



Student Recruitment and Selection Policy

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Charity Number: SCO 36198

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Student Recruitment and Selection Policy

1. Introduction

Access to further and higher education and the fairness of recruitment and selection processes are important in ensuring fair access and equality of opportunity to all. The College aims to provide a fair and consistent admissions process which is underpinned by the City of Glasgow College values.

- The individual
- Equality, diversity and inclusiveness
- Integrity, honesty and transparency
- Excellence and achievement
- Partnership
- Innovation and enterprise

2. Purpose and Aims

The purpose and aims of this Policy are to:

- Be open and transparent
- Select students who are able to complete the course as evidenced by their achievements and their potential
- Use assessment methods that are reliable and valid
- Minimise barriers to entry for applicants
- Support Equality, Diversity and Inclusion
- Be professional in every respect and be underpinned by appropriate institutional structures and processes

3. Scope

This Policy covers all student recruitment and selection processes and procedures. Procedures may vary over curriculum area and course level and reference should be made to specific procedures for further information.

4. Policy Statement

- 4.1 Where applicable course entry requirements will be published on the college website together with any additional selection criteria.
- 4.2 Any selection criteria will support applicants to provide evidence of skills and achievements.
- 4.3 Interviews (including face to face, online and telephone) will be conducted in a way that supports students and their individual needs.
- 4.4 Applicants will be responded to timeously 4-6 weeks.
- 4.5 Applicants will be provided with supportive information on what to expect at an interview and given appropriate notice of the interview date.
- 4.6 Details of any scoring methodology or weightings will be contextualised to allow applicants to prepare for interview.
- 4.7 Face to face interviews will be conducted in an appropriate space.
- 4.8 Applicants will be informed of the outcome of their interview through a conditional or unconditional offer, or will be informed that they have been unsuccessful.
- 4.9 Applicants who are unsuccessful will be offered a supportive professional careers guidance meeting if applicable to the curriculum area.
- 4.10 Applicants who are unsuccessful may request further information in relation to their unsuccessful outcome. If an applicant is dissatisfied with the unsuccessful outcome and believes that the college failed to follow its own procedures then they should make a complaint to complaints@cityofglasgowcollege.ac.uk
- 4.11 Complaints will be considered related to process and not academic judgement.
- 4.12 The college will make a wide range of student support available and will work in partnership with other organisations to ensure support is relevant and that it meets student's needs.
- 4.13 The college will be strive to meet or exceed its Public Sector Equalities Duty throughout the student recruitment and selection processes.
- 4.14 The college will implement its Safeguarding Duty throughout the student recruitment and selection processes.

5. Responsibilities

- 5.1 Chief Financial Officer is responsible for strategic leadership of the college Student Recruitment Policy and Procedures; regular reporting to Senior Management Team and annual reporting to the Board of Management Students, Staff and Equalities Committee.
- 5.2 Vice Principal Student Experience and Deans of Faculty are responsible for the development of an accessible curriculum.

5.3 Vice Principal Corporate Development and Innovation is responsible for developing Strategic and Operational Marketing Plans to assist the College to recruit and sustain a diverse student body.

5.4 Associate Deans are responsible for ensuring teaching members of staff involved in the recruitment and selection of students are appropriately trained.

5.5 Head of Student Recruitment and Funding is responsible for the operational management and development of the admission system, processes and procedures.

6. References

6.1. Policy Framework

Associated Policies and Procedures	Title
Procedure	Student Recruitment and Selection
Policy and Procedure	Safeguarding Duty
	Equalities Duty
	Equality Act

6.2. Other College Policies and Procedures

Policy / Procedure	Title

External References

Source	Title
http://www.ecu.ac.uk/wp-content/uploads/external/equality-in-admissions.pdf https://www.advance-he.ac.uk/guidance/equality-diversity-and-inclusion/student-recruitment-retention-and-attainment/recruitment-and-admissions-colleges	Equality in Admissions – Advance HE

7. Document Control and Review

Approval Status	Approved
Approved by	Director Student Experience
Date Approved	March 2025
EQIA Status	EQIA Conducted? Yes: <input checked="" type="checkbox"/> No: <input type="checkbox"/>
Proposed Review Date	April 2027
Lead Department	Finance
Lead Officer(s)	Head of Student Recruitment and Funding
Board Committee	Staff, Students and Equalities Committee
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8. Revision Log

Version Date	Section of Document	Description of Revision
April 2021	All	Job Titles and responsibilities updated.
Feb 2023	All	Policy reviewed and no changes required.
March 2025 V3	All	Job Titles and responsibilities updated.