



BCNH

ADMISSIONS POLICY

1. Introduction

BCNH promotes equality, diversity and inclusion. We therefore welcome applications from people of all backgrounds and are committed to supporting students with disabilities and learning difficulties. Further details are available in our Equal Opportunities Policy.

Whatever the student's learning needs, we make every effort to help them develop the skills they need to be successful in their studies. This Admissions policy applies to students seeking admission to the **Level 6 Diploma in Nutrition & Lifestyle Medicine** (NTEC accredited).

2. Entry requirements

<p>Level 6 Diploma in Nutrition & Lifestyle Medicine</p>	<p>Basic IT skills + equipment and software required to undertake the course (e.g. Windows or equivalent, Microsoft office, Skype access)</p> <p>A minimum of 5 GCSEs (including Mathematics & English; grade C and above)</p> <p>Two A levels (or equivalent) (grade C and above) or BTEC Extended Diploma or Access to Higher Education Diploma</p>
<p>English Proficiency</p>	<p>Students for whom English is not their native language must achieve a score of 7 (or higher) in the four components of the International English Language Testing System (IELTS) (or its equivalent).</p>

Overseas Qualifications - Statement of Comparability (NARIC)

Candidates who cannot provide evidence of GCSE or A level certificates for the above (e.g. holders of international qualifications), must provide evidence of an equivalent qualification. A Statement of Comparability can be obtained from the following agency: [UK NARIC](#)

English Language Proficiency

All BCNH courses are delivered in English only – as a result, students are required to be proficient in the written and verbal usage of English before studying with us.

This is critical to success on our courses as all students are expected to submit a high standard of written academic work and to be able to communicate clearly to clients in a clinical setting.

As a result, prospective students for whom English is not their native language are expected to demonstrate their proficiency in the form of an English language proficiency test. Entry to BCNH courses requires the achievement of a score of 7 (or higher) in the four components of the International English Language Testing System (IELTS) (or its equivalent). See <https://www.ielts.org/> for further details.

The college reserves the right to request an extended verbal interview and the writing of a piece of work on the college premises if proficiency is in doubt.

Mature Students

BCNH welcomes applications from mature students (aged 21+) who do not hold the above qualifications but possess relevant work / life experience. Applications will be considered on an individual basis and will take account of current commitments and motivation to study. Successful applicants will be required to pass the **4BIO Introduction to Biochemistry & Cytology** before progressing to the remaining Diploma modules.

Private Study

In addition to attending / watching lectures and seminars, BCNH students are required to dedicate a significant amount of time to private study.

It is estimated that students will need to dedicate approx. 20 hours per week to private study (e.g. reading, researching, writing assignments, completing online quizzes, etc.) in order to successfully complete the course.

3. Application Process

Potential students may request a call with a member of the BCNH team prior to completing an application form. This gives the potential student the opportunity to ask further questions and determine whether the course is right for them.

To apply for the BCNH Diploma in Nutrition & Lifestyle Medicine, potential students must submit the following:

1. A completed and signed Application Form, which includes a personal statement in support of their application
2. A curriculum vitae (CV)
3. A certified copy of all relevant qualifications
4. A certified copy of the applicant's passport (or other formal photo identification)

The application will be assessed by the college on the basis of the information provided on the Application Form, therefore it is important that this form is carefully completed.

A place may be offered if the following conditions are met:

1. The applicant meets the minimum entry requirements
2. The applicant's personal statement demonstrates motivation, enthusiasm and an ability to succeed in studies at this level (including proficiency in English)
3. There are no criminal convictions
4. There are sufficient places on the Diploma course

If the above conditions are not fully met, this does not automatically exclude the applicant from entry to the course. The applicant may be invited to meet with a member of the academic team (via Skype or Zoom) to discuss their application and determine their suitability for the course.

Applicants will be informed of the college's decision within 5 working days

Successful applicants will be sent a Place Offer letter.

