

<b>Document Version Number</b>	<b>Version 2</b>
<b>Last Reviewed Date</b>	<b>October 2025</b>
<b>Next Review Date</b>	<b>October 2026</b>

## Admissions Policy and Procedures

### 1. General Principles

The purpose of this policy is to ensure fairness, transparency, and diversity and to ensure consistency of standards throughout the application process.

TLG welcomes applications from all people who can demonstrate capacity for the intellectual and professional development required to successfully complete their course of studies, regardless of background. Applicants are considered based on their merits, abilities and potential, regardless of gender, ethnic origin, age, disability, religion, social class, religion or belief, gender reassignment, sex, sexual orientation, marriage and civil partnership, or pregnancy and maternity in accordance with the TLG Equality, Diversity & Inclusion Policy.

Applicants will be selected on the basis of their full application, including the evidence of their qualifications, details of their interests and experience in their personal statement, their reference, their CVs and by successfully passing an academic interview.

### 2. Scope of the Policy

This policy applies to admissions processes for all programmes at The Language Gallery (TLG). The policy aims to set out the standards for our admissions processes.

### 3. Visa information including UKVI Student Visa

Applicants who are not UK citizens or who do not hold UK settled status, pre-settled status or Irish citizenship must meet and possess the appropriate leave to remain in the UK (e.g. visa settlement, spouse visa, etc.) and satisfy immigration requirements in force at the time of entry onto the course.

Students will not be able to seek sponsorship through UK Visas and Immigration Student Visa sponsorship for any of TLG's programmes.

Applicants with leave to remain in the UK will not be allowed to switch to a Student Visa if their original visa expires. Renewal of their original visa is entirely their responsibility and where their original visa cannot be renewed, they will not be able to complete their course at TLG and will be subsequently withdrawn from the application process.

### 4. Tuition Fees

Tuition fees are standard across an intake for students classified as home or domestic and do not vary according to residential category or nationality, provided the applicant has the right to study in the UK. Different tuition fees may apply to students classified as international.

At present, TLG does not sponsor international students who require UKVI Student visa (formerly Tier 4)



sponsorship. Detailed information about tuition fees is published on the TLG website, and the applicable cost of the programme is confirmed within the applicant's offer email.

Where an applicant declares their eligibility to study in the UK, but subsequent checks of relevant personal documentation determine that the applicant does not hold appropriate leave to remain (for example, where UKVI Student visa sponsorship would be required), TLG reserves the right to withdraw an offer of study or terminate a student's registration without liability.

## **5. Provision of information**

TLG is committed to providing enquirers, applicants, and students with information that is clear, accurate, accessible, consistent, and complete, in accordance with the Competition and Markets Authority (CMA) guidelines for Higher Education providers.

Information is published across a variety of platforms, including the TLG website, programme and module specifications. TLG ensures that all material information such as course content, structure, mode of delivery, assessment methods and entry requirements are accurate and consistent across all sources so that applicants can make fully informed decisions.

Clear information will also be provided regarding tuition fees and any additional costs associated with the programme. TLG will ensure that such information is kept up to date and communicated in a transparent manner.

Occasionally, it may be necessary to make changes to a programme between the point an offer is made and a student's enrolment. Where changes are required, TLG will communicate these clearly, accurately, and at the earliest opportunity. Students will be informed about the nature of the change, the reasons for it, and any options available to them in line with CMA consumer protection expectations.

In the event that a programme does not run, applicants will be informed by the Admissions team via email as early as possible. Where feasible, an alternative programme will be offered, and students will also be supported in exploring options at other institutions if they request this.

TLG has a Student Protection Plan designed to safeguard students' interests when significant changes occur, such as programme suspension or closure. This plan aligns with the awarding partner's Student Protection Plan, with TLG's plan acting as the first stage of protection to ensure students receive timely, appropriate support and clarity regarding their rights and available remedies.

