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 recruitment, selection, admission and enrolment for LAAT programmes delivered in partnership with Plymouth Marjon University. It has been strengthened to define admissions thresholds, decision criteria, documentary evidence, English language requirements, non-standard entry arrangements, admissions panel controls, applicant appeals and quality assurance expectations.

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Admissions Policy

Regulatory Alignment

The Admissions Policy forms part of LAAT's governance framework and supports compliance with OfS regulatory expectations by ensuring that admissions practices are transparent, evidence-based, consistently applied and subject to oversight. The policy should be read alongside PMU-approved programme specifications, PMU admissions requirements, LAAT student protection and information commitments, LAAT equality and data protection policies, and any operational admissions procedures or checklists approved for the relevant intake.

Version Control

Version	Date	Summary	Approval
Enhanced draft	May 2026	Enhanced from original LAAT policy using admissions benchmarking information and Stephen's review comments	For Academic Governance Committee review

1. Purpose

The purpose of this Admissions Policy is to provide a clear, comprehensive and evidence-based framework for the recruitment, selection, admission and enrolment of students to programmes delivered by London Academy for Applied Technology (LAAT) in partnership with Plymouth Marjon University (PMU).

The policy is designed to ensure that admissions decisions are fair, transparent, consistently applied, academically robust and capable of evidencing reliable assessment of an applicant's readiness for higher education study.

The policy supports widening participation and fair access while ensuring that recruitment activity does not override academic quality, student success, regulatory compliance or the integrity of PMU's awards.

2. Scope

This policy applies to applicants seeking admission to LAAT programmes delivered in partnership with Plymouth Marjon University, including Business Management and BSc (Hons) Hospitality and International Tourism Management with Foundation Year, and any other PMU-approved programmes delivered by LAAT where this policy is adopted.

The policy applies across all LAAT campuses and delivery locations, including Tower Bridge, Brentford and Croydon, and to all applicants regardless of nationality, age, educational background, disability, mode of application or route to entry.

It covers the full admissions lifecycle: initial enquiry, provision of information, application, documentary checks, assessment of qualifications and experience, interview, internal assessment, admissions panel consideration, offer, conditions, enrolment and post-decision appeal or complaint.

All staff, agents, consultants, interviewers and decision-makers involved in admissions activity must comply with this policy. Where there is any inconsistency between this policy and PMU regulations, PMU's approved programme and admissions requirements take precedence.

3. Regulatory and Partner Alignment

This policy forms part of LAAT's academic governance framework and is aligned to the OfS regulatory framework, including expectations relating to quality and standards, access and participation, consumer protection, student protection and accurate information for applicants.

For the purposes of OfS assurance, LAAT will maintain evidence that admissions criteria are published, applied consistently, supported by reliable assessment methods, and monitored to avoid risks arising from recruitment pressure, inconsistent judgement or admission of students without a reasonable prospect of success.

LAAT acts as the delivery partner. PMU retains authority for the academic standards of its awards and for approval of entry requirements, recognition of prior learning arrangements, programme-specific admissions requirements and any exceptional admissions routes.

Admissions decisions made by LAAT are therefore recommendations or operational decisions within the authority delegated by PMU. Final authority rests with PMU where required by PMU regulations, validation agreements, programme specifications, RPL processes, visa compliance or exceptional-case approval.

4. Admissions Principles

LAAT is committed to fairness, transparency, consistency, professionalism, equality of opportunity and respect for applicants throughout the admissions process.

Admissions decisions must be based on evidence of an applicant's ability and potential to succeed on the programme. Decisions must not be based on recruitment targets, commercial pressure or personal characteristics unrelated to academic suitability.

The same published criteria must be applied to all applicants for the same programme and intake, while allowing reasonable adjustments, contextual consideration and approved RPL processes where appropriate.

All admissions staff and interviewers must use standardised assessment templates, scoring criteria and documentary checklists. Records must be retained to evidence the reason for each decision.

5. Entry Requirements

Entry requirements are set in accordance with PMU-approved programme specifications and published applicant information. LAAT must not admit applicants below the approved entry threshold unless an approved PMU route for non-standard entry, RPL or exceptional consideration has been completed.

