



## **LSCI's Students Recruitment Policy-2025**

### **Background**

- 1 The policies and procedures in this document have been written with a consideration of the current laws and regulations for higher education as set by the OFS and the Quality Assurance Agency.
- 2 LSCI Recruitment policies and procedures have been written with full commitment to providing a high-quality application experience that is fair and transparent, and serving applicant needs and interest.

### **Purpose of the Policy**

- 3 The purpose of this document is to ensure that all applicants, advisors and other interested parties have access to clear and definitive information on the process of applying to study at LSCI.
- 4 Admissions Team at LSCI are expected to be familiar with and follow the processes narrated in this document and it is expected that all applications to LSCI will be handled professionally, responsibly and in line with its stated policies and procedures.

### **Applicability and Scope**

- 5 The Recruitment policy and procedures within this document serve as an overarching policy for admission to all LSCI courses. This ensures a consistency of approach across all programmes and levels. Where a difference in procedure exists between awarding organisations, this has been clarified.
- 6 This policy document exists for applicants applying to the 2024/25 Academic year onwards.

### **Responsibilities**

- 7 The ultimate authority to offer a place on a course delivered by LSCI lies with the respective awarding organisation. LSCI selects the applications using the entry criteria of the respective awarding organisation but the final approval of the applicants is decided by respective awarding organisation.

8 Relevant awarding organisations sets all academic and non-academic entry requirements and LSCI complies with those while recruiting students.

9 All applicants are expected to provide full and honest information as part of their application, documentation and any subsequent enquiries. Applicants who do not respond to enquiries or provide the specific information requests are liable to have their application rejected or withdrawn

10 LSCI admission team is responsible for ensuring that all applicants are treated fairly and consistently, regardless of course or level they have applied to.

11 The responsibility for ensuring the accuracy and relevance of this Recruitment Policy lies with the Principal.

### **Fair and Transparent Admissions**

12 LSCI has a firm commitment to encouraging all who have the ability to benefit from higher education to access it with ease. We aim to select as participants those who will benefit the most from working with us and succeed in higher education and the careers they aspire to. These will include students with strong academic credentials and aspirations as well as those from under- represented groups, those looking for second opportunities, those already in work, and those looking to develop themselves later in life.

13 All applicants to LSCI should expect and receive fair and reasonable treatment during the application and enrolment process by our Admission Team. Decision making will be unbiased and transparent.

14 LSCI is committed to widening participation and ensuring that all students with the potential to succeed, regardless of their background, are encouraged to apply to study with us.

15 LSCI recognises the authority of the Competitions and Markets Authority (CMA) and the guidance on consumer protection provided to higher education institutions. LSCI is committed to ensuring that policies and practices are in line with CMA guidance and ensuring that consumer protection rights are extended to all applicants and students.

### **Equality and Diversity**

16 LSCI is committed to promoting equality and diversity and adheres to the Equality Act 2010.

17 Through both its Equality and Diversity Policy and Recruitment Policy, LSCI is committed to providing fair, transparent and consistent practice. We work to create and maintain an inclusive environment where everyone can achieve their full potential and we are committed to celebrating diversity and promoting equality of opportunity.

18 LSCI does not discriminate against applicants on any characteristics such as disability, race, gender, ethnicity, sexual orientation, age, religion, political beliefs or socio-economic status.

19 LSCI acknowledges the benefits that a diverse student body brings and aims to promote and encourage equality between all students and staff members.

### **Applicants with Disabilities and additional support needs**

20 LSCI welcomes applications from disabled students and encourage them to disclose the nature of their disability in their applications.

21 This disclosure from the applicant allows LSCI Admission Team to be pro-active in discussion and provision of reasonable adjustments, so enhancing their studies and student experience, whilst complying with current government legislation.

### **Submitting the application**

22 LSCI recommends all full-time students apply by filling in an online form via its website: [www.lsci.org.uk](http://www.lsci.org.uk) and submit an application.

23 Those candidates wish to visit LSCI and discuss their admission with the LSCI admission Team before submitting an application may do so by making an appointment before the visit.

### **Criteria for Admissions and Entry Requirements**

24 Entry requirements at LSCI are set in line with the requirements of the respective awarding organisation. These are published on its website and updated every year.

25 LSCI seeks to admit applicants it believes have the potential to succeed. Underlying this strong belief are three factors we feel are key to indicating the likely success of a student:

- a. Ability at a certain level in thinking and learning
- b. A foundation of skills from which to extend their study
- c. Motivation and commitment

## **Interviews**

26 These factors, alongside formal qualifications, will be assessed through a formal interview conducted by Academic Panel for each applicant. During the interview, information given on the application form, personal statement, applicant's ability to communicate effectively in English are checked. Each application is individually assessed upon its own merits.

## **Evidence of Qualifications and Information Verification**

27 As part of the application assessment process, information provided by an applicant may be verified for accuracy by LSCI Admission Team. This includes qualifications, IDs, work experience (if any) and record of previous studies.

28 LSCI reserve the right to withdraw or reject any application found to contain misleading or false information.

29 Applicants who fail to provide evidence of qualifications to LSCI within 28 days of the initial request may have their application rejected or withdrawn.

## **English Language**

30 All LSCI courses are taught in English and applicants must have demonstrated sufficient English language ability to be able to succeed prior to enrolment on a programme. This is typically evidenced through completion of a GCSE, level 2 or equivalent programme from a majority English speaking country.

31 Any student who has studied in a non-majority English speaking country will typically be asked to complete an additional qualification testing English language ability (speaking, listening, reading & writing) such as IELTS or equivalent.