The Recruitment and Admissions teams will be available to discuss the applicant's individual interests, aims and needs, by telephone, email and/or in person, to help assist prospective students in applying for the most appropriate programme.

## **6. Contact details**

The Recruitment and Admissions teams are the first point of contact for queries regarding the admissions process.

The Admissions team can be reached by email at: [admissions@thelanguagegallery.com](mailto:admissions@thelanguagegallery.com) or by telephone on +44 (0)20 3435 4642, the Recruitment Team can be reached by email at: [info@thelanguagegallery.com](mailto:info@thelanguagegallery.com) or by telephone on 44 (0)20 3535 1155.

## 7. Selection Criteria

The Admissions Team will review the qualifications that an applicant has achieved, along with other information on the application form and may make an offer based on that information.

All admission decisions are ratified by Lincoln Bishop University after the admissions process is completed by TLG. Where the Admissions Team cannot make a decision based on qualifications, the application will be referred to Lincoln Bishop University for further consideration.

## 8. Admissions process

Applicants apply directly to TLG via the online application form.

Information collected as part of the application process will be used only in accordance with the [TLG Privacy Policy and data collection notices](#).

In order for a decision to be made on their application, the applicant is responsible for ensuring that the Admissions team is in receipt of all relevant information and that all information is accurate and supplied in a timely manner. Omission of relevant information, or the supply of inaccurate information, may invalidate the application or the offer of a place.

Applicants will be assessed for suitability for a programme based on the following criteria as appropriate:

- Approved and published course entry criteria
- Previous educational results
- Predicted grades
- Work experience
- Personal statement
- Reference
- Interview

In considering applications, TLG will take into account all aspects of the information provided in the application process. All decisions are verified by a member of Admissions staff before being communicated to the applicant.

In addition to consideration of an applicant's academic qualifications for entry, TLG's criteria for admission may include assessment of the following:

- Knowledge and understanding of subject/cultural awareness
- Enthusiasm and motivation
- Technical/Computer skills
- Interest and commitment to subject
- Non-academic achievement and/or experience

## 9. Applicants with a disability or other learning needs

TLG treats all applications for admissions to its programmes fairly and transparently. Applicants are considered and selected on their academic merit and potential and TLG seeks to minimise barriers for prospective students in its selection and admissions processes. Applicants who have support needs are taken into consideration in parallel with, but not separate to, the academic assessment of applicants.

TLG is committed to a policy of equal opportunities and seeks to ensure that applicants and students with disabilities or specific learning needs are not disadvantaged in their ability to access the full range of academic activities and student experience that TLG offers. Information on how TLG manages applicants with disabilities or applicants with learning difficulties can be found in the Disability Policy as well as the Equality, Diversity and Inclusion Policy.

## 10. Recognition of Prior Learning (RPL)

Where appropriate and under due scrutiny, Recognition of Prior Learning may enable an applicant to seek and be awarded exemption from parts of the programme for which they are applying.

The Universities [Code of Practice for the Recognition of Prior Learning \(RPL\)](#) sets out clearly the process for applicants who wish to claim recognition for prior learning. Where RPL is sought for any Lincoln Bishop University award delivered under a collaborative arrangement with TLG, the processes described in the Code of Practice should be followed. The types of learning that may be recognised and the ways in which they may be recognised are detailed within the Code of Practice.

There is a formal application form and process for RPL. The RPL application form must be submitted, and the RPL decision received, in advance of enrolment. Applicants must be made aware of the time needed to complete this process, and that this could affect their entry date to the programme. There is normally an administrative charge for the RPL process.

The RPL application must fully demonstrate the prior accredited learning/ experiential learning being claimed, and map clearly to elements of the programme and its learning outcomes at the appropriate level. Where relevant, RPL applications will be supported by certificates and transcripts of prior achievement. The final decision regarding RPL applications will be made by the University at a formal RPL panel meeting. TLG staff will support applicants with their application for RPL, as appropriate, and may make recommendations to the RPL Panel.

