



# **ADMISSIONS POLICY 2023-24**

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ADMISSIONS POLICY		
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This document sets out all the details pertaining to admission to all courses at All Nations Christian College including those validated by the Open University.		
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# ALL NATIONS CHRISTIAN COLLEGE

To train and equip men and women for effective participation in God's mission to His multicultural world.

## ADMISSIONS POLICY

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## 2. PURPOSE

This document describes the principles and process followed by All Nations Christian College (ANCC) to select and admit new students to all undergraduate and postgraduate programmes validated by the Open University and the College's non-validated Certificate and Diploma awards.

## 3. LEGISLATIVE FRAMEWORK

This policy should be read in conjunction with the College documents listed in section 30. It has been prepared in line with the following:

- the Schwartz Report 2004
- Office for Students' Regulatory Framework B2
- UK Quality Code for Higher Education: Admissions Recruitment and Widening Access
- UK Visa and Immigration regulations
- Open University regulations
- ANCC College other policies and regulations
- Equal Opportunities Act 2010
- Data Protection Act 2018 and UK GDPR
- Consumer Rights Act 2015

## 4. DEFINITIONS

- 4.1. ANCC – All Nations Christian College**, referred to in this document as 'the College' and 'we'
- 4.2. OU - The Open University:** ANCC is approved by The Open University as an appropriate organisation to offer higher education programmes leading to Open University validated awards.
- 4.3. HEI – Higher Education Institution** any University or equivalent institution offering degree programmes. Some have degree awarding powers others, like ANCC, partner with another institution who award the degrees – in ANCC's case, this is The Open University.
- 4.4. RPL - Recognition of Prior Learning:** is the overarching term for a process which allows students to apply for exemption from particular entry requirements or from one or more individual modules or allow you to enter a course at a later stage. This process recognises an applicant's learning from previous experiences and achievements e.g., previous certified learning (**RPCL**), experiential learning (**RPEL**) or uncertified learning.
- 4.5. Disabilities:** for the purposes of this document, this term is used to describe any health conditions, mental health conditions, disabilities, and/or learning difficulties that impact a student's ability to learn and/or access the College's facilities and services on an equal basis with their peers. It is not used to describe cognitive disabilities alone or to refer to a general lack of academic attainment.
- 4.6. LST - Learning Services Team:** this is the name of the College learning support team.
- 4.7. International Student:** for the purposes of this document this term is used to describe any applicant who was not born in the UK and/or does not have the right to reside or study in the UK without some kind of a visa or permission from the UK government (e.g., spousal visa, 'permanent right to remain' added to their passport, Student route visa etc.).
- 4.8. UKVI – The UK Visa and Immigration department of the UK Government:** International students, who do not otherwise have the right to study in the UK, must obtain the appropriate Student Route (over 6 months) visa in order to study on any of our degree programmes.
- 4.9. CAS – Confirmation of Studies:** In order to obtain a Student Route (over 6 months) visa (see above) students must first obtain this document from the university/college where they have been accepted on a programme of study. By issuing an applicant who has accepted a place on a degree programme with a CAS, ANCC becomes their visa sponsor.

**4.10. UAP/PAP – Undergraduate Admissions Panel/Postgraduate Admissions Panel:** This is the panel of three people (comprising the Programme Leader, one interviewer and another academic tutor), who determine whether an applicant should be offered a place and whether and what conditions should apply to the offer.

## **5. PRINCIPLES**

The College:

- 5.1.** aims to provide each applicant with a good quality application experience
- 5.2.** is committed to ensuring that the admissions process is easily accessible, fair, transparent and applied consistently to all applicants
- 5.3.** is committed to widening access to and participation in our high-quality teaching programmes to all those who have the capacity to benefit from them, regardless of their background and circumstances
- 5.4.** makes every effort to ensure that applicants are treated solely on the basis of their merit, abilities and potential and aims to eliminate discrimination on the grounds of gender, race, nationality, ethnic or national origin, sexual orientation, political beliefs, religious beliefs or practices, disability, marital status, family circumstances, parental/carer status, criminal background, age, or any other inappropriate ground
- 5.5.** celebrates diversity and believes this is a positive contribution to the learning experience at ANCC and enables our students to meet their intercultural mission learning objectives; it therefore aims to attract applicants from a wide range of ages, nationalities, backgrounds, and circumstances to create such a diverse learning community
- 5.6.** aims to provide prospective students with easy access to clear, transparent, timely and accurate information to enable them to make informed choices about the programme of study which is most suitable for them, in accordance with the College [Consumer Protection Policy](#)
- 5.7.** requires applicants to fulfil all the entry requirements for the programme of study for which they are applying
- 5.8.** requires all College staff involved in the admissions process to follow the criteria and procedures for selection consistently and professionally. However, academic discretion, in considering all other available information, underpins the selection process to ensure individual circumstances are taken into account and that it is fair across a range of experiences and expertise
- 5.9.** considers each application individually and as a holistic entity, based on information submitted on the application form (including during the interview if appropriate) and the supporting documentation as required by the College
- 5.10.** will assess and process all applications only on the information provided
- 5.11.** will not aim to make changes to this policy mid-year unless required to do so by external agencies, e.g., by our validating partner, The Open University, or for legislative reasons. Should this happen, the College will explain to those applying in that academic year of the change(s), the reason for the change(s) and the likely impact of any change(s) on applicants.

## 6. STUDENTS WITH ADDITIONAL NEEDS

### 6.1. Informing the College:

- Prior to being accepted on a programme of study, the applicant is not obliged to inform the College if they have any additional needs such as health conditions, mental health conditions, disabilities, and/or learning difficulties. Should they make such a disclosure, this will not be made known to the admissions panel and cannot therefore influence the decision whether or not to offer the applicant a place on their chosen programme of study.
- There is an optional question on the application form asking whether the applicant has any physical or mental conditions that they wish the College to be aware of in order that the College might support them through the application process.
- To facilitate the applicant's learning, they are encouraged to disclose any condition that could be improved by having reasonable adjustments put in place. This should be done as soon as possible after they have accepted a place. Getting the right support can take time, so it is important to begin the process early. This information can be included in the application, or through direct contact with the admission's department.
- All applicants who accept a place will be required to select a code on a registration form indicating whether they have a disability. This is for compulsory statistical purposes and is anonymised when returning the data to the Higher Education Statistics Agency (See the **Student Privacy Notice**).
- Some applicants are unaware that they have an additional need. However, if someone has experienced difficulties during their schooling it is likely that they will experience them again in their degree studies. The College encourages applicants to mention such difficulties as soon as possible. This is to ensure, as far as possible, that any additional learning need can be identified and access to appropriate help provided as quickly as possible and to achieve the best possible outcome for students.
- If the College does not receive any information on specific needs/disabilities, it will assume applicants do not have any or do not feel disadvantaged by them when accessing their learning. This status will change should information regarding a disability be provided later in the admission's process.
- All information provided regarding a disability will be treated as confidential. It will be shared with others only on a need to know basis and for the purpose of making reasonable adjustments.

### 6.2. College response:

- The College is required to make reasonable adjustments to enable disabled students to access their studies and to ensure that they will not be disadvantaged during their time at College. (See the College [Learning Support Policy](#)).
- The Learning Support Team (LST) is responsible for assessing a student's needs (including the need to get an external assessment) and ensuring that appropriate, reasonable adjustments are put in place.
- Consideration of a disclosed disability and any required adjustments will take place separately, after the academic selection decision has been made.
- The selection procedure for applications from those who have disclosed a disability is identical to the process for all other applications. Any offer will be made in the usual way and the Admissions team, with the applicant's permission, will put the LST in touch with the applicant/student to discuss any adjustments requested once an offer has been accepted and they are registered on their programme of study.
- The College [Learning Support Policy](#) gives full details of the help available, and includes:
  - Support with Disabled Students' Allowance applications
  - Dyslexia assessments

- Extra time in exams
- Library support
- One to one study skills advice

Applicants who accept a place may be advised to take a diagnostic test to assist with determining the nature of their condition or the type of support needed. The College has a small fund to which successful applicants may apply which can be put towards the total cost of the assessment. (See the [Learning Support Policy](#)).

## 7. INTERNATIONAL STUDENTS

**See also sections: 4.7; 8.2;** International students should check on the UK government website to see whether they need a visa: [www.gov.uk/student-visa](http://www.gov.uk/student-visa)

- 7.1.** No-one will be admitted on to a programme of study if they have not satisfied the College that they have the legal right to study in the UK. International students are therefore asked on the application form to provide the College with the relevant proof (e.g., passport and/or visa documentation). Those requiring a Student Route (over 6 months) visa to study will also be asked other questions to ensure that they understand the visa requirements and are eligible to apply for a visa.
- 7.2.** Home Office (the UKVI) regulations do not permit Student route (over 6 months) students to bring family dependents with them (either children or a non-studying spouse) unless they will be studying on the postgraduate programme and fulfil all other UKVI criteria.
- 7.3.** The College is under no legal obligation to sponsor any individual and exercises caution with respect to issuing a Confirmation of Acceptance for Studies (CAS) to not risk its status as a Student Route sponsor. (See this link for more details: [www.gov.uk/student-visa](http://www.gov.uk/student-visa))
- 7.4.** The College will only supply successful applicants with a CAS when the College is satisfied that they:
- are a genuine student;
  - have met all the conditions of their offer (if applicable);
  - have valid documentation that meets the UKVI requirements to prove they have sufficient funds, for a sufficient amount of time and in an appropriate bank account;
  - have valid proof of passing an Academic IELTS or UKVI test at the appropriate level (see the entry requirement charts below);
  - have valid proof of their previous qualifications; and
  - have supplied the College with their past immigration history, especially, confirming that they:
    - have sufficient time left to complete their programme of study before they reach the UKVI visa maximum time limit
    - have never previously been in the UK for any purpose without valid immigration permissions. Failure to disclose this either before or after provision of a CAS will result in the College informing the UKVI and/or withdrawing the offer of a place and/or withdrawing our sponsorship of their visa.
    - are in a position to be able to make a successful visa application.
  - The College will not supply a CAS if any of the requirements in 7.4 are unsatisfactory. Instances where this may be applicable include, but are not restricted to, the following:
    - There is insufficient time to make a visa application prior to the latest start date for the programme of study
    - The student does not have, or is unable to provide evidence (in the format required by the UKVI) that they have sufficient maintenance funds to be able to make a successful visa application
    - They are currently residing in the UK as an 'over-stayer' (remaining in the UK beyond the expiry date of their visa)

