers

Applicants will receive a conditional offer if they have not yet attained the entry requirements and an unconditional offer if they already meet the course entry requirements. Students holding an unconditional offer will be progressed to ENRNOFEE status to hold their place on the course. Applicants not wishing to take up their place will be removed from the system.

Applicants who have applied through UCAS will also receive communication through their UCAS account. Those who have applied directly, will receive email confirmation of their offer via their email.

Part time HE applicants will move to 'Application Approved' if they meet the entry requirements.

Applicants who do not meet the requirements to receive an offer will be set to 'Further guidance sessions to follow'. This could be as they have not complied with the additional assessment required for the course. Applicants who are unsuccessful will be set to 'Entry Requirements Not Met' and the relevant course team will direct and support applicants to a more appropriate course option. The applicant can also be referred to the Careers Team for further advice and guidance.

4.3.6 **Reasonable Adjustments**

The Special Educational Needs and Disability (Northern Ireland) Order 2005 ("SENDO") prohibits discrimination against disabled applicants and prospective applicants by schools and institutions of further and higher education. It introduces the duty not to discriminate against disabled people or applicants to further and higher education institutions. It is unlawful for the College to discriminate against a disabled person: in the arrangements it makes for determining admissions or enrolments to SERC; in the terms on which it offers to admit or enrol a person; and by refusing or deliberately omitting to accept an application for admission or enrolment.

SENDO legislation also requires that SERC make reasonable adjustments to ensure that any applicant with learning difficulties and/or disabilities is assisted while going through the admissions and enrolment process and in the progression and completion of their studies. The duty to make reasonable adjustments is an anticipatory and a reactive duty owed to all disabled people and applicants. However, adjustments cannot be made to the minimum entry criteria/competence standards.

SERC is committed to ensuring that it complies fully with this legislation and that it provides the best possible opportunities for every applicant.

SERC welcomes applications from learners with learning difficulties and/or disabilities. There may be times, however, taking into account the resources of the College, when the nature of a student's ill health or behaviour requires support and adjustments beyond the expertise or capacity that the College can reasonably offer.

If an applicant declares that they have a disability, learning difficulty or long-term medical condition (defined as lasting in excess of 12 months) their needs will be assessed by staff from the learning support unit in line with the Learning Support SOP (Admissions section). An offer of enrolment may be rescinded if it is found that the College cannot reasonably meet the needs of an applicant.

4.3.7 Disclosure of Criminal Convictions

SERC is committed to ensuring the safety and wellbeing of all applicants, trainees, and staff while they attend the College. SERC is also committed to making sure that there is an equality of opportunity for all applicants including those with criminal convictions.

To help the College fulfil its commitments, all applicants must declare whether they hold or have held any convictions at the time of their application. If an applicant discloses a criminal conviction(s), he or she will not automatically be excluded from the application process. The disclosure of a criminal conviction means that the College will apply the Criminal Conviction Process. This process allows a senior manager to consider the disclosure in the context of the occupational area that the applicant has applied to, the nature of the offence and the responsibility for the care of staff and applicants. Where appropriate a risk assessment and management plan will be completed and agreed with the applicant prior to the offer of a place on a course.

This is a separate and confidential process which is completed in keeping with Data Protection principles. Affected applicants will be advised about the outcome of this process separately and as quickly as possible. Where a current/previous conviction may preclude an applicant from doing a particular course, alternative appropriate courses may be offered. However, if the College becomes aware of an offence that has not been disclosed, it will review the risk and decide if the student must withdraw from the course (if enrolled) or be prevented from enrolling.

If an applicant declares that they have a previous criminal conviction, when completing their on-line application, they will automatically be directed to the Criminal Conviction Process. Any queries relating to the Criminal Disclosure Process can be directed to the Customer Services Team.

The applicant may be offered a conditional offer or place on the programme pending the outcome of any risk assessments. However, any such offer may be rescinded once the outcomes are known.

Step 4 – Confirmation of Qualifications on Entry and Enrolment

4.3.8 Direct Entry Applicants with a Conditional Offer

Applicants are required to upload/submit documentation to their application account to provide evidence of the entry criteria being met. The Course Co-ordinator/Tutor will check and approve the qualifications on entry.