Applicants are normally expected to have completed Level 3 qualifications or equivalent for entry to a degree with integrated foundation year, and to meet the published PMU requirements for any direct Level 4 entry route.

Where qualification equivalence is required, LAAT will use recognised UK qualification frameworks, UCAS tariff guidance where applicable, UK ENIC or PMU-approved equivalence guidance, and will retain the evidence used to determine equivalence.

Qualifications and transcripts must be final, complete, legible, in English or accompanied by an approved translation, and capable of verification. Qualifications normally expected to demonstrate recent academic readiness should usually have been awarded within the last five years unless PMU permits an alternative assessment of readiness.

5.1 Standard Academic Entry

For foundation year entry, applicants should normally demonstrate appropriate Level 3 study or equivalent evidence of readiness for higher education, including English and Mathematics where required by PMU or the programme specification.

For direct Level 4 entry, applicants should normally demonstrate the published PMU academic entry requirement for the relevant programme and intake. Any direct entry route must be approved through the appropriate PMU process.

LAAT will publish programme-specific entry requirements on applicant-facing materials and ensure they are consistent with PMU-approved information before recruitment begins.

5.2 Non-standard Entry, Work Experience and Recognition of Prior Learning

Applicants who do not meet standard academic entry requirements may be considered only through an approved non-standard entry, APL/APEL or RPL process aligned to PMU requirements.

For non-standard entry, applicants will normally be expected to be aged 21 or above and to demonstrate at least three years of relevant work experience for foundation year entry. For direct Level 4 entry or a route requiring higher readiness, applicants will normally be expected to evidence supervisory, managerial, technical or professional responsibility relevant to the programme.

Relevant work experience may include roles in business, administration, retail, customer service, hospitality, tourism, operations, self-employment, entrepreneurship, team supervision, rota coordination, staff training, budgeting, stock control, client management or other activities that evidence transferable skills and readiness for academic study.

Applicants relying on work experience must provide evidence such as payslips dated within the last six months, employment contracts, employer references, bank statements showing salary payments, invoices for self-employed applicants, P45/final payslip for applicants not currently employed, or other verifiable evidence approved by LAAT and PMU.

Evidence must normally match the applicant's stated name, current or explained previous address, employer details, employment dates and role title. Where there is a mismatch, a secondary item of evidence or written explanation must be obtained and recorded.

Applicants using an APEL/RPL route must complete all required forms within the timeframe specified for the intake. They must explain how their knowledge, skills and experience have developed; identify relevant technical and transferable skills; explain how the experience supports success in the proposed programme; and demonstrate reflective capacity.

Any RPL, APL, APEL or exceptional-entry decision must be reviewed by a designated admissions panel and, where required, approved by PMU before an offer is issued.

6. English Language Requirements

All applicants must demonstrate English language proficiency sufficient to engage with teaching, participate in seminars, complete assessments and meet the academic requirements of the programme.

Unless a higher or different PMU programme requirement applies, applicants must normally demonstrate proficiency equivalent to IELTS 6.5 overall, with no component below 6.0, or an approved equivalent accepted by PMU. For programmes with a foundation year, PMU-approved foundation-year English language requirements must be applied and published.

Evidence may include an approved secure English language test, a recognised English qualification, prior successful study in English where accepted by PMU, or another PMU-approved equivalent. Tests must be valid at the point required for admission and enrolment.

Where an applicant does not hold recognised evidence, LAAT may administer an internal English assessment only where PMU permits this route. Any internal assessment must test reading, writing, listening and speaking; be

aligned to at least CEFR B2 or the PMU-approved programme level; use standardised marking criteria; be recorded or retained for audit; and be subject to moderation.

Applicants who do not meet the required English language threshold must not be admitted to the programme until the requirement has been met or an approved PMU alternative has been confirmed.

7. Mathematics and Academic Skills Assessment

Where required by the programme or where an applicant's qualifications do not clearly evidence readiness, LAAT may require a Mathematics, numeracy, academic writing or study skills assessment.

Internal assessments must have defined pass thresholds, standardised questions or approved question banks, secure administration, recorded outcomes, and moderation of borderline or failed results. A recommended minimum pass threshold of 60% will apply unless the assessment specification or PMU requirement states otherwise.