- 7.5.** Please note that the issuing of a CAS does not guarantee that the applicant will be successful in obtaining their visa and the College will not accept any responsibility for visa applications that are refused by the Home Office.
- 7.6.** When a student commences their studies, they must continue to meet the conditions of their visa. Failure to meet any of the conditions is likely to lead to the withdrawal of the College sponsorship of the visa and they will need to return home immediately, without completing their programme. Examples of compliance include:
- Enrolling on time
  - Studying only at All Nations
  - Registering with the police within the given timescales, if requested
  - Full attendance at all mandatory learning sessions or informing the College of the reason for non-attendance
  - Complying with the restrictions of a visa regarding employment/volunteering
  - Keeping the College informed of where they are staying at all times
  - Only remaining in the UK while the visa is valid

## **8. CRIMINAL RECORDS**

- 8.1.** We recognize all students, including those with criminal records, as assets and we value and support their success. We do not wish either an applicant's or a student's criminal record necessarily to be a barrier to study. However, since the College is committed to ensuring the safety and wellbeing of all members of the College community and in supporting the needs of all potential and actual members of the College community, the College will take a risk-based approach to the management of students and applicants with a criminal record.
- 8.2.** Students applying for a visa to study in the UK will be asked to declare a criminal record, including unfiltered spent convictions on the application form. This is because applications for entry clearance, or further leave to remain in the UK can be refused on the basis of a person's criminal history. Even some fines, police cautions or being disqualified from driving can also be treated very seriously by the UK Visa and Immigration department.
- 8.3.** If a non-visa applicant discloses any criminal background, prior to being offered a place on a programme of study, the College will fulfil its legal obligation to disregard such a disclosure when considering the person's application.
- 8.4.** All applicants who have received a conditional offer of a place on a programme of study will be asked to declare if they have a criminal record or are currently subject to any restrictions such as a Sexual Harm Prevention Order or a Restraining Order (Appendix 1 contains the form that will be sent to all students following their receipt of an offer of a place). Those who disclose that they have an unspent criminal conviction or any current restrictions placed upon them by a court in the UK or any other country will be contacted by the College Safeguarding team. The team will conduct a risk assessment to determine what mitigation is required and achievable, and what support is possible, before the student's place can be confirmed (Appendix 2 – Internal College Risk Assessment Procedure on disclosure of criminal background).
- 8.5.** The College is committed to ensuring that all adults living on site are appropriate persons to live within the College community. Therefore, where a student proposes to live at College with a spouse or other household member over the age of 18 who will not be a student at the College, the spouse or household member will also need to complete the Criminal Background Check (Appendix 1). If the spouse or household member discloses any unspent criminal convictions or any current restrictions the same process will apply as for students. Similarly, non-student spouses or non-student adult household members are required to disclose any subsequent convictions and restrictions to the College on an applicant's receipt of an offer of a place.



- 8.6. Safeguarding:** To protect children and any vulnerable adults on our site, everyone who works, lives or studies on our site is required to provide a certificate of a Basic DBS check, dated no more than 3 months when they join the community at enrolment. This includes all successful UK residential applicants. Additionally, overseas and UK students who have spent 3 months or more living or working overseas must, at the same time, provide the College with a Certificate of Good Conduct (or equivalent) from those countries in which they have lived for more than 3 months. This is because the DBS check will only cover the period since they arrived in the UK.
- 8.7. Ministry placements:** Although none of the College's programmes of study require a Standard or Enhanced DBS check to be carried out, it is also the role of the Safeguarding Team to determine whether a student's criminal record history may bar or prevent them from doing some types of ministry placements. Therefore, those undergraduate students wishing to take a ministry placement involving working with children or adults at risk (where their volunteering in the placement organisation is in a post which is exempt from the Rehabilitation of Offenders Act (1974)), are required to undertake an enhanced DBS check before they can commence their placement. Therefore:
- i. All those who are registered on a programme will be reminded of this requirement when discussing their ministry placement options with the Ministry Placement tutor prior to enrolment.
  - ii. Students wishing to undertake such placements are required to contact their Ministry Placement Host to obtain the Enhanced DBS certificate and present this to the Ministry Placement tutor and Ministry Placement Host prior to the start of the placement
  - iii. Where a relevant criminal background is revealed, the Ministry Placement Host and Ministry Placement tutor will work with the student to undertake a risk assessment to determine whether the placement is possible or what level of mitigation is required.
  - iv. If the individual is refused a placement, on the grounds of their criminal record, the individual is entitled to ask for an independent review of the decision (following the College's [Academic Appeals Policy](#)), as well as exploring alternative options for a placement with the Ministry Placement tutor.
- 8.8. Learning Support:** Students coming to College with a criminal record may find it useful to connect with the Learning Support Team (known as LST) to gain additional support as part of their transition into higher education. The risk assessment will also aim to identify areas where the student may need support and will assess to what extent the College can provide that support. The Safeguarding team will therefore ask the applicant whether they wish to be put in touch with the Learning Services Team.
- 8.9.** Students will be made aware that, if at any time after they have accepted an offer and whilst they are a student at All Nations, they receive a caution, reprimand, warning or conviction for any offence, they must inform the College Safeguarding Lead so that a risk assessment can be performed. This offence may lead to an investigation under the College's [Student Disciplinary Policy](#) and they will be informed of the potential impact that this conviction could have on their studies. The Safeguarding team will conduct a risk assessment as in section 8.8 above and the outcome of the risk assessment will inform the investigation under the student disciplinary procedure.
- 8.10. Data Security:** The College will keep all disclosures confidential to the person to whom the disclosure is made and the Safeguarding team, unless legally obliged to divulge the information to an authorised body. Access to any applicant or student's criminal record data will be strictly guarded and will be processed and stored in accordance with its [Data Protection Policy](#) and Data Retention Schedule which are compliant with the General Data Protection Regulation and the Data Protection Act 2018 and UK GDPR. If relevant, and only with the student's permission, some or all of the information may be made available to another member of staff who will be providing support for the student e.g., the Head of Learning Services or the student's Personal Tutor.

## 9. FRAUD AND PLAGIARISM

The College reserves the right to deny a place to anyone who has provided information in the application process considered to be either fraudulent (e.g., a lie by statement or omission) or plagiarised (e.g., work submitted as their own that has been wholly or partly written by someone else). The College reserves the right to reject or cancel an application under these circumstances or to terminate a student's registration if they are found at a later stage to have submitted a fraudulent or plagiarised application to the College.

## 10. ENTRY ROUTES

There are many paths leading into higher education, whether applicants are first time higher education learners, mature students or returning to learning:

- 10.1. **Recognition of Prior Learning (RPL):** For a definition see section 4 above. See also the next section.
- 10.2. **Postgraduate Programmes:** students who are not eligible to begin their chosen programme of study may be eligible to begin a Certificate of Higher Education or a Postgraduate Certificate. This allows the student to build up to their preferred award. See the postgraduate entry requirement chart below for full details.
- 10.3. **Undergraduate OU Validated Programmes:** The Biblical and Intercultural Studies OU validated programme operates a policy of open access at Level 4. Access to Level 5 is through successful completion of the first year of The OU validated programme or through any of the routes mentioned in the entry requirement charts below, including RPL (see the College [RPL Policy](#)).
- 10.4. **Undergraduate College Programmes:** The ANCC Certificate and ANCC Diploma programme in Biblical and Intercultural Studies are both open access at Level 4. Access to Level 5 is through successful completion of the ANCC Certificate or an equivalent Level 4 programme of study. This includes students who have taken The OU validated Cert (HE) programme at All Nations and wish to transfer to the ANCC Diploma in their second year. Students who have completed their ANCC Certificate may not transfer to The OU validated Dip (HE) programme at All Nations since the ANCC Certificate does not earn credits.
- 10.5. **Transferring from other Universities:** Students wishing to transfer to ANCC from another HE institution should apply directly to the College including a transcript of studies from the previous institution. Consideration for entry at a higher level on the undergraduate programme and/or partial exemption of modules on either degree programme, will be dependent upon the content of and achievement in previous studies. See the College [RPL Policy](#).

## 11. RECOGNITION OF PRIOR LEARNING (RPL)

See the Definitions section above. An applicants' work and life experience as well as previous qualifications will all be taken into consideration when assessing eligibility. For example, mature students who demonstrate academic potential, whether they have been out of education for a long time or have limited former qualifications may be required to provide evidence of either recent academic study and/or have relevant work and/or life experience considered through the RPL procedure. For full details please see the College [RPL Policy](#) and the relevant entry requirement charts below.

**See next page for Undergraduate Programme**

## UNDERGRADUTE PROGRAMME

### 12. UNDERGRADUATE ENTRY REQUIREMENTS

**12.1.** The undergraduate entry requirement charts on the following three pages must be read in conjunction with this section.

**12.2.** Applicants to all of the undergraduate programmes must:

- Prove they have appropriate academic qualifications,
- Prove they have sufficient English ability,
- Show an active interest in intercultural mission,
- Show a commitment to personal formation in community,
- Demonstrate a positive attitude to learning,
- Engage fully with the application process by responding to requests for information in a timely manner. Should any applicant, without valid reason, fail to respond to two repeated requests for the same information (e.g., for documentation or availability for interview etc.), the College will consider that they have withdrawn their application; in this instance they are welcome to apply again but may be required to start the application process again from the beginning, should more than a year have elapsed since their first application was submitted. Applicants are expected to give at least 48 hours' notice if they are unable to keep their interview appointment. Repeated failure to either give adequate notice or to attend an arranged interview without valid reason could lead to the College terminating the application process.