If they wish to accept their place on the course, the applicant will be required to pay the appropriate fee and read, complete and sign the following documents:

1. A BCNH Enrolment Form / Learning Agreement (outlining the terms and conditions of enrolment)
2. The Fitness to Practice & Personal Declaration Statement (see Section 7)

4. Enrolment Deadlines

Applications are accepted throughout the year. However, to maximise interaction with other students throughout the Diploma course, we recommend that applicants aim to join the course in our September or January intakes where possible.

Students who join the course at other times may study modules in a different order to other students, depending upon the month of enrolment, or, if they have missed a significant part of a module, may be required to wait until a new term commences before starting their studies.

In order for the college to plan accordingly, the enrolment deadlines for the 2020-21 academic year are as follows:

1. **Diploma in Nutrition & Lifestyle Medicine – September Intake** - Friday 14th August 2020
2. **Diploma in Nutrition & Lifestyle Medicine – January Intake** - Friday 27th November 2020

Applications received after these dates will only be considered if space is still available.

5. Principles of Admission

BCNH will admit students onto its courses on the basis of the following principles:-

- a) reasonable expectation that the applicant will fulfill the objectives of the course and achieve the standard required for the award
- b) requirements for admission to the course leading to a particular award have been met
- c) equality of opportunity for all applicants
- d) students must provide certified copies of entry requirements
- e) students must provide a certified copy of proof of identity (e.g. passport)
- f) students must be deemed fit to practice

6. Fitness to Practice

As a training institution we have a responsibility to put procedures in place to ensure that students meet the highest standards of conduct and practice required of a Nutritional Therapy Practitioner. This is essential as students entering the profession after completion of their clinical practice will occupy a position of trust and care.

The BCNH College of Nutrition and Health (BCNH) has a duty to ensure that no member of the public is harmed as a consequence of participating in the education of our students due to the student being mentally, physically or emotionally unfit to practice. If the conduct of a student

falls below the highest standards of professional conduct and behaviour that the college and clients have a right to expect, the college has the right to terminate a student's registration.

BCNH also have a responsibility to ensure that students are fit to practice their chosen career upon completion of the course, and will make every effort to ensure that it is recruiting students onto a programme that they are capable of completing successfully.

During the course of study, should any issues arise that would deem a student unfit to practice, the student will be advised to exit before successful completion of Level 6 Clinical Training. If all other modules have been successfully completed, the student will be awarded an alternative qualification (not NTEC accredited).

Therefore any offer of a place to study at the BCNH College of Nutrition and Health (BCNH) is conditional upon being deemed fit for practice. Full details can be found in the BCNH Fitness to Practice Policy.

7. Accreditation of Prior Learning (APL)

Prospective students who have recently studied some of our syllabus as part of a previous qualification may be exempt from particular modules on the BCNH Diploma in Nutrition & Lifestyle Medicine.

Applications for APL can only be considered following an interview with a member of the academic team and must be supported with written evidence to demonstrate that the syllabus, exams or assignments covered within previous study match the level, content and standard of the BCNH syllabus, exams and assignments. Applicants who wish to apply for APL will be asked to complete the BCNH APL Form and submit evidence accordingly.

To ensure knowledge is current, any previous study must have been successfully completed within the last 5 years or must have been used and applied on a reasonably continuous basis since qualification.

Applications for APL are considered on an individual basis. Submission of an APL request does not guarantee that the application will be successful, however the academic team will do their best to accommodate the individual needs of a student.

8. Review procedure

If a student believes that the admissions policy has not been implemented correctly, he / she may write to the Principal who will review the application. Before writing, students are encouraged to meet with the Principal and discuss their application.

9. Payment of Fees or Other Dues - BCNH

A one-off registration fee (non-refundable) is payable to BCNH on the day of registration / enrolment in the Diploma course.

The fee for each module must be paid in full in advance of the module commencing. Students can pay by term (3 weeks before a module is due to start) or for the full academic year in advance.

Details of course fees are published on our website: www.bcnh.co.uk.

Course fees for online students include access to live-streaming of lectures and seminars, access to video and audio recorded lectures and seminars online, an electronic version of lecture and seminar notes, additional online activities to support learning (e.g. quizzes), tutorial support, examinations, assignment and examination marking and clinical assessments.