Assessment outcomes are used to support admissions decision-making and to identify academic support needs. They must not be used to lower approved entry requirements without PMU approval.

8. Application Process and Required Documentation

Applicants must complete the approved application process and provide accurate, complete and truthful information. Applications will not normally proceed to decision until all mandatory fields and documents have been provided.

The application record must normally include: full legal name matching identity documents; date of birth; permanent home address; signed and dated application; academic history; employment history where relevant; personal statement; identity evidence; right-to-study evidence where applicable; qualification certificates; transcripts; English language evidence; and any RPL/APEL documentation required for the route.

The permanent home address must be used rather than a temporary or term-time address. Where an applicant's home address indicates a likely journey of more than 90 minutes to the relevant campus, LAAT will require written confirmation that the applicant understands the attendance expectations and travel implications of the programme.

Personal statements must explain why the applicant wishes to study the course, how they expect to benefit from it, the relevant experience or interests they bring, and what they hope to achieve. Any required word count must be followed.

Applicants must disclose previous higher education study in the UK or elsewhere. LAAT will consider whether previous study affects academic suitability, funding eligibility, student support entitlement, visa requirements or progression risk.

Admissions File Checklist

Document / evidence	Required where applicable
Completed application form, signed and dated	All applicants
Full legal name, date of birth and permanent address	All applicants
Qualification certificates and final transcripts	All applicants with academic entry evidence
English language evidence or approved internal assessment result	All applicants where required
Personal statement	All applicants
Employment history and evidence	Non-standard entry / work experience route
APEL/RPL form and reflective statement	Non-standard entry / prior learning route
Identity document	All applicants
Right-to-study evidence	Applicants requiring immigration/status checks
Previous HE declaration and funding check	All applicants

Travel/attendance confirmation	Applicants living more than 90 minutes from campus
Interview record and score sheet	All interviewed applicants
Admissions panel record	Borderline, non-standard, exceptional or referred cases

9. Identity, Right to Study and Immigration Checks

Applicants must provide acceptable evidence of identity. This may include a UK passport, long-form UK birth certificate, overseas passport, travel document or other evidence approved by PMU and LAAT.

Applicants who are not UK or Irish citizens, or whose immigration status requires verification, must provide evidence of their right to study in the UK before enrolment. This may include a valid share code, eVisa evidence, immigration status documentation or other evidence required by law, PMU or LAAT.

Right-to-study evidence must be checked within the required validity period for the intake and retained securely. If evidence is unclear, expired, inconsistent or incomplete, LAAT must not enrol the applicant until the issue has been resolved.

Admission and enrolment are conditional on satisfying all immigration, right-to-study and compliance checks. LAAT will not provide immigration advice beyond signposting to official guidance and PMU-approved processes.

10. Interviews and Selection Assessment

All applicants are normally required to attend a structured admissions interview, unless PMU has approved an alternative process for the programme or category of applicant.

The interview assesses motivation, understanding of the chosen programme, academic readiness, communication skills, relevant experience, study commitment, attendance expectations and realistic understanding of career or progression aims.

Interviews must be conducted by trained staff using a standardised template and scoring rubric. The recommended scoring model is 0-4 for each of five criteria: programme understanding; motivation and goals; academic readiness; communication and English language confidence; and relevant experience or transferable skills.

The normal pass threshold is 12 out of 20 overall, with no score below 2 in academic readiness, motivation or communication. Borderline cases, inconsistent evidence or concerns about authenticity must be referred to the admissions panel.

Interview notes must be sufficiently detailed to evidence the reason for the decision and must be retained in the applicant record. Interviews may be recorded where lawful, proportionate and notified to applicants in advance.

Indicative Interview Scoring Rubric

Score	Descriptor
4	Strong evidence: clear, specific and credible responses; strong readiness and understanding.
3	Good evidence: mostly clear responses; minor gaps but suitable for admission.
2	Adequate evidence: meets minimum expectations but may require support or panel review.
1	Weak evidence: significant gaps or concerns about readiness.
0	No credible evidence or response does not address the criterion.

11. Admissions Panel and Decision-Making

Admissions decisions are based on the complete applicant record, including qualifications, transcripts, English language evidence, interview score, assessment results, work experience, personal statement, identity checks, right-to-study evidence and any RPL/APEL review.