On results day, applicants with a Conditional Offer must log on remotely and upload their results. The College LRCs will be available for this also. These applicants are considered on a 'first come, first served' basis; and will be treated as a priority, providing that they upload results before the 10am deadline.

If all entry criteria have been met and confirmed by the course co-ordinator/tutor, the applicant status will be updated to 'Enrnofees' and a confirmation email will be sent. This email will detail the Finance documents that are needed to progress the student to enrolment. Students must confirm who they intend to fund their studies and therefore must upload either their Student Award Letter or a Direct Debit mandate.

If the qualification documentation does not meet the specific requirements, the applicant will be asked to resubmit their documentation. If entry criteria are not met, the applicant will be advised by the Course Co-ordinator/tutor by email. The Course Co-ordinator/Tutor will endeavour to direct the applicant to a more appropriate course option or refer them to the Careers Team for further advice and guidance on their next step. The Applicant will be moved to 'Entry Requirements Not Met (Unsuitable for Course).

The list of acceptable qualifications for equivalency to English and Mathematics for Ulster University is available via the following link: GCSE Equivalence - Ulster University

4.3.9 UCAS Applicants

The college will be provided with applicants' qualifications results via the UCAS website. Where this is not possible, the applicant will be informed and the college will ask them to submit their grades via the student manager app. Applicants who are holding a firm offer and/or insurance offer will be moved to 'ENRNOFEE' confirming their place (subject to finance checks).

4.3.10 Applicants without a Conditional Offer / New Applicants

Enrolment will take place on all four main campuses.

The enrolment days will be advertised in the local press and prospective students who have not yet applied will be welcome to attend.

Prospective students will be asked to complete an online application or to update their online application with their exam results if they haven't already done so. These later applicants are then directed to the pre-entry advice and guidance area if required for their chosen subject. Applicants will be seen on a 'first come, first served' basis.

4.3.11 Accreditation of Prior Experiential Learning

The College Accreditation of Prior Learning process recognises learning applicants may have gained through work or other experience and study not previously attested through formal education or certification.

Applicants who feel they may be eligible to be considered for a place on a course through this process, must demonstrate their experiences through the development of a portfolio of evidence demonstrating their achievements. The requirements can be discussed at the pre-entry advice and guidance session. (see Higher Education Accreditation of Prior Learning SOP)

Any queries regarding Accreditation of Prior Experiential Learning should be directed to the Course Director/Course Coordinator.

For further guidance please refer to the Higher Education Programme SOP, Section 9 Accreditation of Prior Learning in HE.

4.3.12 Admission Appeals

Unsuccessful applicants have the right to Appeal the decision.

Appeals should be submitted via the Complaints Process and will be dealt with as an Admissions Appeal. The appeal will be forwarded to the Head of School who will consider the evidence and advise on the outcome via email within 5 working days.

Complaints specific to course admissions will be acknowledged within 2 working days from receipt of complaint and responded to within 5 working days from date acknowledgement is sent.

If an applicant is dissatisfied with the College response, they have the right to appeal. Appeals should be submitted in writing, with full details of the grounds for appeal, to the Principal and Chief Executive.

If the Applicant is dissatisfied with the outcome of the appeal, they have the right to refer the appeal to the Awarding Organisation and then to the Northern Ireland Public Services Ombudsman.

4.3.13 **Confirmation of Enrolment**

The Senior Admissions Officer will oversee the checking of all uploaded documents relating to how students will fund their studies. These will be checked daily. Students who have uploaded the correct documents will be moved to 'Enrolled'. Students who have not submitted the correct documents, will receive a follow up request for this information.

Students who are enrolled on accredited courses are required to provide some form of ID e.g.:

- Birth Certificate
- Passport
- Driving Licence
- Deed of Name Change Document
- Marriage Certificate
- Proof of Identity/Age Card Resident Permit/ID

4.4 Keeping in Touch Communications

SERC will maintain regular email communication with applicants during each step of the application process. As well as focusing on the actual application and enrolment process the communications will introduce applicants to the range of Support Services the College offers and highlight 'Good News' stories on the achievements of current applicants.