New requests for RPL are not usually considered, after the student has enrolled and commenced their programme of study.



### **11. Appeal and complaints regarding the admissions process**

Applicants may appeal against the outcome of their application, including consideration of RPL, on the grounds that:

- the TLG admissions policy or process has not been followed correctly; and / or
- key information was not made available during the application process, through no fault of the applicant with material affect upon the outcome.

Where an applicant wishes to raise concerns about the conduct of the admissions process without appealing the decision itself, this will be managed through the TLG's Complaint Procedure.

### **12. Data Protection**

TLG takes its obligations with regard to data protection seriously. Data Protection Notices provide information about how we collect and use Personal Data in accordance with applicable data protection law, including, the General Data Protection Regulation 2016/679 ("GDPR").

### **13. Policy Review**

This policy is reviewed annually or as required to maintain alignment with academic regulations and institutional requirements.



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**Appendix 1**

**Lincoln Bishop University & TLG Admissions Criteria**

**Course Name:** Certificate of Higher Education in Business Management.

**Level:** Level 4

Length of Course: 1 year

And

Course Name: Diploma of Higher Education in Business and Management

Level : Level 5

Length of Course: 2 years

<b>Standard Route</b>	<b>Nonstandard Work experience route</b>	<b>Nonstandard Qualification Route - Any qualification which does not give enough UCAS points to be treated as standard entry</b>
Application form	Application form	Application form
Valid ID	Valid ID	Valid ID
-	Personal statement	Personal Statement
BRP/Settlement status (for non-UK nationals)	BRP/Settlement status (For non- UK nationals)	BRP/Settlement status (For non-UK nationals)
Acceptable Qualifications: -Students must have 96-104 UCAS tariff points -Pass at Foundation Diploma or Level 3 Foundation Year -Merit, Pass, Pass at BTEC Extended Diploma -T Levels International Qualifications: See acceptable qualifications spreadsheet.  English Requirements for non-UK nationals: See acceptable qualifications spreadsheet.	Mandatory English (For non-UK nationals) which is as per validation agreement with Lincoln Bishop University and includes Duolingo at 105	Mandatory English (For non-UK nationals) which is as per validation agreement with Lincoln Bishop University and includes Duolingo at 105
-	CV	CV
-	For Employees: Reference letter / email or Employment Verification Letter or P45 plus 3 months Payslips or P60 and 3 months Payslips  For Self Employed: HMRC Tax Return or Accountants Letter	N/A



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	For limited company: Business Registration evidence or Certificate of Incorporation	
Exempt from interview if qualification completed within last 5 years	Interview	Interview

**Non-standard Cases:**

Non-standard cases will be reviewed on a case-by-case basis. For example, if the applicant falls just below the required UCAS points, they should go to the academic for interview so they can assess the suitability. It is down to admissions and academics to review these applicants and to only accept if we believe they can succeed.

**Acceptable English Language:**

English language exemptions:

- If an applicant has a minimum of 30 credits from a level 2/3 qualification awarded by an OFQUAL or equivalent, approved awarding body, then they are exempt from the English test.
- Anyone born in the UK is exempt.
- Applicants with international qualifications will need to demonstrate English language proficiency by means of an approved test. However, they will be exempt if they are on the country specific guidelines.

**Documents required to make an applicant Unconditional:**

- Online application
- Valid ID (+ visa for duration of programme (if applicable))
- Final certificate and transcript for qualification (+ official translation if internal qualification)
- Proof of English proficiency (if applicable)
- Personal statement (minimum 200 words) (if applicable)
- Proof of Student Finance Application – CRN
- Interview (if applicable)
- Confirmation from Lincoln Bishop University of acceptance (10% random sample of applicants).

**Letter + Formal offer process:**

Students will receive letters in the following order:

- A pre offer letter (detailing conditions to meet acceptance)
- A formal offer email (containing all information relevant to their course). Students must accept this formal offer via email to the TLG Admissions team.