LAAT will operate an admissions panel for non-standard applications, borderline cases, RPL/APEL routes, concerns about authenticity, applicants with complex circumstances, appeals requiring academic reconsideration, and any case where the admitting officer is not satisfied that the criteria are clearly met.

The panel should normally include the Head of Admissions or nominee, an academic representative, and a quality or compliance representative. Where PMU approval is required, the panel recommendation must be submitted through the appropriate PMU process before an offer is finalised.

All decisions must be evidence-based and recorded as one of: unconditional offer; conditional offer; request for further information; referral to PMU or admissions panel; reject; or withdraw. The rationale must be recorded in the admissions system.

Admissions staff must declare any conflict of interest and must not make or influence a decision where their impartiality could reasonably be questioned.

12. Offers and Communication with Applicants

All offers must be issued formally in writing. Verbal indications, informal messages or recruitment discussions are not binding offers.

Offer communications must clearly state the programme, intake, campus or delivery location, mode of study, conditions, documentation still required, fee information, funding caveats, attendance expectations, enrolment steps, deadlines and the consequences of not meeting conditions.

Conditional offers may include requirements relating to qualifications, transcripts, English language evidence, Mathematics or academic skills assessment, RPL/APEL approval, identity checks, right-to-study checks, references, employment evidence, fee status or PMU approval.

Information provided to applicants must be accurate, timely, accessible and not misleading. Any material change to programme information, fees, delivery location, timetable or entry requirements must be communicated promptly and in line with LAAT and PMU change-control processes.

13. Deferrals, Programme Changes and Withdrawal of Applications

Applicants may request a deferral, programme change, campus change or withdrawal before enrolment. Requests are considered individually and are subject to programme availability, academic suitability, capacity, visa or funding implications and PMU approval where required.

A deferred applicant may be required to provide updated documentation, repeat checks, confirm continuing eligibility or meet changed entry requirements for the new intake.

LAAT may withdraw an application or offer where conditions are not met, information is false or misleading, documents cannot be verified, right-to-study requirements are not satisfied, the applicant fails to engage with the process, or PMU does not approve the route to admission.

14. Applicants Under 18 and Safeguarding

Applicants who will be under the age of 18 at the point of enrolment require additional safeguarding review and written consent from a parent or legal guardian.

LAAT will apply its safeguarding procedures and any PMU under-18 requirements before confirming admission. Additional arrangements may include welfare checks, emergency contact confirmation, accommodation consideration, risk assessment and restrictions on certain activities where appropriate.

Admission of applicants under 18 is exceptional and subject to the ability of LAAT and PMU to meet safeguarding, academic and support requirements.

15. Equality, Diversity, Inclusion and Reasonable Adjustments

LAAT is committed to equality of opportunity and will not treat applicants less favourably because of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, sexual orientation or socio-economic background.

Applicants may request reasonable adjustments for interviews, assessments, communication formats or evidence submission. Adjustments are designed to remove barriers without lowering academic standards or approved entry requirements.

Contextual information may be considered where permitted by PMU and where it supports a fair assessment of potential. Contextual consideration must be documented and must not create inconsistent or opaque decision-making.

16. Fraud, Misrepresentation and Authenticity

LAAT maintains a strict approach to fraud, misrepresentation, plagiarism, use of false documents, undeclared use of third parties, impersonation and incomplete disclosure.

Where authenticity concerns arise, LAAT may request originals, verify documents with issuing bodies, require additional interviews, use document-checking processes, refer the case to PMU, reject the application or withdraw an offer.

Serious cases may be reported to relevant authorities, awarding bodies, professional bodies, UKVI, Student Finance bodies or other agencies where lawful and appropriate.

17. Fee Status, Funding and Financial Information

Applicants are responsible for understanding their fee status, tuition fee liability, student finance eligibility and any effect of previous study on funding entitlement before accepting an offer.

LAAT will provide clear information on fees, payment arrangements and available signposting to funding guidance. Admission to a programme does not guarantee eligibility for funding, maintenance support, student finance or visa sponsorship.