4.5 Part-time Enrolment

Part-Time applicants follow the same process as Full-Time applicants. The outcome of the mandatory pre-entry advice and guidance session will either be the offer of a place on the course, or if unsuccessful, directed to another line of study. Their enrolment status will be updated by the tutor to 'application approved' and the applicant will be referred to Customer Services to complete the enrolment process and pay for their course. All Part-Time applicants are required to make payment for their course at the point of enrolment in line with the terms set out in the College Fees Policy.

Part-Time applicants looking to enrol after the Part-Time enrolment evenings, will be contacted by the School to arrange a pre-entry advice and guidance session. Course teams should check their application lists weekly to ensure that all applicants are contacted.

4.6 Enrolment After Results Day

Academic staff will be available on a rota basis for any applicants who wish to enrol between enrolments days and the start of term. Academic staff will follow the same enrolment processes for each applicant regardless of when they come to enrol.

Course teams should check their applications daily to ensure that all new applications are attended to in a timely fashion.

The School Support Officers will receive an alert of any new applications made after enrolment days via email

Notification of Course Enrolment

All applicants will receive an email and a text message confirming their start date and time. This will be issued by the Senior Admissions Officer

Enrolment After Course Commencement

Applicants may still apply post commencement of the Course Start Date. Course teams should continue to check, in conjunction with the alerts, their application lists to ensure that late applications are dealt with appropriately.

5.0 Complaints

If an applicant wishes to lodge a complaint about the admissions process, they should refer to the College's Complaints Process, available at link Complaints and Compliments Policy - SERC

6.0 Responsible Owner

It is the responsibility of Senior Admissions Officer to ensure that this procedure is implemented, adhered to and reviewed.

7.0 Communication Plan

This SOP will be available on the Learning Engine on the Staff Intranet and the SERC website under 'Public Information'.

8.0 Review

This procedure will be reviewed annually, or when the need for change has been identified.

Appendix 1: Document Change History

Version	Date	Change Detail
1.0	July 2023	Transferred to new Accessibility Template
1.1	August 2023	Step 2 – Pre-Entry Advice and Guidance Sessions paragraph updated to facilitate the potential Industrial Action. Step 3 – Skills Assessment paragraph updated to facilitate the potential Industrial Action.
1.2	April 2024	4.3 PEAG and Skills assessments are no longer mandatory and are at the discretion of each school. Conditional offers may be rescinded following the outcome of any risk assessments. In certain circumstances the number of conditional offers issued may be limited to the number of places available on the course. Responsible Owner title updated to Head of Admissions and Information Services
2.0	March 2026	2.1 it will also detail the process for those applying through UCAS - added All full-time Higher Education course descriptors will be uploaded to the UCAS website in parallel with the SERC website - added 4.1 Replace Head of Admissions and Information Services with Senio Admissions Officer Replace Deputy Principal Planning, Performance and Engagement with Senior Admissions Officer Principal Lecturer, or their nominated representative – replaced Head of School The accuracy and completeness of course descriptors will form part of the Compliance Audit Schedule which will be overseen by The Head of Admissions and Information Services - removed 4.3.3 Applicants applying through the UCAS system, will receive an acknowledgement from SERC. The details they have entered into the UCAS system will be copied to the SERC Student Manager Application system – added 4.3.5 (March/April for UCAS applicants) added Those applicants applying through UCAS, who have applied by the date of equal consideration, need to attend before the end of April to ensure their decision is communicated on time – added 4.3.6 and there are places available – added For UCAS applicants, this will be communicated as an ‘Unconditional Offer’ – added 4.7 reference to under 18 added as per CMA recommendation 6.0 Head of Admissions and Information Services changed to Senior Admissions Officer

2.1	July 2026	4.3.11 - updated to include ID check for all enrolled students
2.2	September 2026	New sections added as per CMA guidance. 4.3.3 Applicants under the age of 18 years of age 4.3.4 International Applications