**12.3.** The specific undergraduate entry requirements vary slightly depending on which level a student is entering their programme of study. Unless students have been permitted to enter their programme at a later stage (e.g., through RPL – see section above), all students will begin at **Level 4**. The range of possible entrance and exit routes for full time access are as shown in this diagram:

Level/Award	Entry Level	Exit Level
Certificate	Level 4	Level 4
Diploma	Level 4 (or Level 5 with RPL)	Level 5
BA (Hons)	Level 4 (or Levels 5 or 6 with RPL)	Level 6

**12.4. Biblical/Theological Knowledge:** Previous Biblical/theological knowledge is not required for students starting at Level 4. However, students who begin their studies at Level 5 or above must satisfy the College they have sufficient biblical and theological knowledge and skills and also attend a Foundation Course which requires them to complete some extra assignments in their first year of study. (See entry requirement charts below for specific Level 5 and 6 requirements)

**12.5. English Language:** Students may not start or transfer to a programme of study without satisfying the appropriate English Language requirements. The permitted tests are listed below in Chart A with more details on the Entry requirement charts B-E below. This includes students taking the Guided Personal Study scheme but excludes those taking modular studies and those who progress from Level 4 to Level 5 after completing their Level 4 studies.

**12.6. Safeguarding:** See paragraph 8.6 above for the documentation (Basic DBS check and/or Certificate of Good Conduct) which will be required to be shown by successful residential applicants at enrolment.

**12.7. Prior Extenuating Circumstances:** If an applicant wishes to plead extenuating circumstances that may have led to them achieving a past academic performance that is not accurately indicative of their true potential, they must mention this in their application. In

these circumstances, the College reserves the right to request further information from a third party to substantiate their claim. This could include contacting, with the applicant's permission, the awarding academic institution, examination body, doctor or other appropriate third party.

**12.8. Age on entry:** For undergraduate students the usual age on entry is 21 years at the point of enrolment however, the College will consider applicants who are younger. Having the opportunity to gain some life and mission experience before they come to College, enables students to have a context to which they can apply their learning and achieve their learning objectives. We will assess the maturity of all applicants through their responses, particularly, to the entry criteria in the orange boxes on the entry criteria charts.

**12.9.** In addition, every applicant is required to:

- have the ability to type, use a word processor and have in place by the start of the course laptop or other device to access the learning and produce assignments digitally.
- be interviewed by a member of the BA admissions panel either in person or via video conferencing technology
- be willing, if entering the programme at level 5 or 6, to complete the foundation course and associated assignment(s) during their first year of study.

**In addition to the requirements of section 12**, the following charts contain summaries of the entry requirements for the undergraduate programmes, together with the evidence required to prove that the requirements have been met and the reasons why the evidence is necessary.

**Chart A:** Undergraduate English Language Test Requirements

**Chart B:** Requirements for entry at Level 4

**Chart C:** Requirements for entry at Level 5 – NB pink boxes show the difference between the Level 4 and the Level 5 requirements.

**Chart D:** Requirements for entry at Level 6 – NB blue boxes show the difference between the Level 5 and the Level 6 requirements.

**Chart E:** Reasons why evidence is required (which continues in section 13)

## A. UNDERGRADUATE ENGLISH LANGUAGE TEST REQUIREMENTS

Provider of Test	Applicant Type	Approved English language test	Minimum Overall score required	Minimum Sub-Test (Listening, Reading, Speaking, Writing) score requirement
IELTS SELT Consortium	Cert & Dip	Academic IELTS <b>for UKVI</b> : Visa Academic IELTS: <b>Non Visa only</b>	B2: 5.5	5.5 in listening and speaking 5.0 in reading and writing
	3 yr BA (Hons)	Academic IELTS All applicants	B2: 5.5	5.5 in listening and speaking 5.0 in reading and writing
	1yr and 2 yr BA (Hons)	Academic IELTS All applicants	B2: 6.0	6.0 in listening, speaking, reading and writing
Language Cert	Cert & Dip	LanguageCert International ESOL SELT B2 (Listening, Reading, Writing, Speaking) Visa and Non-Visa Applicants	B2	33 in each sub-test
	3 yr BA (Hons)	LanguageCert International ESOL SELT B2 (Listening, Reading, Writing, Speaking) All applicants	B2	33 in each sub-test
	1yr and 2 yr BA (Hons)	LanguageCert International ESOL SELT B2 (Listening, Reading, Writing, Speaking) All applicants	B2	37 in each sub-test
Pearson	Cert & Dip	PTE Academic <b>UKVI</b> : Visa PTE Academic - <b>NonVisa only</b>	B2	43 in each sub-test
	3 yr BA (Hons)	PTE Academic All applicants	B2	43 in each sub-test
	1yr and 2 yr BA (Hons)	PTE Academic All applicants	B2	59 in each sub-test
Trinity College London	Cert & Dip	Integrated Skills in English II (ISEI) - Visa and Non-Visa Applicants	B2	pass in each sub-test
	3 yr BA (Hons)	Integrated Skills in English II (ISEII) - All applicants	B2	pass in each sub-test
	1yr and 2 yr BA (Hons)	Integrated Skills in English II (ISEII) - All applicants	B2	merit in each sub-test
ETS	Cert & Dip <b>Non-visa only</b>	TOEFL iBT Test and iBT at Home Test <b>Non-visa applicants only</b>	B2: 52	Reading 5; Speaking 16; Listening 9; Writing 15
	3 yr BA (Hons)	TOEFL iBT Test and iBT at Home Test- All applicants	B2: 52	Reading 5; Speaking 16; Listening 9; Writing 15
	1yr and 2 yr BA (Hons)	TOEFL iBT Test and iBT at Home Test - All applicants	B2:72	Reading 18; Speaking 20; Listening 17; Writing 17
CAE	Cert & Dip <b>Non-visa only</b>	Cambridge Assessment English C1 Advanced <b>Non-visa only</b>	B2:162	154 in each sub-test
	3 yr BA (Hons)	Cambridge Assessment English C1 Advanced - All applicants	B2:162	154 in each sub-test
	1yr and 2 yr BA (Hons)	Cambridge Assessment English C1 Advanced - All applicants	B2:169	169 in each sub-test

**B. UNDERGRADUATE REQUIREMENTS FOR ENTRY AT LEVEL 4 (1 Yr Certificate, 2 Yr Diploma, 3 Yr Degree) - see also section 8 above**

ENTRY CRITERIA	EVIDENCE				DOCUMENTED VERIFICATION
	EITHER	OR	OR	OR	
English Ability	Applicable to all applicants: be a native English speaker according to the UKVI list of approved English-speaking countries	Applicable to all applicants: achieved a pass at a UK school in: <ul style="list-style-type: none"> <li>• GCSE English at grade B or 6</li> <li>• A level English Lit or English Language</li> </ul> Or passed a Bachelor's degree or higher qualification in an English-speaking country according to the UKVI list of approved English-speaking countries	Applicable to Student visa applicants: Passed, no less than 2 years prior to making visa application, an Academic IELTS test at a UKVI approved SELTS Centre with the following scores: an overall score of 5.5 AND with a minimum 5.5 for listening/reading and a minimum 5.0 for writing/ speaking)	Applicable to all applicants: Pass with the required score an appropriate test outlined in chart A above.	EITHER Documentary proof of native English speaker OR Bachelor's Degree certificate taken at appropriate institution OR relevant English Test Certificate with minimum scores met. The test must have been taken within two years prior to making a visa application (visa applicants) or within 3 years prior to starting the programme (other non-English speaking students)
Academic Qualifications	Usually expected to have 2 advanced (A') level qualifications	Equivalent overseas 18-year-old school leaver qualifications.	If unable to provide the evidence in column 1 or 2 a written essay will be required to be submitted (title provided) to assess academic suitability for the course	An essay may also be required if the applicant has school leaver qualifications and has been out of the classroom for 20 years or more	EITHER: A Qualification Certificate verified by ENIC if an overseas qualification. AND/OR a transcript of studies OR pass a set essay at the equivalent standard of a school leaver.
Bible/Theology Knowledge	None required				
ENTRY CRITERIA	MUST SHOW	AND	AND	AND	OTHER VERIFICATION
Shows an active interest in intercultural mission	Evidence of working or volunteering on a short-term, or longer mission activity	Anticipates working in cross-cultural mission in the future.	Ideally some interaction with others from a different culture to their own.	Ideally current and active supporter of mission work	Confirmation by third party AND demonstrated in personal statement AND Interview
Shows commitment to personal formation in community	Willingness to reflect on personal experiences	Willingness to contribute to community life	Willingness to engage in and learn through the "head, heart, hands" approach	Willingness to work in a team and learn from peers.	As above
Demonstrates positive attitude to learning	Respect for our Christian ethos, values and statement of faith	Commitment to participation in all aspects of the programme	Willingness to relate to and learn from others in a multi-cultural context.	<b>EITHER</b> has adequate support mechanisms in place to manage the demands of the programme <b>OR</b> is willing to work with others to find and access such support.	As above but personal statement only applies to columns 2 & 3

**C.UNDERGRADUATE REQUIREMENTS FOR DIRECT ENTRY TO LEVEL 5 (1 Yr Diploma and 2 Yr Degree with RPL) - see also section 8**

ENTRY CRITERIA	EVIDENCE				DOCUMENTED VERIFICATION
	EITHER	OR	OR	OR	
<b>English Ability</b>	Applicable to all applicants: be a native English speaker according to the UKVI list of approved English-speaking countries	Applicable to all applicants: achieved a pass at a UK school in: <ul style="list-style-type: none"> <li>• GCSE English at grade B or 6</li> <li>• A level English Lit or English Language</li> </ul> Or pass with the required score an appropriate test outlined in chart A above	Applicable to all applicants: passed a Bachelor's degree or higher qualification in an English-speaking country according to the UKVI list of approved English-speaking countries	Applicable to all Student visa applicants: Passed, no less than 2 years prior to making visa application, an Academic IELTS test with the following scores: an overall score of 6 with a minimum 6.0 in each sub-test	EITHER Documentary proof of native English speaker OR Bachelor's Degree certificate taken at appropriate institution OR relevant English Test Certificate with minimum scores met. The test must have been taken within two years prior to making a visa application (visa applicants) or within 3 years prior to starting the programme (other non-English speaking students)
<b>Academic Qualifications</b>	Prior Bachelor's degree in any subject (to be eligible for BA in 2 years but not eligible for the Diploma)	120 CAT points in a compatible subject. For overseas qualifications these may be comparable rather than equating to 120 CAT points	Appropriate Cert HE level qualifications which may, for some reason, not have been awarded CAT points at the time.	Successfully Completed RPL	Qualification Certificate verified by ENIC if an overseas qualification. AND a transcript of studies
<b>Bible/Theology Knowledge</b>	To satisfy the College they have sufficient biblical and theological knowledge and skills to enter at Level 5 by:				EITHER Qualification Certificate OR satisfactory reference AND Engagement with Foundation Course AND submission of assignments
	EITHER providing proof of certificated learning	OR a church leader confirming they have the knowledge demonstrated through teaching/ preaching experience	AND undertaking pre-reading and completing the Foundation Course offered one afternoon for 8 weeks in Term 1 and a few selected mornings in the next two terms. Also required to complete 2 assignments (an Old Testament time-line and an essay) in their first term.		
ENTRY CRITERIA	MUST SHOW	AND	AND	AND	OTHER VERIFICATION
<b>Shows an active interest in intercultural mission</b>	Evidence of working or volunteering on a short-term, or longer mission activity	Anticipates working in cross-cultural mission in the future.	Ideally some interaction with others from a different culture to their own.	Ideally current and active supporter of mission work	Confirmation by third party AND demonstrated in personal statement AND Interview
<b>Shows commitment to personal formation in community</b>	Willingness to reflect on personal experiences	Willingness to contribute to community life	Willingness to engage in and learn through the "head, heart, hands" approach	Willingness to work in a team and learn from peers.	As above
<b>Demonstrates positive attitude to learning</b>	Respect for our Christian ethos, values and statement of faith	Commitment to participation in all aspects of the programme	Willingness to relate to and learn from others in a multi-cultural context.	<b>EITHER</b> has adequate support mechanisms in place to manage the demands of the programme <b>OR</b> is willing to work with others to find and access such support.	As above but personal statement only applies to columns 2&3