Where previous study, residency, immigration status or other factors may affect funding, the applicant will be advised to seek confirmation from the relevant funding body before enrolment.

18. Data Protection, Confidentiality and Records

LAAT processes applicant data in accordance with UK GDPR, the Data Protection Act 2018, PMU requirements and LAAT's privacy notices.

Applicant information is used for admissions, verification, compliance, enrolment, reporting, student support planning, audit and regulatory purposes. It is shared with PMU and relevant third parties only where lawful, necessary and proportionate.

Admissions records must be retained securely for the period specified in LAAT's retention schedule and any PMU, statutory, audit or regulatory requirement. Access must be limited to staff with a legitimate need to know.

19. Appeals and Complaints

Applicants may appeal an admissions decision where they believe that the published procedure was not followed, relevant evidence was not considered, there was a factual error, bias or discrimination occurred, or new material evidence is available that could not reasonably have been provided earlier.

Appeals cannot be made solely because an applicant disagrees with academic judgement where the correct procedure and criteria were applied.

Appeals must normally be submitted in writing within 10 working days of the decision and must include the grounds of appeal and supporting evidence. LAAT will acknowledge receipt within five working days.

Stage 1 will be a procedural review by a staff member not involved in the original decision. LAAT will normally provide an outcome within 10 working days of receiving the complete appeal.

Stage 2 may be requested within 10 working days of the Stage 1 outcome where the applicant remains dissatisfied and has grounds for further review. Stage 2 will be considered by an independent panel or senior nominee not involved in the original decision or Stage 1 review, with PMU involvement where required. LAAT will normally provide a Stage 2 outcome within 15 working days.

Applicant complaints about service, communication, conduct or process will be handled through LAAT's complaints process and, where relevant, signposted to PMU procedures. Where timelines cannot be met, the applicant will be informed of the reason and revised expected response date.

20. Monitoring, Quality Assurance and Continuous Improvement

The admissions process will be monitored regularly to ensure that it remains fair, consistent, transparent, effective and aligned with PMU and OfS expectations.

Monitoring will include review of application outcomes, offer rates, conversion rates, interview scores, assessment results, non-standard entry approvals, appeals, complaints, withdrawal reasons, equality data, progression indicators and any evidence of inconsistent decision-making.

LAAT will undertake periodic file sampling and moderation of admissions decisions, including non-standard and borderline cases. Findings will be reported to the Academic Governance Committee and shared with PMU through agreed governance routes where required.

Admissions training will be refreshed at least annually and whenever entry requirements, PMU expectations, regulatory requirements or internal processes change.

Recruitment performance will be reviewed separately from admissions quality assurance. Targets must not compromise admissions thresholds, documentary checks, English language standards, RPL requirements or the judgement of academic readiness.

21. Policy Review and Version Control

This policy will be reviewed annually and within 12 months of approval, or earlier where required by changes to PMU regulations, programme approval, OfS requirements, legislation, immigration rules, audit findings, complaints, appeals or material changes to LAAT admissions practice.

The Academic Governance Committee is responsible for approval and oversight. The Head of Admissions is responsible for operational implementation, staff training, version control and maintenance of admissions templates, checklists and scoring rubrics.

Appendix 1: Admissions Decision Controls

- Admissions decisions must be traceable to the published criteria and the evidence on the applicant file.
- Non-standard, borderline and exceptional cases must be referred to the admissions panel.
- Recruitment targets, agent recommendations or commercial considerations must not override academic readiness or compliance checks.
- Where PMU approval is required, LAAT must not issue a final offer until approval has been recorded.
- All internal assessments must be standardised, securely stored and subject to moderation.
- Appeal reviewers must be independent of the original decision wherever practicable.

Appendix 2: Definitions

Term	Definition
APL	Accreditation of Prior Learning: recognition of certificated learning previously achieved.
APEL	Accreditation of Prior Experiential Learning: recognition of learning demonstrated through work or life experience.
RPL	Recognition of Prior Learning: umbrella term for approved recognition of prior certificated or experiential learning.
Non-standard entry	Admission route for applicants who do not meet standard academic entry requirements but may evidence readiness through approved experience, prior learning or alternative evidence.
Admissions panel	Designated group that reviews non-standard, borderline, exceptional or referred admissions cases.