32 For IELTS, the minimum overall score should be 6:00 with no component below 5.5.

33 Applicants who have previously studied English as a second language (in which the primary mode of instruction is in a different language) may still be asked to provide evidence of English ability as part of their offer conditions.

34 LSCI may be unable to accept certain qualifications or tests with known security or verification issues.

## **Conditional Offers**

35 Applicants who met most of the entry criteria except one or two evidences may be given a conditional offer on the basis of submitting the evidences within a certain time

period. This is to ensure that we give applicants every possible opportunity to succeed in gaining a place. Applicants unsure as to how to meet this condition should contact LSCI Admission Team. Extension to this submission deadline is at the discretion of LSCI.

### **Unsuccessful Applicants**

36 All records of unsuccessful applicants are preserved for future record and the students are notified.

### **Decision process**

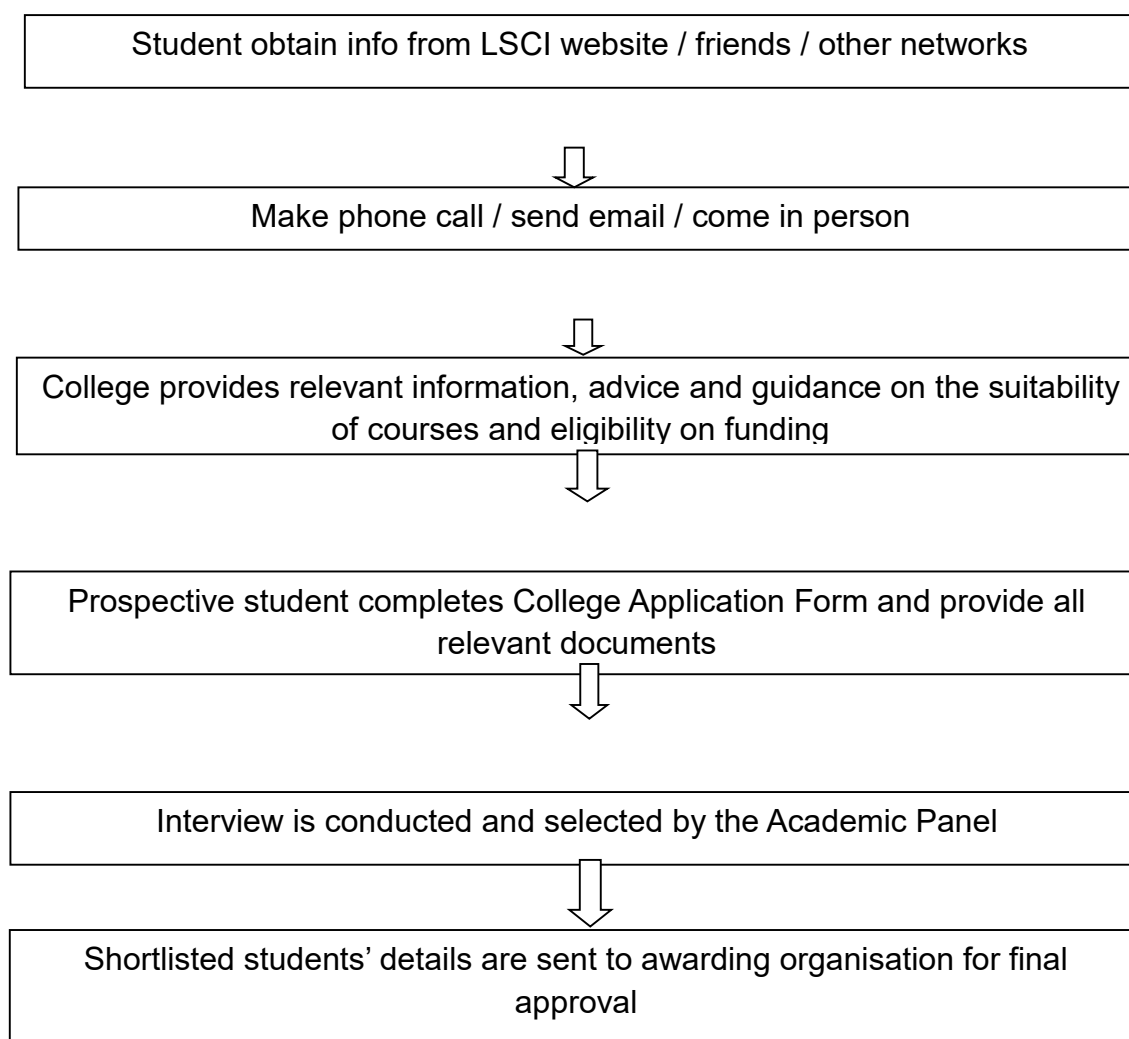
37 The details of the all-successful candidates are sent to the respective awarding bodies for their final decision on enrolment. The ultimate decision to enrol a candidate for a particular course lies with the relevant awarding organisation. The latter informs LSCI and the candidates directly and create IT credentials for accessing their IT system.

### **Data Protection**

38 All information held by LSCI will be treated in confidence, in line with the General Data Protection Regulation (GDPR)-2018, and applications will not be discussed with third parties, unless authorisation has been granted by applicants. Further information on data protection can be found on the government website below:  
<https://www.legislation.gov.uk/ukpga/2018/12/contents/enacted>.

39 Student recruitment flow diagram is shown below for easy understanding

## Student Recruitment flow chart at LSCI



**LSCI Policies 2025**  
**LSCI's Students Recruitment Policy**  
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**Reviewed: Mar 2025**  
**Dr M Siddiqui**