**D.UNDERGRADUATE REQUIREMENTS FOR DIRECT ENTRY TO LEVEL 6 (1 Yr Degree with RPL) - see also section 8 above**

ENTRY CRITERIA	EVIDENCE				DOCUMENTED VERIFICATION
	EITHER	OR	OR	OR	
<b>English Ability</b>	Applicable to all applicants: be a native English speaker according to the UKVI list of approved English-speaking countries	Applicable to all applicants: achieved a pass at a UK school in: <ul style="list-style-type: none"> <li>• GCSE English at grade B or 6</li> <li>• A level English Lit or English Language</li> </ul> OR passed a Bachelor's degree or higher qualification in an English-speaking country according to the UKVI list of approved English-speaking countries	Applicable to all visa applicants: Passed, no less than 2 years prior to making visa application, an Academic IELTS with the following scores: an overall score of 6 with a minimum 6.0 in each sub-test	<b>Applicable to all applicants:</b> Pass with the required score an appropriate test outlined in chart A above.	EITHER Documentary proof of native English speaker OR Bachelor's Degree certificate taken at appropriate institution OR relevant English Test Certificate with minimum scores met. The test must have been taken within two years prior to making a visa application (visa applicants) or within 3 years prior to starting the programme (other non-English speaking students)
<b>Academic Qualifications</b>	240 CAT points in a relevant subject	Qualification from outside UK which are comparable but do not equate to 240 CAT points	Appropriate Dip HE level qualifications which may, for some reason, not have been awarded CAT points at the time.	Successfully Completed RPL	Qualification Certificate verified by ENIC if an overseas qualification. AND a transcript of studies
<b>Bible/Theology Knowledge</b>	To satisfy the College they have sufficient biblical and theological knowledge and skills to enter at Level 6 by:				EITHER Qualification Certificate OR satisfactory reference AND Engagement with Foundation Course AND submission of assignments
	EITHER providing proof of certificated learning	OR a church leader confirming they have the knowledge demonstrated through teaching/ preaching experience	AND undertaking pre-reading and completing the Foundation Course offered one afternoon for 8 weeks in their first term of study and a few selected mornings in the next two terms. Also required to complete a contextual theology assignment in term 1.		
ENTRY CRITERIA	MUST SHOW	AND	AND	AND	OTHER VERIFICATION
<b>Shows an active interest in intercultural mission</b>	Evidence of working or volunteering on a short-term, or longer mission activity	Anticipates working in cross-cultural mission in the future.	Ideally some interaction with others from a different culture to their own.	Ideally current and active supporter of mission work	Confirmation by third party AND demonstrated in personal statement AND Interview
<b>Shows commitment to personal formation in community</b>	Willingness to reflect on personal experiences	Willingness to contribute to community life	Willingness to engage in and learn through the "head, heart, hands" approach	Willingness to work in a team and learn from peers.	As above
<b>Demonstrates positive attitude to learning</b>	Respect for our Christian ethos, values and statement of faith	Commitment to participation in all aspects of the programme	Willingness to relate to and learn from others in a multi- cultural context.	<b>EITHER</b> has adequate support mechanisms in place to manage the demands of the programme <b>OR</b> is willing to work with others to find and access such support	As above but personal statement only applies to columns 2 & 3



**E. UNDERGRADUATE: REASONS WHY INFORMATION IS REQUIRED**

<b>Entry Criteria</b>	<b>Documentary Evidence</b>	<b>Acceptable format</b>	<b>Reason for evidence</b>	<b>Verification</b>
<b>Academic Qualifications</b>	EITHER Diploma Supplement or Transcript of Studies <b>and</b> Certificate of relevant qualification	Scanned copies initially, but originals must be seen by the time you enrol on the programme. If a student requires their document to be returned by post they must bear the postage.	<ul style="list-style-type: none"> <li>We need to make sure that you have the academic potential to succeed</li> <li>We are obliged to ensure that your qualification is genuine</li> </ul>	<ul style="list-style-type: none"> <li>If in doubt, we may contact the awarding institution for verification.</li> <li>If there is any uncertainty about the UK equivalency, the student may be required to obtain this from ENIC (European National Information Centre for UK) at their own cost.</li> </ul>
<b>Academic Qualifications</b>	OR If required, to show prior written work or to submit an essay on a given topic or complete an RPL	Word or PDF attachment to an email. RPL Portfolio if applicable	As above	<ul style="list-style-type: none"> <li>We reserve the right to carry out a viva voce on the assignment you produced.</li> </ul>
<b>English Ability (if required)</b>	Copy of the Test Result	Scanned copy of the test result.	This is a legal requirement for visa applicants and we need to ensure that applicants have the necessary skills to successfully complete the programme.	We will check with the official verification service that your test result is genuine.
<b>Shows an active interest in intercultural mission. commitment to personal formation in community and demonstrates positive attitude to learning</b>				
<b>Requirements in Orange Boxes</b>	<b>References, Personal Statement, Interview</b>	On our reference forms, application form and in face-to-face conversation.	See Section 13 for full explanation	We may contact referees to query or to probe more deeply what they have written in their reference.

### 13. UNDERGRADUATE: FURTHER REASONS FOR EVIDENCE

In addition to the evidence in chart D above, all of the following are the means for the College to assess whether an applicant meets the entry requirement which appears in the orange shaded boxes in the entry requirement charts of the undergraduate programme above. Equal weight is given to all information provided.

#### 13.1. References:

We ask for references from three people who know the applicant well in different spheres of their life: a Minister, close friend and employer. It is not unusual for applicants to need to change the source of their references and alternatives can be agreed with the Admissions Team if necessary.

The College Mission statement is: *'To train and equip men and women for effective participation in God's mission to His multicultural world.'* Christian mission is a calling for which any future employer (e.g., a mission organisation) would expect a candidate to be endorsed by their church. Such missionaries also need a support base behind them to pray, encourage and support them financially. Those who come for training in order to apply it to their secular setting also need the backing of other supporters to help them to be missional in their context. We therefore expect applicants to have discussed their forthcoming training with their supporters e.g., minister and close friends. If they do not belong to a church, this will be an area for discussion during an interview.

An Employer's perspective is helpful for providing evidence of attitudes and skills (e.g., work ethic, witness, ability to work as part of a team etc.) and qualities such as commitment, honesty and integrity. If the applicant is unable to provide an employer reference, the admissions team will suggest an alternative such as a recent team leader or mission leader or someone in some sort of a supervisory capacity over the applicant.

#### 13.2. Personal Statement:

This statement provides the applicant with the opportunity to provide evidence of how they meet the criteria in the orange boxes of the entry requirement charts. For example, they will be able to:

- explain their experience of and interest in intercultural mission,
- explain and indicate their motivation and commitment to their proposed studies,
- demonstrate that they will be able to reflect on and learn from personal experiences during their studies (personal reflection is a key component of the UG programme),
- give some evidence of past experiences which led to their personal growth,
- share how they feel they will cope with the learning ethos of the college (e.g., learning through community living, peer discussion, team work etc.)

#### 13.3. The College's Christian Ethos, Values and Statement of Faith:

Whilst it is not essential for an applicant to be a Christian to take any of the programmes of study, we do expect applicants to respect our Christian ethos and values since this is fundamental to our mission (see mission statement). We therefore ask all applicants to read the College's Statement of Faith and state that they have understood it and will respect it. This is to ensure that they understand the doctrinal basis of the teaching that they will receive.

For example, the Christian faith embraces a wide variety of legitimate interpretations of Scripture. ANCC celebrates healthy debate and academic freedom. However, if an applicant does not accept the Bible as God's inspired word, then they are likely to be frustrated in their studies at ANCC since all of the teaching given is Bible focussed and based on this assumption. Constant questioning of this assumption will disrupt the learning of all students. Therefore, if an applicant feels they disagree very strongly with this doctrinal statement, then this is probably not the right programme of study for them.