Appendix 2: Higher Education Timeline of Events

Title	Event	Timeframe	Responsible Owners
Course Offering	Course offering review	March / April	Head of Quality, Intelligent Analytics, Heads of Schools, Training programmes Manager
Course Offering	Provision updated and rolled over	April	Data Quality Unit
Course Offering	Course Descriptors updated	April / May	Senior Admissions Officer, Deputy Head of School, School Support Officers
Course Offering	Course Descriptor checking	May	Senior Admissions Officer, supported by Communications & Marketing
Course Offering	Course provision signed off	May	Data Quality, Heads of School
Course Offering	Prospectus sign off	May	Communications and Marketing, Director of Strategic Planning Quality and Support
Course Offering	Live for applications	November	Systems Development, Data Quality, Admissions
Course Promotion	School Visits	Oct – April	Communications & Marketing, Careers, Training Organisation
Course Promotion	HE Prospectus Launch	November	Communications & Marketing
Course Promotion	College FT Open Day (online applications)	November & March	Communications & Marketing, Customer Services, Training Organisation
Pre-Entry Advice & Guidance for applicants	Pre-Entry Advice & Guidance Sessions	April – June (Response to applicant at each stage of the process within 5 working days)	Schools
Contact with Applicants	Keeping in Touch Communications	June – August	Senior Admissions Officer
Enrolment	August Enrolment Days	Held on A Level results day each year (Place on course will be confirmed at this point)	All SERC Staff

Appendix 3: Course Descriptor Template and Exemplar

Template

NAME OF SCHOOL

(Main Areas of Study)

Awarding body

Course Code: insert unique course identifier code

Campus: list all campus on which course will be delivered

Status: FULL-TIME / PART-TIME (delete as appropriate)

COURSE OVERVIEW

In this section you must include ow course if delivered i.e. classroom based / placement etc including hours. It must include purpose and objective and highlight where qualifications could lead. It should outline core modules and skills that will be covered for duration

CONTACT HOURS PER WEEK

No of hours contact time to include practical classes, lectures, workshops or tutorials

MANDATORY ADDITIONAL STUDY

Maximum of hours per week average over the academic year

PERSONAL STUDY

No of hours maximum studying and preparing assessments in student's own time per week, including use of online materials

PLACEMENT

How many days per week to attend college and how many to attend vocational placement for up

MANDATORY MODULES

Mandatory modules are:

- List all mandatory modules

ENTRY REQUIREMENTS

List all entry requirements

Candidates must be at least 18 years old and meet the following criteria:

Criteria	Response
GCSE English	
GCSE maths	
UCAS	
Access Diploma	
International requirements	
Admissions	

APEL	
Additional Skills	

HOW WILL I BE ASSESSED AND GIVEN FEEDBACK?

List all the assessment methods that may be used. These can include examinations, coursework, Project Based Learning, presentations, practical, posters, leaflets, role-play, and exams. Demonstrate how feedback will be given e.g. will oral, written and online feedback will be provided during course and how will these help student improve and monitor performance?

WHERE WILL IT TAKE ME?

List progression routes including further study or employment in the relevant field. Detail the credits the qualification will give student and how it can be used to apply to related Degree programmes. Cite examples of previous progression routes for former students.

HOW WILL IT MAKE ME MORE EMPLOYABLE?

Detail how course will upskill student

ADDITIONAL COSTS

Detail any additional costs here not covered by fees, i.e. ACCESS NI , course materials, course trips/residentials etc

ACCREDITATION

Name of Course and Provide and regulating / awarding body

MINIMUM NUMBER TO RUN COURSE

State minimum number of applicants to be enrolled for course to run

Exemplar

School of Health and Early Years

(Early Years | Health and Care | GCSEs)

Pearson BTEC Level 4 Higher National Certificate in Health Care Practice (RQF)

Course Code: 78501

Campus: Newtownards and Lisburn

FULL-TIME

COURSE OVERVIEW

This course is delivered through a combination of classroom teaching and a 225-hour work placement in a relevant Health and Social Care workplace. This may be your current job if suitable. Both of these elements are a compulsory part of the course. It is the student's responsibility to identify their own placement. Support for this will be provided during induction.

