**ACMET LONDON COLLEGE**

 **Declaration of Access and Participation**

Acmet London College's strategic goal is to play a meaningful role in the communities it serves. The College aims to create opportunities for disadvantaged students and widening participation. We try to achieve this in a variety of ways; providing an economically viable pathway to participation in higher education, providing a path to progress, working with employers, promoting progress and transition to higher education, and learning about available higher education programs by raising awareness of and reducing barriers to learning through effective student support mechanisms.

These actions underpin and are consistent with the College's commitment to increasing and widening participation. The College encourages applications from all prospective students, regardless of background, and reaffirms its commitment to equal opportunity and broader participation in all activities. Recruitment and admissions processes enable students to make informed choices about learning programmes.

All policies have been mapped to the Quality Assurance Agency's UK Quality Code guidance. The College aims to place applicants onto the appropriate programme and provide effective support arrangements. Applicants without formal entry qualifications are selected based on relevant knowledge, skills, and experience gained, for example, through employment. To ensure that the College eliminates barriers to learning, we continuously review and evaluate student recruitment and admissions, learning and teaching, assessment, induction, student support, staff and programme development. This enables us to ensure that all students reach their potential and succeed at Acmet London College. Our higher education programmes are promoted through targeted progression events, such as tutorials and HE Fairs, open days and evenings.

The College offers well-established and highly successful College admissions, offering students from diverse backgrounds who lack traditional qualifications or levels of education the opportunity to enter higher education programs. Providing appropriate academic and pastoral guidance to all prospective and current students is an essential strategic policy of the College.

Students are supported to reach their full potential by monitoring all aspects of performance throughout the program lifecycle via an online monitoring system. This allows College staff to view raw student performance data and identify potential problems. This will enable the College to take customized steps to help students obtain the qualifications they study towards and value students' contributions to expanding access and participation. We use suggestions and reports from student feedback, NSS and other student survey results, committees, panels, and forums to inform access and participation strategies.

**Access and Participation Statement 2022-2023**

**1 Purpose**

1.1 To provide an access and participation statement that supports Acmet London College's strategic aim of widening access to higher education and supporting students' progress and achievement in their chosen programme of study.

1.2 To ensure that Acmet London College's Access and Participation Statement meets the requirements of the Office for Students Regulatory Framework Condition A2 and Higher Education and Research Act (HERA) 2017 for approval of access and participation statements.

**2. Background**

2.1 The Office for Students, established on 1 April 2018, requires, as a part of the initial and ongoing conditions for registration, that all higher education providers produce either an access or participation Statement or access and participation plan. Since Acmet London College seeks registration for fee charges up to the basic fee cap category, the Office for Students' requirement is for an access and participation statement.

**3. General Statement and Values**

**(a) General Statement**

3.1 Acmet London College is committed to recruiting and supporting students from under-represented groups to help and support them to meet their needs and aspirations.

3.2 Acmet London College is a small college of higher education offering just one programme of study, the HND Business programme awarded by Pearson BTEC.

3.3 We will continue to recruit students around our geographical location and expect to maintain the profile of mature students from various ethnic backgrounds who have been away from education for a significant time.

3.4 Acmet London College will admit any prospective student, through a fair and transparent admissions process, that wishes to undertake the programmes of study offered by the College and meets the requisite entry requirements through either formal qualifications or recognized life and work experiences or through recognition of prior certificated learning in the UK Framework for Higher Education Qualifications (FHEQ).

**(b) Values**

3.5 Nine core values of the College are as follows:

(a) Focusing on learners and learning,

(b) Striving for excellence in learner achievement,

(c) Supporting widening participation for students living in traditionally low

areas of higher education participation,

(d) Ensuring high aspirations and learner achievement,

(e) Having committed and qualified staff,

(f) Creating a dynamic and welcoming environment,

(g) Working in effective teams and partnerships,

(h) Developing and enhancing our strategic capability to ensure the long term,

the success of the College in order to achieve our vision,

(i)Valuing everyone's contribution.

3.6 Acmet London College takes an inclusive approach to recruit groups and individuals with protected characteristics (as defined by the Equality Act 2010).

**4. Access and Participation to Programmes of Study at Acmet London College**

**(a) Areas Seeking to Address**

4.1 The areas of access and participation Acmet London College seeks to address are informed by the following principles:

· To provide an opportunity for those who have been out of education for a significant period and wish to return to study

· To provide an opportunity for those who may not in the past have had the confidence to undertake studies at higher education level

· To enhance each individual's confidence through success and achievement underpinned by a supportive learning environment

· To provide a welcoming and secure environment in which equality of opportunity, diversity of backgrounds and rich experiences are valued

· To help each individual identify and realize their career aspirations through diverse means of employment and/or further study

·

4.2 The primary focus of Acmet London College is to recruit and admit students from a wide range of backgrounds where engagement with higher education is under-represented. Our location in West London, together with our recruitment from the local geographical area, significantly enables Acmet London College to achieve its stated widening access and participation in higher education aims. We welcome prospective students not holding formal qualification requirements who are able to demonstrate that they can benefit from higher education studies and can evidence relevant life and work experiences together with determination and motivation to study.

**(b) Ambition and Strategy**

4.3 Acmet London College aims to recruit and admit individuals to higher education from a wide range of different underrepresented groups. These include the following:

· people from lower socio-economic groups or from neighbourhoods where higher education participation is low

· people from low-income backgrounds

· ethnic groups from economically disadvantaged backgrounds

· mature learners

4.4 Our student profile and Pearson HND Business programme shows that we have been highly successful in meeting our widening participation aims. Acmet London College is committed to maintaining its success at access and participation and welcomes all individuals from underrepresented groups in higher education.

4.5 Our approach to recruitment and selection for admission to higher education is mainly through contacts with and advertising in local communities. Many of our students come to us through recommendations from our past and current students. Community-based referrals have been and will continue to be a vital aspect of our strategic approach to reach out to the highly diverse and distinct communities that more conventional and traditional higher education institutions find difficult to contact.

4.6 Acmet London College will monitor student data through HESA and other returns required by external bodies.

**(c) Activities and Support for Students**

4.7 Acmet London College provides support and encouragement to individuals enquiring about higher education study from the first point of contact to being a student in the HND Business programme. We encourage prospective students to complete an application form and invite them in for an informal discussion before going through a more formal interview process. Some applicants need more confidence initially, and we aim to assure them that if they have the required formal qualifications, which may have been obtained some years ago, or relevant life and work experiences, we will support them in their studies. When invited into Acmet London College for an informal discussion or interview, prospective students are offered the opportunity to meet existing students and ask about their experiences.

4.8 Upon commencement of their studies at Acmet London College, student support is offered through an entire induction process with the opportunity to meet the staff at the College, including the Principal, Programme Leader, Student Services Officer and teaching staff. We provide academic and pastoral support according to our Academic and Pastoral Care Policy. The Student Services Officer is there to provide pastoral support to students, and the Programme Director provides academic support.

4.9 Once each term throughout a student's studies the College conducts a progress review, according to our Student Progress Review Policy. This takes place between the Principal, Programme Director or another teacher and each student. The student's academic progress is discussed, and any additional support is identified. The Student Progress Review Policy is reviewed and revised each year due to experience with using it and student feedback.

**5. Consultation, Approval, Monitoring and Review**

The Statement will be reviewed annually as part of the College's quality cycle. The annual review will include feedback from students. Academic Standards Board will approve any revisions to Acmet London College's Access and Participation Statement, and the approved revised document will be made available on the College's website and VLE.