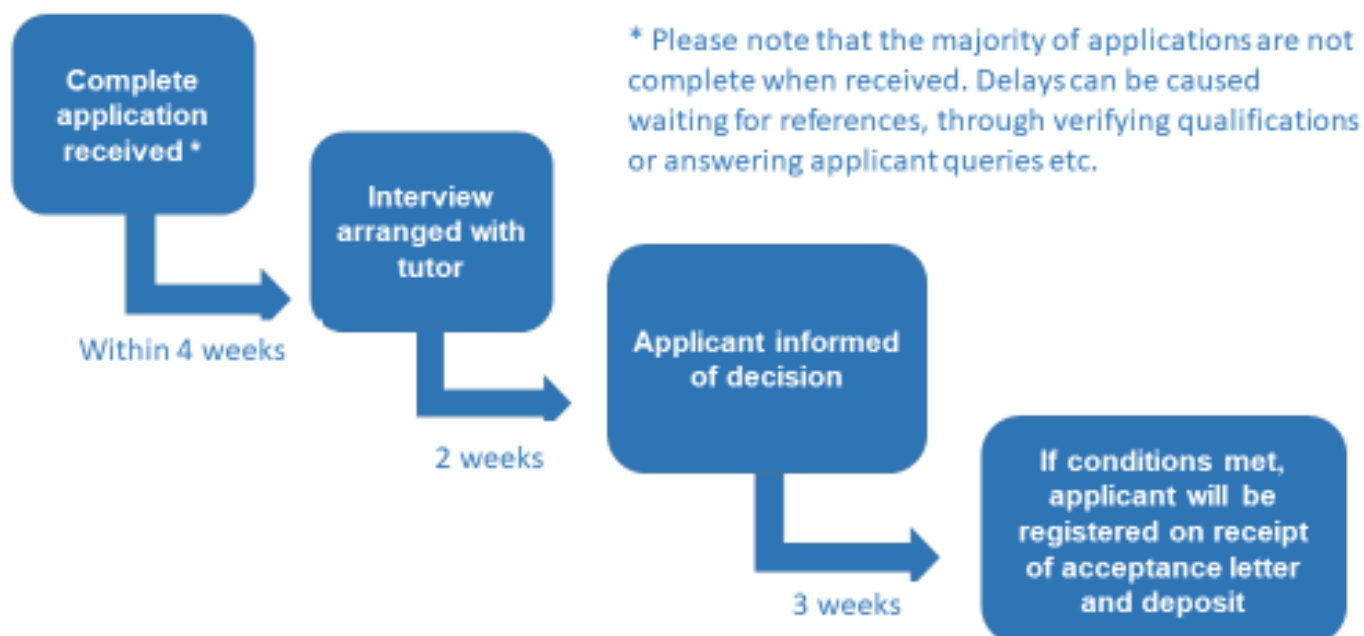
#### 13.4. Interview:

In general, the interview is about 1 hour in length. The interviewer(s) will go over all the information provided to support the application, drawing out more evidence to ascertain

whether they meet, not just the criteria in the orange boxes but all of the entry criteria. They will ensure the applicant understands and is committed to the learning ethos of the College, the demands of the programme and the key role played by learning through personal reflection and growth, community engagement and team work.

#### 14. UNDERGRADUATE & POSTGRADUATE: APPLICATION DEADLINES AND TIMELINES

- 14.1. For entry in September, all applications should be received before 30<sup>th</sup> April in the year that applicants wish to commence their studies.
- 14.2. **Late applications:** Every effort will be made to complete the application procedure for applications received after 30<sup>th</sup> April. However, there is no guarantee that late applications will be completed in time for entry in the desired academic year, particularly if the applicant requires a visa. In this case, the application will be deferred to the following academic year, unless the applicant wishes to withdraw their application.
- 14.3. The Admissions department is small and some work part-time. They seek to respond to queries as quickly as possible; usually within three days. Their out of office email messages will indicate when this is likely to take longer.
- 14.4. If there are more applications received before the deadline than places available and applicants have met all of the entry criteria to be offered a place, they will be filled on the basis of the earliest date that a complete application was received (i.e. all documentation required).
- 14.5. After the deadline and when the places are nearly full, the website will indicate this and any applicants who apply at this stage will be warned that there is no guarantee of obtaining a place on a programme until the following academic year.
- 14.6. Communication is all by email, unless an applicant phones with a query. Official letters are sent as attachments to emails but paper copies can be provided on request.
- 14.7. When a complete application has been received, the following timelines apply:



## 15. UNDERGRADUATE: APPLICATION PROCESS

- 15.1. Applications to all undergraduate programmes must be made directly to the College using the application form available on the College website. In exceptional circumstances a hard copy of the application form is obtainable directly from the appropriate programme administrator or by sending your request to [ba@allnations.ac.uk](mailto:ba@allnations.ac.uk) . See previous section for application deadlines and timelines.
- 15.2. When a complete undergraduate application has been received by the relevant programme administrator (application form, application fee and all the requested documentation), and the documentary evidence is satisfactory, an interview will be arranged with the applicant. If the documentary evidence proves that the applicant is unable to meet one of the entry requirements, the applicant will be informed with an explanation given.
- 15.3. Occasionally, if the applicant prefers, an interview will be arranged before an English test has taken place, in which case any offer would be conditional on the applicant achieving a satisfactory result in the test.
- 15.4. The interview, which will be arranged at a mutually convenient time with an academic tutor(s), usually lasts one hour. The College is flexible in arranging the interview; it can be either in person, via video conferencing technology or phone. (See also 19.4)
- 15.5. After the interview, the interviewer(s) will consult with the Undergraduate Admissions Panel (UAP) to agree whether the applicant has met the entry requirement and should be offered a place, on which programme of study and starting at which level (Level 4, 5 or 6) and any conditions attached to the offer.

## 16. UNDERGRADUATE: SELECTION CRITERIA

Considering the application as a whole and taking into account all of the evidence provided, an offer will be made if the UAP is satisfied that:

- all the documentation submitted is genuine
- the applicant has met all of the entry requirements on the undergraduate charts and in section 13 above. This includes the passing of any requested portfolio of work or an assignment (such a submission would be graded by an academic tutor and moderated by another).
- the applicant has agreed (direct entry Level 5 and 6 students only), to complete the Foundation course in their first year of study
- that their references corroborate what the applicant wrote in their application, personal statement and interview.
- the applicant has signed a statement confirming that they have read, understood and will respect the College Statement of Faith.
- The UAP will not give greater weight to one entry requirement over another.
- It is the role of the UAP to determine:
  - the precise details of the offer: the programme, award, the level at which the applicant may start etc., as appropriate
  - the reason(s) for and whether any conditions should be attached to the offer.
  - the reason(s) for any refusal/recommendation(s).

## **17. UNDERGRADUATE & POSTGRADUATE: OUTCOME OF THE APPLICATION PROCESS**

**17.1.** The UAP/PAP (the Admissions Panels for the relevant programmes) will decide whether an applicant has:

- a) met the criteria for admission to the relevant programme
- b) met the criteria for their chosen award.

**17.2.** Following the decision of the UAP/PAP the applicant will be sent an offer or refusal letter (usually via email). This will include:

- If appropriate, the reason for the refusal
- If appropriate, the reason why they have been accepted for a different award
- Any conditions attached to the offer (e.g., pending the successful result of an English ability test)
- Any recommendations attached to the offer (e.g., that they should start their programme at a different level or they should defer their place to gain some more experience before commencing study)
- A link to the Student Contract (which includes the offer letter, the payment terms and conditions, the student protection plan the student learning agreement and the College regulations). For all of these documents [www.allnations.ac.uk/student-contract](http://www.allnations.ac.uk/student-contract)
- Details of how to accept the place, cancellation rights and how to complain if they were dissatisfied with the admissions process.
- Information on how to appeal the decision reached.

**17.3.** Applicants who accept a place will then be informed of the next steps they need to take. This includes information about:

- paying their deposit,
- accessing student finance,
- making their visa application (if appropriate – see International Students section above),
- student registration,
- pre-reading and orientation,
- student enrolment.

**See next page for Postgraduate Programme**

## POSTGRADUATE PROGRAMME

### 18. POSTGRADUATE ENTRY REQUIREMENTS

- 18.1. The postgraduate entry requirement chart on the next page must be read in conjunction with this section.
- 18.2. The entry requirements for the PG Certificate, the PG Diploma and the MA/MTh awards are the same.
- 18.3. Applicants must prove they have sufficient English ability, have appropriate academic/professional qualifications, Biblical/theological knowledge and relevant cross-cultural experience as indicated in the postgraduate entry requirement chart below:
- 18.4. Whilst it is not essential for an applicant to be a Christian to take any of the programmes of study, we do expect applicants to respect our Christian ethos and values since this is fundamental to our mission. We therefore ask all applicants to read the College's Statement of Faith and state that they have understood it and will respect it. This is to ensure that they understand the doctrinal basis of the teaching that they will receive.

For example, the Christian faith embraces a wide variety of legitimate interpretations of Scripture. ANCC celebrates healthy debate and academic freedom. However, if an applicant does not accept the Bible as God's inspired word, then they are likely to be frustrated in their studies at ANCC since all of the teaching given is Bible focussed and based on this assumption. Constant questioning of this assumption will disrupt the learning of all students. Therefore, if an applicant feels they disagree very strongly with this doctrinal statement, then this is probably not the right programme of study for them.

- 18.5. **English Language:** Students may not start or transfer to a programme of study without satisfying the appropriate English Language requirements. The permitted tests are listed below in Chart F with more details on the Entry requirement chart G below.
- 18.6. **Safeguarding:** See paragraph 8.15 above for the documentation (Basic DBS check and/or Certificate of Good Conduct) which will be required to be shown by successful residential applicants at enrolment.
- 18.7. In addition, every applicant is required to:
  - have the ability to type, use a word processor and have in place by the start of the course the technology required to access the learning (see the Postgraduate Programme Handbook Section 9);
  - have a conversation with a member of the MA admissions team either in person or via video conferencing technology;
  - be willing, if required, to complete the online bridging programme or equivalent in preparation for the course (evidence of having done this will be requested)

**In addition to the requirements of section 18**, the following charts contain summaries of the entry requirements for the postgraduate programmes, together with the evidence required to prove that the requirements have been met and the reasons why the evidence is necessary.