The purpose of Pearson BTEC Higher National Certificate in Health Care Practice is to develop students as professional, self-reflecting individuals able to meet the demands of employers in the social and community work sector and adapt to a constantly changing world. The qualifications aim to widen access to higher education and enhance the career prospects of those who undertake them.

There is a focus on helping you to develop the knowledge, skills and values necessary for continuing education, employment and professional development within the Health and Social Care sector. You will be encouraged to develop and reflect on your learning within a continuous learning environment.

CONTACT HOURS PER WEEK

15 hours contact time to include practical classes, lectures, workshops or tutorials

MANDATORY ADDITIONAL STUDY

Maximum of 3 hours per week average over the academic year

PERSONAL STUDY

22 hours maximum studying and preparing assessments in your own time per week, including use of online materials

PLACEMENT

This will require you to attend college for 3 days a week and to attend your vocational placement for up to 2 days a week

MANDATORY MODULES

Mandatory modules are:

- Law, Policy and Ethical Practice in Health and Social Care Health & Safety in the Health & Social Care Workplace
- Demonstrating Professional Principles and Values in Health and Social Care Practice
- Supporting the Individual Journey through Integrated Health and Social Care
- Fundamentals of Evidence-based Practice
- Health Education in Action
- Effective Healthcare Practice using Maths
- Anatomy and Physiology for Health and Ill-Health

ENTRY REQUIREMENTS

Candidates must be at least 18 years old and meet the following criteria:

Criteria	Response
GCSE English	GCSE English Language Grade C or above or Equivalent
GCSE maths	GCSE Mathematics Grade C or above or Equivalent
UCAS	A minimum of 64 UCAS tariff or equivalent which may include: • 2 A levels • Level 3 BTEC Diploma/Extended Diploma • Level 3 CACHE Extended Diploma
Access Diploma	Access Diploma in Foundation Studies with an overall average of 58%+ International requirements Common European Framework of Reference (CEFR) level B2
International requirements	PTE 51 • IELTS 6.0; (minimum of 5.5 in all skills) • Or equivalent (Examples of equivalent qualifications would be a GCSE in English, Level 3 Programmes, Essential Skills in Literacy – Level 2, ESOL Level 2 or another qualification gained at an Institution within the UK).
Admissions	Successful completion of the admissions process
APEL	Provide evidence of ability to undertake the programme by meeting the requirements for the accreditation of prior experiential learning. Further details on APEL can be found in the admissions section
Additional Skills	Experience of work or placements in the health and social sector are desirable criteria

HOW WILL I BE ASSESSED AND GIVEN FEEDBACK?

Students are assessed using a range of different methods. These include examinations, coursework, Project Based Learning, presentations, practical, posters, leaflets, role-play, and exams. This is dependent on the requirements of each unit of study. Oral, written and online feedback will be provided during your course to help improve and monitor performance.

WHERE WILL IT TAKE ME?

Progression routes include further study or employment in the relevant field. This qualification will give you a minimum of 120 credits which you can use to apply to related Degree programmes. Previous SERC Graduates have successfully applied to Degrees in Nursing, Midwifery, Social Work, Occupational Therapy, Psychology, Youth work, Speech & Language Therapy and associated Social Sciences.

In 2015/2016, over 85% of HNC students received their 1st choice University offer with the majority progressing to Queen's and Ulster Universities to study Nursing and Social Work.

The course can lead directly into a career in Health and Social care, for example previous students have sought employment as auxiliary nurses, community care assistants, and residential support workers.

Students can progress to the Level 5 HND (Management Level which is delivered in the Newtownards Campus as a blended learning course). Your tutors will discuss this during the Level 4 programme.

HOW WILL IT MAKE ME MORE EMPLOYABLE?

This programme will provide you with the skills to enable you to meet the demands of a challenging Health and Social Care sector.

ADDITIONAL COSTS

Students must pay for their Access NI clearance; current cost is £33 (please note your own workplace clearance may suffice)

Students will have to pay for production of posters for class presentations. Approximate cost of £30

ACCREDITATION

Course and Provider regulated by Pearson.

MINIMUM NUMBER TO RUN COURSE

State minimum number of applicants to be enrolled for course to run