



LAAT – London Academy for Applied Technology

Admissions Policy

Business Management and Hospitality & Tourism Programmes

(In partnership with Plymouth Marjon University)

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This document sets out the formal admissions policy governing the recruitment, selection, and enrolment of applicants to the Business Management and Hospitality programmes delivered by LAAT.

Regulatory Alignment with Office of Students (OfS) Conditions

The Admissions Policy forms part of the London Academy for Applied Technology's (LAAT) academic governance framework and ensures compliance with the Office for Students (OfS) regulatory conditions, particularly Condition B (Quality and Standards), Condition A (Access and Participation), and Condition C (Student Protection and Information).

In line with Condition B, admissions decisions are based on clear, consistent, and academically relevant criteria that are applied fairly and transparently across all applicants. Entry requirements and selection processes are defined in advance and regularly reviewed to maintain academic integrity.

To support Condition A, the policy promotes widening participation and fair access to higher education. Contextual admissions and consideration of individual circumstances may be applied where appropriate, in accordance with the institution's Access and Participation commitments.

In accordance with Condition C, applicants are provided with clear, accurate, and timely information regarding entry requirements, programme details, fees, and admissions decisions. All communications are designed to be transparent and not misleading.

Through this policy, LAAT ensures that admissions practices are fair, consistent, and aligned with regulatory expectations, supporting both academic standards and student access to higher education.

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1. Purpose

The purpose of this Admissions Policy is to provide a clear, comprehensive, and structured framework governing the recruitment, assessment, and admission of students into the **Business Management** and **Hospitality & Tourism management** programmes delivered by the London Academy for Applied Technology (LAAT) in partnership with Plymouth Marjon University.

This policy is designed to ensure that all admissions decisions are made in a consistent, transparent, fair, and academically robust manner. It establishes clear expectations for both applicants and staff, ensuring that selection is based on academic ability, potential to succeed in higher education, and suitability for the chosen field of study. The policy also aims to support widening participation by ensuring that applicants from diverse educational, social, and professional backgrounds are given equitable opportunities to access higher education.

2. Scope

This Admissions Policy applies exclusively to applicants applying for the following programmes:

- Business Management
- Hospitality and Tourism Management

The policy applies to all applicants regardless of nationality, age (subject to safeguarding requirements), educational background, or mode of application. It covers every stage of the admissions lifecycle, including initial enquiry, application submission, assessment, interview, offer decision, and final enrolment.

This policy is binding on all staff involved in admissions activities, including administrative personnel, academic interviewers, and decision-making panels.

3. Admissions Principles

LAAT is committed to maintaining the highest standards of fairness, integrity, and professionalism in all admissions processes. The institution ensures that all applicants are treated with dignity and respect throughout the application journey.

Admissions decisions are based on a holistic evaluation of each applicant. This includes academic qualifications, relevant skills and experience, communication ability, motivation, and overall suitability for higher education study. No applicant is advantaged or disadvantaged based on personal characteristics unrelated to academic potential.

The institution actively promotes equality of opportunity and encourages applications from individuals who may have followed non-traditional educational routes. Recognition is given to the fact that academic potential may be demonstrated through a variety of experiences, not solely formal qualifications.

Transparency is a core principle of the admissions process. Applicants are provided with clear and accessible information regarding entry requirements, selection criteria, assessment methods, and decision timelines. This ensures that all applicants can make informed decisions and understand how outcomes are determined.

4. Entry Requirements

4.1 Academic Requirements

Applicants are normally expected to have successfully completed qualifications equivalent to **Level 3 or higher**, such as A Levels, vocational qualifications, or internationally recognised equivalents.

However, the institution recognises that academic pathways may vary significantly between individuals. Therefore, applicants who do not meet standard academic requirements may still be considered where they can demonstrate relevant professional experience, transferable skills, or prior learning that evidence readiness for higher education.

4.2 English Language Requirements

All applicants must demonstrate an appropriate level of English language proficiency sufficient to engage effectively with academic study, participate in discussions, complete assessments, and produce written work to the required standard.

Where necessary, applicants may be required to provide formal evidence of English language ability or complete internal assessments to determine suitability.

4.3 Subject-Specific Requirements

Applicants must demonstrate a clear interest in their chosen field of study and an understanding of the relevant industry context.

For Business Management, applicants are expected to show awareness of business environments, organisational structures, leadership principles, and commercial decision-making processes.

For Hospitality, applicants should demonstrate understanding of service industries, customer experience, hospitality operations, tourism, and the importance of quality service delivery.

5. Application Process

All applicants must complete a formal application process, which includes the submission of accurate personal information, academic history, and supporting documentation.

The application process is designed to ensure that all candidates are assessed fairly and consistently. Applicants are required to provide complete and truthful information, and failure to do so may affect the outcome of their application.

Upon receipt of an application, the Admissions Team will conduct an initial review to confirm eligibility and completeness before progressing to further stages of assessment.