**Chart F:** Postgraduate English Language Test requirements

**Chart G:** Entry requirements for ALL postgraduate programmes

**Chart H:** Reasons why evidence is required (which continues in section 19)

**F. POSTGRADUATE ENGLISH LANGUAGE TEST REQUIREMENTS**  
 – see also section 18 above

<b>Provider of Test</b>	<b>Approved English language test</b>	<b>Minimum Overall score required</b>	<b>Minimum Sub-Test (Listening, Reading, Speaking, Writing) score requirement</b>
IELTS SELT Consortium	Academic IELTS test	C1: 7.0	6.5 in each sub-test
Language Cert	LanguageCert International ESOL SELT C1 (Listening, Reading, Writing, Speaking)	C1	33 in each sub-test
Pearson	PTE Academic	C1	61 in each sub-test
Trinity College London	Integrated Skills in English III (ISEIII)	C1	pass in each sub-test
ETS	TOEFL iBT Test and iBT at Home Test	C1: 92	Reading 21; Speaking 21; Listening 21; Writing 22
CAE Test Centre	Cambridge Assessment English C1 Advanced	C1:185	176 in each sub-test

**G. POSTGRADUATE REQUIREMENTS FOR ENTRY– see also section 18 above**

ENTRY CRITERIA	Either	Or	Or	Or	DOCUMENTED VERIFICATION
<b>English Ability</b>	Applicable to all applicants: be a native English speaker according to the UKVI list of approved English-speaking countries	Applicable to all applicants: studied in a UK school under the age of 18 and achieved: <ul style="list-style-type: none"> <li>GCSE English-grade B or 6</li> <li>A level English Lit or English Language - pass</li> </ul> OR gained a Bachelor's degree or higher qualification in an English-speaking country according to the UKVI list of approved English-speaking countries	Applicable to all applicants: Passed, no less than 2 years prior to making visa application, an overall score of 7 in Academic IELTS test with a minimum score of 6.5 in each category at a UKVI approved SELTS Centre	Applicable to all applicants: passed one of the other permissible tests with the appropriate scores contained in chart F above.	EITHER Documentary proof of native English speaker OR Bachelor's Degree certificate taken at appropriate institution OR relevant English Test Certificate with minimum scores met overall and, where appropriate in each sub-test.
<p><b>Visa applicants:</b> The test in column C and D must have been taken within 2 yrs of making a visa application, unless already used in a successful visa application OR <b>Other test applicants:</b> within 3 yrs prior to starting the programme.</p>					
<b>Academic Qualifications and Relevant Experience</b>	A minimum of a good* honours degree, or equivalent qualification, in a subject relevant to the award chosen from a recognised university or HE institution plus minimum of two years of relevant experience	A minimum of a good* honours degree, or equivalent qualification, in a subject unrelated to their award from a recognised university or HE institution plus 4 years relevant experience (e.g., leadership/development etc.)	Have good professional qualifications plus 4 years relevant experience		CV AND Qualification Certificate verified by ENIC if an overseas qualification. AND a transcript of studies AND Book Critique AND References
<p>*A good honours degree would usually be the equivalent of an upper second-class degree (2.1). A lower second-class degree (2.2) would be considered if the lower classification was the result of extenuating circumstances.</p>					
<b>Bible/Theology Knowledge</b>	A minimum of a good* honours degree, or equivalent qualification in a Biblical or Theological subject or which included substantial study of Bible or Theology	4 years mission/ministry experience involving regular Biblical/Theological personal study <b>OR</b> 4 years teaching/preaching ministry in church or equivalent	A minimum of one year's academic study in Bible and/or Theology at a recognized institution	If former Biblical/Theological training is considered to be of insufficient depth, applicants will be required to complete the All Nations bridging course prior to being offered a place.	CV AND, EITHER Qualification Certificate OR satisfactory reference AND Book Critique
(One of the above is essential for the MTh in Contextual Theology and MA in Global Ecclesiology awards)					
<b>Relevant Cross-cultural Experience</b>	Evidence that the applicant has, for a minimum of 2 years, interacted on a frequent basis with others from a different culture to their own (i.e. they have lived or worked in a cross-cultural missional setting). Applicants who do not completely fulfil the experience criteria may be considered but will be required to undertake a written assessment to ensure they have the skills required for postgraduate level study. If approved, they may register for the Postgraduate Certificate (PG Cert), and re-register for the MA if successful in classwork				CV, Personal Statement and satisfactory references



**H.POSTGRADUATE: REASONS WHY INFORMATION IS REQUIRED see also section 18 above**

Entry Criteria	Documentary Evidence	Acceptable format	Reason for evidence	Verification
<b>Academic Qualifications/ Relevant Experience</b>	EITHER Diploma Supplement or Transcript of Studies and Certificate of relevant qualification	Scanned copies initially, but originals must be seen by the time you enroll on the programme. If a student requires their document to be returned by post they must bear the postage.	<ul style="list-style-type: none"> <li>We need to make sure that you have the academic potential to succeed</li> <li>We are obliged to ensure that your qualification is genuine</li> </ul>	<ul style="list-style-type: none"> <li>If in doubt, we may contact the awarding institution for verification.</li> <li>If there is any uncertainty about the UK equivalency, the student may be required to obtain this from ENIC (European National Information Centre for UK) at their own cost</li> </ul>
<b>Academic Qualifications</b>	Successfully pass Book Critique assignment	Word and PDF attachment to an email	As above	Document will be marked, moderated and checked for plagiarism
<b>English Ability (if required)</b>	Copy of the Test Result	Scanned copy of the test result.	This is a legal requirement for visa applicants and we need to ensure that applicants have the necessary skills to successfully complete the programme.	We will check with the official verification service that your test result is genuine
<b>Cross Cultural Experience</b>	CV, References and Personal Statement	On our reference forms and application form	To ensure you have the skills and experience necessary for this postgraduate programme.	We reserve the right to check with a third party e.g., the organisation with whom you gained the experience.
OTHER EVIDENCE				
<b>CV</b>		A4 pdf or word doc	To provide the panel with an overview of the applicant's qualifications and experience.	We reserve the right to check with a third party e.g., the organisation with whom you gained the experience
<b>Book Critique</b>		A4 pdf and word doc	This is used to assess whether the applicant's academic standard is adequate for postgraduate study	Document will be marked, moderated and checked for plagiarism
<b>References</b>		On our reference forms	See Section 19 below	We may contact referees to query what they have written in their reference.
<b>Personal Statement</b>		On our application form		
<b>College Statement of Faith etc.</b>		On our application form		

## 19. POSTGRADUATE: FURTHER REASONS FOR EVIDENCE

In addition to the evidence in chart D above, all of the following are the means for the College to assess whether an applicant meets the entry requirement. Equal weight is given to all information provided. However, the quality of the academic evidence provided may lead to the PAP (Postgraduate Admissions Panel) offering a place at a lower level (e.g., PG etc) than that applied for. This will come with the option of transferring to a higher award if their performance is satisfactory.

**19.1. References:** See section 13.1

**19.2. Personal Statement:** This statement provides the applicant with the opportunity to provide evidence of how they meet the criteria in the entry requirement charts. For example, they will be able to:

- explain their experience of and interest in intercultural mission
- explain and indicate their motivation and commitment to their proposed studies.
- demonstrate that they have learned from their past experiences.
- give some evidence of past experiences which led to their personal growth
- share how they feel they will cope with the learning ethos of the college (e.g., learning through community living, peer discussion, team work etc.)

**19.3. The College's Christian Ethos, Values and Statement of Faith:** See section 13.3

**19.4. Conversation:** Please note that the compulsory conversation with a tutor does not form part of the decision-making process. This is an opportunity to ensure you are taking the most suitable award and that you understand the demands of the programme.

## 20. POSTGRADUATE: APPLICATION DEADLINES AND TIMELINES

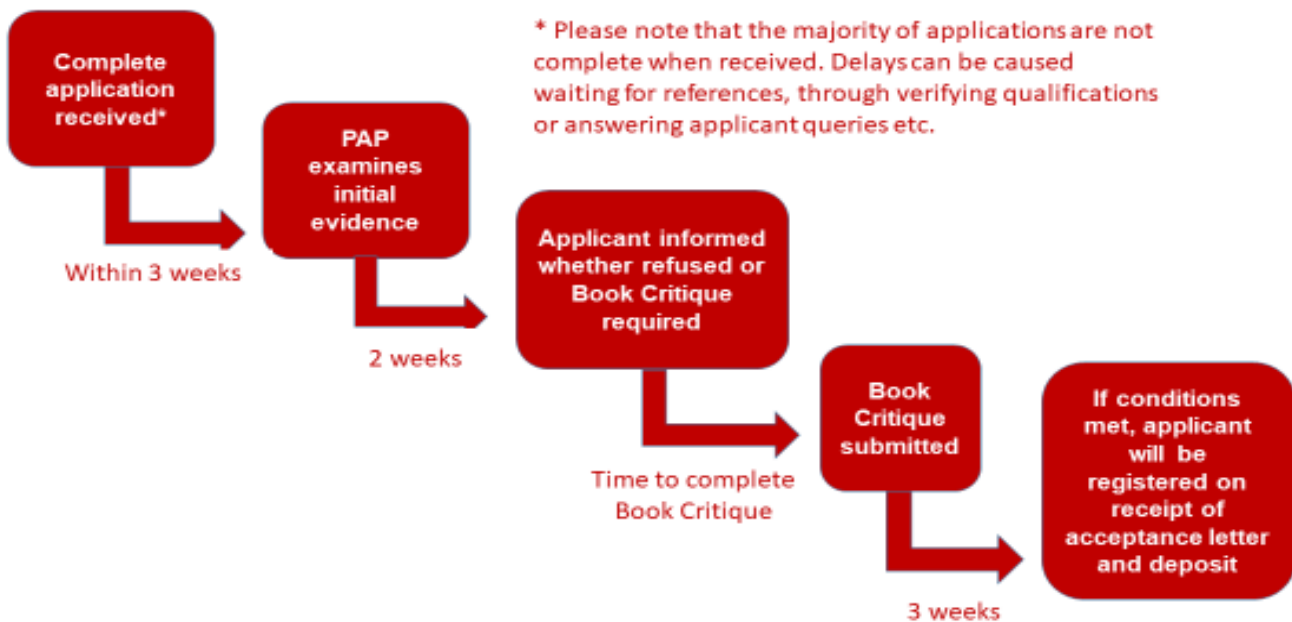
See section 14: 1-3 above.

**20.1.** If there are more applications received before the deadline than places available on a given award and applicants have met all of the entry criteria to be offered a place, they will be filled on the basis of the earliest date that a complete application was received (i.e. all documentation required).

**20.2.** After the deadline and when the places are nearly full, the website will indicate this and any applicants who apply at this stage will be warned that there is no guarantee of obtaining a place on a programme until the following academic year.

**20.3.** Communication is all by email, unless an applicant phones with a query. Official letters are sent as attachments to emails but paper copies can be provided on request.