In addition to the above, attendance course fees also include attendance at classes in central London (approximately one day a month).

Books on the reading list, resit examinations, assignment resubmissions and extra tutorial support are not included in the course fee and are payable separately, as specified in the Student Handbook.

10. Late Payments

BCNH will charge a penalty fee / admin fee in respect of missed payments. Details regarding the amount of the fee are contained in the Learning Agreements, signed by each student upon commencing studies. Students whose fees are more than 2 weeks in arrears will be denied access to course materials on our online learning environment and to tutorial support until their fees are up to date.

11. Deferrals

Students who wish to defer may do so at no additional cost. However, if a student defers during a module (without successfully completing the module assessment), they will be required to restart the module upon re-enrolment on the course and therefore must pay the module fee again.

Please note that the Diploma in Nutrition & Lifestyle Medicine must be completed within 6 years of enrolment.

12. Withdrawal from the course

Any student who wishes to withdraw from the course must inform the college, in writing.

Students who have paid the year in advance and wish to withdraw from the course mid-year are entitled to a refund for any modules which have not commenced at time of withdrawal.

13. Transfer from other institutions

It may be possible to exempt students from other higher education institutions / Nutritional Therapy programmes from particular BCNH modules if evidence is provided to demonstrate that the syllabus, exams or assignments covered within previous study match the level, content and standard of the BCNH syllabus, exams and assignments. Please see further information in APL Policy (Section 8).

14. Course completion

BCNH Diploma in Nutrition & Lifestyle Medicine is awarded by BCNH to students successfully meeting all course requirements.

15. Early Exit Award

BCNH Diploma in Nutrition & Health (NOT accredited by the Nutritional Therapy Education Commission ([NTEC](#))).

Candidates, such as health professionals, journalists, etc. who have successfully completed all Level 4, Level 5 and Level 6 BCNH modules, without Level 6 clinical practice, will be awarded the above Diploma by BCNH.

16. Complementary and Natural Healthcare Council ([CNHC](#)) Registration

The BCNH Diploma in Nutrition & Lifestyle Medicine is an NTEC accredited course. The course was successfully accredited on 30th September 2019 for a period of 3 years. Graduates of NTEC accredited courses are eligible to apply for direct entry to the professional register held by the Complementary and Natural Healthcare Council (CNHC).

Eligibility for entry to the CNHC register (or other appropriate regulatory body) is, however, at the discretion of the regulatory body and may not be granted solely on the successful completion of the course.

17. British Association for Nutrition & Lifestyle Medicine ([BANT](#)) Membership

The BCNH Diploma in Nutrition & Lifestyle Medicine is an NTEC accredited course. The course was successfully accredited on 30th September 2019 for a period of 3 years. Students enrolling on the BCNH Diploma in Nutrition & Lifestyle Medicine in September 2020

are eligible for BANT student membership and can become full BANT members upon graduation.

18. Confidentiality

Great care is taken to ensure the confidentiality of information retained. All details are held on the BCNH database for internal use only and the compilation of statistics.

BCNH is registered under the Data Protection Act 2018. The information you provide may be shared with other organisations for the purpose of administration and statistical purposes. Other organisations with which we may share information with are the Nutrition Therapy Education Commission (NTEC) and the University of Greenwich (UG).

At no time will your personal information be passed to organisations for marketing or sales purposes. For further details, please see the BCNH Privacy Notice.

19. Equal Opportunities

BCNH is committed to a comprehensive policy of equal opportunities in the employment, education and clinical treatment of all individuals, that they be selected and treated on the basis of their relevant merits and abilities without regard to race, religion, colour, sex, age, national origin, disability or sexual orientation. For further details, please see the BCNH Equal Opportunities Policy.

20. Policy monitoring

The admissions policy will be reviewed annually by the Principal, Head of Education and Programme Leader for each level of study to determine whether it is serving the needs and interests of students and BCNH objectives.

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