6. Interviews and Assessment

All applicants to the Business Management and Hospitality programmes are required to attend a structured admissions interview.

The interview forms an essential part of the selection process and is used to assess an applicant's motivation, communication skills, academic readiness, and understanding of their chosen field.

Interviews are conducted by trained staff using standardised criteria to ensure consistency and fairness across all applicants. During the interview, applicants may also be asked to discuss their previous experience, career aspirations, and reasons for choosing the programme.

In addition to the interview, applicants may be required to complete English and Mathematics assessments to determine their readiness for academic study. These assessments are used to support decision-making and ensure that applicants are placed on programmes appropriate to their ability level.

7. Offers and Decision-Making

Admissions decisions are made following a comprehensive review of all available information, including academic qualifications, interview performance, assessment results, and relevant experience.

Offers may be issued as either conditional or unconditional. Conditional offers are subject to the applicant meeting specified requirements, which may include completion of qualifications, submission of documentation, or successful completion of assessments.

All decisions are communicated formally in writing. Verbal offers or informal confirmations are not considered binding under any circumstances.

8. Work Experience and Prior Learning

The institution recognises the value of professional and vocational experience in supporting academic readiness. Applicants with relevant experience in business, retail, administration, tourism, hospitality, or customer service may have this considered as part of their application.

Where appropriate, applicants may be required to provide evidence of employment, references, or detailed descriptions of their responsibilities. Prior learning may also be considered where it demonstrates equivalence to formal academic preparation.

9. Safeguarding and Age Requirements

Applicants who will be under the age of 18 at the time of enrolment must provide appropriate consent from a parent or legal guardian.

The institution maintains safeguarding procedures to ensure the welfare and safety of all learners. Where applicants are under 18, additional support arrangements may be required, including accommodation checks and welfare monitoring.

10. Fraud, Misrepresentation, and Integrity of Applications

The institution maintains a strict policy regarding academic integrity in the admissions process. Any applicant found to have submitted false, misleading, or incomplete information may have their application rejected or their offer withdrawn.

In cases of serious concern, the institution reserves the right to take further action, including reporting matters to relevant external authorities where appropriate.

11. Visa and Immigration Requirements

Applicants requiring permission to study in the United Kingdom must ensure that they meet all relevant immigration requirements prior to enrolment.

Admission may be conditional upon successful completion of immigration checks, submission of required documentation, and compliance with applicable regulations. Failure to meet these requirements may result in withdrawal of an offer.

12. Deferrals, Programme Changes, and Withdrawals

Applicants may request to defer their place of study, withdraw their application, or request a change of programme prior to enrolment.

All such requests are reviewed individually and are subject to programme availability, academic suitability, and institutional approval. The institution reserves the right to refuse requests where necessary to maintain academic standards or operational requirements.

13. Appeals and Complaints

Applicants have the right to appeal admissions decisions if they believe that the correct procedures have not been followed or that relevant information was not properly considered.

All appeals must be submitted in writing within the specified timeframe and must include supporting evidence. Appeals are reviewed by a designated panel that was not involved in the original decision-making process.

The institution ensures that all complaints and appeals are handled fairly, objectively, and within reasonable timescales.

14. Monitoring and Continuous Improvement

The admissions process is subject to regular review and monitoring to ensure that it remains fair, consistent, and effective.

Feedback from applicants, staff, and academic teams is used to improve processes and enhance the overall applicant experience. Admissions data is also reviewed to ensure equality of opportunity and to support ongoing development of recruitment strategies.

15. Equal Opportunities and Diversity

Equal Opportunities and Diversity LAAT is firmly committed to promoting equality of opportunity in all aspects of its admissions process and ensures that no applicant is treated less favourably based on age, disability, gender, gender identity, marital status, pregnancy, race, religion or belief, sexual orientation, or socio-economic background. All admissions decisions are made solely based on merit, potential to succeed, and suitability for the chosen programme, and the institution actively seeks to eliminate any form of discrimination or bias in its processes.

16. Data Protection and Confidentiality

The institution processes all applicant data in strict accordance with applicable data protection legislation, including the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018. Personal information provided by applicants is used solely for admissions, verification, and enrolment purposes, and is stored securely with restricted access. The institution ensures that confidentiality is always maintained, and data is not shared with third parties unless required by law or with explicit consent.

17. Fee Status and Financial

Fee Status and Financial Information Applicants are responsible for understanding their tuition fee status prior to enrolment. The institution provides clear guidance on fee structures, payment arrangements, and available funding options. Admission does not guarantee funding eligibility, and applicants are encouraged to confirm financial arrangements with Finance before accepting an offer.

18. Policy Review and Version Control

This Admissions Policy is subject to regular review by the Academic Governance Committee to ensure it remains compliant with regulatory requirements, sector best practice, and institutional strategy. Any amendments are formally approved, documented, and version-controlled to maintain transparency and accountability in policy implementation.