**20.4.** When a complete application has been received, the following timelines apply (see diagram on next page).



## 21. POSTGRADUATE BRIDGING MODULES

- 21.1. Where an applicant does not meet the criteria for entrance on application (e.g., due to lack of theological training), or the panel deems that additional preparation would be helpful, they may be asked or recommended to take appropriate bridging modules prior to starting the postgraduate programme.
- 21.2. The Bridging modules selected will be chosen to meet each student's specific needs and involves accessing specific and relevant undergraduate modules over a period of one to three terms. The exact programme of studies will be agreed by the College in discussion with the applicant.
- 21.3. Bridging module students are encouraged to complete at least one written assignment from the modules they study to gain learning and confidence from this.
- 21.4. Applicants requiring additional inter-cultural experience can gain this by participating as a residential student on campus at Easneye.
- 21.5. Completion of the bridging modules does not give automatic right of entry to the postgraduate programme, but ensures an applicant meets specific eligibility criteria.

## 22. POSTGRADUATE APPLICATION PROCESS

- 22.1. Applications to all postgraduate degree programmes must be made directly to the College using the application form available on the College website. In exceptional circumstances a hard copy of the application form is obtainable directly from the programme administrator or by sending your request to [ma@allnations.ac.uk](mailto:ma@allnations.ac.uk).
- 22.2. When a complete postgraduate application has been received by the programme administrator (application form, application fee and all the requested documentation), and the paperwork is satisfactory, the Postgraduate Admissions Panel (PAP) will consider whether the applicant has met all the entry requirements with the exception of the book critique.
- 22.3. This could result in any of the following actions:
  - A refusal of the application on the grounds that they have failed to meet at least one of the entry requirements (excluding the book critique).
  - A recommendation that the applicant needs to undertake further study or gain more experience before re-considering their application.

- Confirmation that the applicant has provided satisfactory evidence of all the entry criteria so far and now needs to complete a book critique.

**22.4.** The submitted book critique is marked by an academic tutor and moderated by another and is the final test as to whether an applicant is academically qualified to take a postgraduate degree and at which level.

**22.5.** Only after successful completion of the book critique does the PAP determine whether the applicant has met the requirements for the programme and should be offered a place and at which level (PG Cert, PG Dip, MA or MTh).

**22.6.** During the application process and at the most appropriate point, a conversation must take place between the applicant and a postgraduate tutor. The purpose of this conversation is primarily to discuss the expectations of the programme being offered and is not part of the selection process. The College is flexible in arranging this conversation; it can be either in person, via video conferencing technology or phone, and at a mutually convenient time.

### **23. POSTGRADUATE: SELECTION CRITERIA**

Considering the application as a whole and taking all of the evidence provided, an offer will be made if the PAP is satisfied that:

- all the documentation submitted is genuine;
- the applicant has met all of the entry requirements on the postgraduate charts and in section 18; this includes passing the submitted book critique (such a submission would be graded by an academic tutor and moderator);
- that their references corroborate what the applicant wrote in their application and personal statement;
- the applicant has signed a statement confirming that they have read, understood and will respect the College Statement of Faith;
- the PAP will not give greater weight to one entry requirement over another.
- It is the role of the PAP to determine:
  - the precise details of the offer: the programme, award, the level at which the applicant may start etc., as appropriate
  - the reason(s) for and whether any conditions should be attached to the offer.
  - the reason(s) for any refusal/recommendation(s).

### **24. POSTGRADUATE: OUTCOME OF THE APPLICATION PROCESS**

See section 17

### **25. APPLICATIONS TO RESUME STUDY**

**25.1.** There are various reasons why a student may defer their studies before completion. Regardless of the reason for deferral, those wishing to resume their studies should write to the College confirming the reason why they are able to resume their studies with the intended date of return. Depending on the circumstances, the College may request proof of their fitness to study. Applicants can expect to receive a response to this application within 14 calendar days and a decision within 30 calendar days.

**25.2. Students Returning within 12 months** of the ratification of their OU validated award to complete a higher award will have their previous CAT score transferred automatically, on the resumption of their studies. They will not need to apply for RPL. Students are required to surrender their previously earned certificate and complete an application form in the usual way.

**25.3. Students Returning after 12 months** of the ratification of their OU validated award who wish to complete a higher award, may apply to credit their previous learning through RPCL (see [RPL Policy](#)) Students who have previously earned a PG Dip should note that, in addition to applying to have their previous learning credited they must also take/re-take M1 (10 credits) when they resume their studies in order to re-establish their study skills and

foundational knowledge. This will require completing an alternative assignment if one was undertaken previously. Applicants should:

- fulfil all other admission criteria (see the entry requirement charts above). For full details see the College's [RPL Policy](#);
- apply for the new programme in the usual way; and
- apply for RPCL to gain credit for their previous certificated learning as per the College's [RPL Policy](#);
- since it is vital when undertaking a PG Dip or MA/MTh programme for applicants to have relevant mission/ministry experience to which they can apply their learning, applicants will also be required to provide:
  - A personal statement outlining and reflecting on their involvement in mission/ministry within the last 4 years; and
  - Reference (s) from one or more co-workers or mission leaders concerning the mission/ministry undertaken within the last 4 years.

## **26. DEFERRED ENTRY**

Deferred entry is granted on the discretion of the relevant Admissions Panels. Applicants should indicate that they wish to defer entry on their application form. Applications for deferred entry will be considered equally up until the point of confirmation. Normally, deferred entry is granted for one year only.

## **27. CHANGES TO PROGRAMMES**

- 27.1.** The College reserves the right to make variations to the contents or methods of delivery of programmes, if such action is reasonably considered to be necessary by the College. Circumstances when this may occur include, but are not limited to, lack of demand, departure of key personnel, withdrawal or reduction in funding and/or change of law.
- 27.2.** All the elective modules which are listed in the programme may not be offered in any one year where the numbers recruited to a course are so low that it is not possible to deliver an appropriate quality of education for students enrolled on it. This is usually less than 7 students per module. However, the College will guarantee to offer a minimum of 2 elective modules from each vocational specialism in every level of studies on the undergraduate programme.

## **28. DISCONTINUATION OF PROGRAMMES**

The College reserves the right to cancel programmes due to circumstances such as insufficient enrolment numbers. If a programme is discontinued All Nations Christian College will contact applicants as soon as the decision is made to explain the decision and offer advice about the applicant's best course of action. This may include offering a suitable alternative internally or helping to secure a comparable course at an alternative institution.

## **29. COMPLAINTS AND APPEALS**

- 29.1.** All Nations Christian College wishes all applicants to have a positive experience in going through the application process and makes every endeavour to provide applicants with all the necessary information they require and to support them in making an informed choice regarding the best course for them. However, applicants who are unsatisfied about the handling of their application, have the right to make either an informal and/or formal complaint or appeal.
- 29.2.** If applicants wish to complain about how their application was handled (as opposed to the decision that was reached about their application) should follow the College [Complaints Policy](#). This contains the permissible grounds for making a complaint, the complaints form and explains the procedure, including the time limits for making a complaint.
- 29.3.** If applicants wish to appeal against the decision to refuse them a place or they consider the conditions placed on an offer were unreasonable, they should refer to the College

[Academic Appeals Policy](#). This contains the permissible grounds for appeal, the appeal form and explains the procedure, including the time limits for lodging an appeal.

- 29.4. Both of the above policies provide details of how, on completion of the College's internal complaints/appeals procedures, it is possible to escalate their complaint to external bodies such as The Open University. It is not usually possible to appeal to the Office of the Independent Adjudicator regarding decisions about Admissions.

### 30. EQUALITY AND DATA PROTECTION

- 30.1. Admissions will be considered impartially and in accordance with the College '[Equality and Diversity Policy](#)'.
- 30.2. All admissions records, past and present, are kept in accordance with the Data Protection Act 2018 and UK GDPR and the College's [Data Protection Policy](#). For details of how we process student data please see the College website [www.allnations.ac.uk](http://www.allnations.ac.uk) and insert 'Privacy at All Nations' in the search engine. This page includes information about data subject rights and how an applicant may exercise them.

### 31. ROLES, RESPONSIBILITIES, POLICY APPROVAL AND REVIEW

- 31.1. The **Board of Trustees** have legal oversight and responsibility for all College policies, but have delegated to the Academic Board the authority to ensure fit-for-purpose policies and procedures related to academic provision are in place. The **Board of Trustees** are responsible for ensuring:
- Academic provision at the College is adequately resourced.
  - They receive details from the **Vice-Principal (Academic)** of any serious incident or one which could be of reputational risk to the College which should be reported to either the Open University, the Office for Students and/or the Charity Commission.
- 31.2. The **Academic Board**, who is also authorised by the Open University through its accreditation process, acts on behalf of the **Board of Trustees** on all academic matters. They are responsible for:
- Ensuring that the academic activities of the College support its mission statement and values.
  - Ensuring that a fit-for-purpose Admissions Policy is approved by them and complies with all relevant legislation and regulations (e.g., the regulations of The Open University).
  - Overseeing the effective implementation of this policy and ensuring it is satisfactorily managed.
  - Ensuring that the principles of this policy are:
    - Considered when managing and planning accessibility to programmes and academic provision in line with the strategic direction of the College.
    - Reviewed by exploring what can be learned from appeals/complaints when they occur.
    - Reviewed in consultation with academic staff, students and The Open University, as a means of constantly seeking to improve the College's Admissions Policy.
  - Ensuring they receive details from the **Vice-Principal (Academic)** of reported incidents and outcomes of cases (particularly where a significant impact on someone has occurred or lessons need to be learned), or details of a serious incident or one which could be of reputational risk to the College.
- 31.3. The **Principal/CEO**, the **Vice-Principal (Academic)** and the **Quality Assurance Committee** are jointly responsible for the annual monitoring and review of this policy and recommending approval to the Academic Board for all changes.
- 31.4. **The Vice-Principal (Academic)** responsible for providing leadership for all academic provision of the College and for leading the college's Admissions Policy and practice by:

- Monitoring the application process and any subsequent admissions' complaints and appeals.
- Ensuring the Admissions Team undertakes regular and appropriate refresher training on admissions, including induction training for new staff and that experienced staff shadow new staff until their initial training is complete.
- Reporting to the **Academic Board** and **Senior Leadership Team** incidents and outcomes of cases (particularly where a significant impact on someone has occurred or lessons need to be learned), or details of a serious incident or one which could be of reputational risk to the College.
- Ensuring the College and its staff comply with any appeals process undertaken by an outside agency (e.g., The OU or the OIA).

**31.5. The Admissions Team (comprising the Vice-Principal (Academic), Programme Leaders, Tutors, Recruitment and Training Administrators) are responsible for:**

- Familiarising themselves with this policy on appointment/at induction/orientation.
- Taking a pro-active role in improving the College's Academic Appeals Policy and practice.
- Promoting and implementing this policy.
- Ensuring that applications to validated programmes are processed according to this policy and relevant legislation and regulations (e.g., the regulations of The Open University, the UK Visa and Immigration Department and the Office for Students).
- Ensuring that decision making complies with College and Open University regulations and is applied consistently across validated provision.
- If **involved in a complaint** in any capacity:
  - ensuring they present their case with integrity and in a timely fashion and/or
  - ensuring they comply with any investigation and the procedures in this policy.

**31.6. All applicants** have an individual responsibility to follow this policy and its procedures when applying for a place on a validated programme.

## **32. POLICY COMMUNICATION**

**32.1.** This policy and any other policies referred to in this document can be found [here](#).

**32.2.** The College General Administrator will make every effort to respond to any request to provide this policy in a different format. Such requests should be sent to [info@allnations.ac.uk](mailto:info@allnations.ac.uk)

**32.3.** This policy will be included in staff and student induction.

## **33. RELATED DOCUMENTS**

- All Nations Christian College [Equality and Diversity Policy](#)
- All Nations Christian College [Consumer Protection Policy](#)
- All Nations Christian College [Learning Support Policy](#)
- All Nations Christian College [Fitness to Study Policy](#)
- All Nations Christian College [Student Disciplinary Policy](#)
- All Nations Christian College [Academic Appeals Policy](#)
- All Nations Christian College [Termination of Student's Registration Policy](#)
- All Nations Christian College [Data Protection Policy](#)
- All Nations Christian College [Access and Participation Statement](#)

## **34. APPENDICES:**

1. Criminal Background Check
2. Risk Assessment Procedure on Disclosure of Criminal Background
3. Criminal Background Risk Calculator

## APPENDIX 1

### CRIMINAL BACKGROUND CHECK

NAME

.....

All applicants who have received a conditional offer of a place on a programme of study are required to disclose if they have a criminal record or are currently subject to any restrictions. This disclosure helps us support applicants and students in complying with any conditions while studying with us and fulfils the College's safeguarding obligations.

If you are currently or become subject to an order, restriction or arrangement imposed by a court or an authorised body, you must make the College aware immediately of any conditions which may prevent from you from fully engaging with your studies and the wider College community.

The disclosure of a criminal conviction or currently being the subject of a court-imposed order may impact your application or duration of studies or living on site. Restrictions include Sex Offender Registration and Sexual Harm Prevention Orders (or equivalent orders outside of the UK).

Failure to disclose a criminal record or a current restriction, which later becomes apparent, or the wilful disclosure of false information will lead to an investigation under the College's Student Disciplinary Policy and could lead to the withdrawal of your offer of a place or permanent exclusion from your course or the offer of on-site accommodation.

1. Do you have a criminal background? (*Circle the correct answer*)

YES	NO
-----	----

If NO, please ignore questions 2 and 3 below and proceed to the declaration below.

2. Do you have any unspent criminal convictions?

YES	NO
-----	----

3. Do you currently have any restrictions placed on you by a court (e.g., Sexual Harm Prevention Order or a Restraining Order etc) in the UK or any other country?

YES	NO
-----	----

*If you are unsure about what information to disclose about your criminal background you are advised to seek legal advice before making a disclosure.*

If you have answered YES to either question 2 or 3 you will be contacted by the College Designated Safeguarding Lead to assess what if any risk you pose to the community and/or how the College might support you.

### DECLARATION

I hereby declare that the information I have provided has been disclosed honestly and is accurate to the best of my knowledge. I understand that failure to disclose a criminal record or a current restriction, which later becomes apparent, or the wilful disclosure of false information will lead to an investigation under the College's Conduct, Conflict and Student Disciplinary Policy and could lead to the withdrawal of my offer of a place or permanent exclusion from my course of study.

**Signed:**

**Date:**

(Your printed name is acceptable as a signature)

**For office use only: Safeguarding Assessment Required**      Y / N



## APPENDIX 2

### 1. RISK ASSESSMENT PROCEDURE ON DISCLOSURE OF CRIMINAL BACKGROUND

**1.1. Risk Assessments:** The Designated Safeguarding Lead (DSL) will write to such applicants to request details of their unspent convictions and any further information necessary to inform the completion of the College criminal background risk assessment. This may include arranging a meeting with them (either remotely or in person) to discuss their criminal record more fully.

**1.2.** The purpose of this risk assessment is to:

- i. determine, based on the evidence available, what level of risk the applicant poses to the safety of staff and students (and their children);
- ii. make a judgement on the necessary mitigation that would reasonably support the applicant's enrolment and participation in their programme of study;
- iii. reach a conclusion on whether the applicant should or should not be refused admission based on the outcome of i and ii.

**1.3.** In determining the level of risk posed by the student, the safeguarding team will consider:

- the nature of the conviction(s)
- the number of unspent convictions
- the severity of the penalty(s)
- the date(s) of the conviction(s)
- the age of the individual at the time of the offence(s)
- and, if declared, any restrictions currently in place

**1.4.** The safeguarding team will use the College's Criminal Background Risk Calculator in Appendix 3 below as a guide to determining the level of risk posed by the student.

**1.5.** After careful consideration of all the information provided, the safeguarding team will determine the perceived level of risk, any required mitigation (including whether a ministry placement involving children or adults at risk would be appropriate – see 8.14 below) and the level of support needed for the student in order to undertake their studies successfully. The safeguarding team will decide on one of the following three possible outcomes:

- **Outcome 1: Safeguarding Condition met (Low risk)** – the student poses a low risk to the College community; no mitigation is required: the applicant may be admitted with no further action
  - **Action:** the provisional offer of a place can be confirmed (subject to satisfactorily meeting all other conditions outlined in the offer letter).
- **Outcome 2: Safeguarding Condition partially met (High/low risk)** – the student poses some level of risk to the College community; mitigation is available and is considered achievable to reduce the risk to an acceptable level; the applicant can be admitted subject to an agreed Contract and Action Plan to be monitored by the DSL (in consultation with the Head of Learning Services, if appropriate). For example, the mitigation may determine that the applicant should not live on-site or must not be able to undertake a ministry placement involving children or adults at risk.
  - **Action:** the provisional offer of a place can be confirmed (subject to satisfactorily meeting all other conditions outlined in the offer letter).
- **Outcome 3: Safeguarding Condition not met (High risk)** – the student poses a high level of risk to the College community; no mitigation is available or is extremely difficult to achieve (or is not agreed by the applicant).
  - **Action:** the applicant is to be refused admission; the provisional offer of a place (as outlined in the Offer letter) is to be withdrawn as the applicant is deemed to pose too high a risk to the safety of the College community. The applicant has the right to appeal against this decision.

- 1.6. Any Action plan will be reviewed by the DSL with the student initially after one month and thereafter termly or until the conviction or restriction expires.
- 1.7. The applicant has a right to appeal against the conditions of the mitigation or the conclusion reached, using the **College [Academic Appeals Policy](#)**.
- 1.8. The applicant will be informed of the outcome of the risk assessment by the DSL. Where appropriate, and in consultation with the DSL, they will be required to agree the measures needed for any Contract and Action Plan. Adhering to the agreed Contract and Action Plan will form one of the conditions on the offer of a place.
- 1.9. The DSL will inform the programme administrator that they may write to the applicant either:
  - i. Confirming their place without the imposition of safeguarding conditions, or
  - ii. Confirming their place subject to the conditions agreed with the DSL or
  - iii. Revoking the offer of the conditional place due to the conclusion reached by the risk assessment carried out by the Safeguarding team.
- 1.10. The DSL will write to the applicant separately to confirm the conditions of ii or to give reasons for iii.

## APPENDIX 3

### CRIMINAL BACKGROUND RISK CALCULATOR

The tables below indicate how the Safeguarding Team will initially assess the level of risk posed to the Staff and students at All Nations when an applicant, student or member of staff discloses a criminal background. In addition to whether the person received a suspended, non-custodial or custodial sentence and the length of that sentence, weight would be given to the nature of the offence. Any conviction against children or convictions for sexual or violent crimes will always be treated as high risk. The applicant may be asked to attend a meeting with the Safeguarding team to discuss their criminal record as part of the risk assessment process.

<b>Table1: Offences committed OVER the age of 18</b> time elapsed from the end of the sentence period	More than 11 years ago	More than 7 years ago	Within the last 7 years	Within the last 4 years	Within the last 2 years	Within the last year	Within the last 3 months
Conviction leading to a custodial sentence of over 4 years	high	high	high	high	high	high	high
Conviction leading to a custodial sentence of 2.5 years – 4.0 years	low	low	high	high	high	high	high
Conviction leading to custodial sentence of 6 months – 2.5 years*	low	low	low	high	high	high	high
Conviction leading to custodial sentence of less than 6 months*	low	low	low	low	high/low	high	high
Conviction leading to a non-custodial sentence	low <sup>f</sup>	low	low	low	low	high/low	high/low
Conditional caution / current police investigation	low <sup>f</sup>	low	low	low	low	low	high/low

<b>Table2: Offences committed UNDER the age of 18</b> time elapsed from the end of the sentence period	More than 5.5 years ago	Within the last 5 years	Within the last 3.5 years	Within the last 2 years	Within the last year	Within the last 6 months	Within the last 3 months
Conviction leading to a custodial sentence of over 4 years	high	high	high	high	high	high	high
Conviction leading to a custodial sentence of 2.5 years – 4.0 years	low	low	high	high	high	high	high
Conviction leading to custodial sentence of 6 months – 2.5 years*	low	low	low	high	high	high	high
Conviction leading to custodial sentence of less than 6 months*	low	low	low	high/low	high	high	high
Conviction leading to a non-custodial sentence	low <sup>f</sup>	low	low	low	low	high/low	high/low
Conditional caution	low <sup>f</sup>	low	low	low	low	low	high/low

\* includes suspended sentences

high risk	Unspent – including any conviction involving children or sexual or violent crimes	high/low risk	Unspent – risk depends on nature of crime	low risk	Spent – do not need to be disclosed	low <sup>f</sup>	Spent – do not need to be disclosed & can be filtered from a standard or enhanced DBS
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