



BCNH ADMISSIONS POLICY

1. Introduction

This Admissions Policy applies to applicants seeking admission to the **BSc (Hons) Nutrition & Lifestyle Medicine**, validated by the University of Northampton (UoN). As a partner to the UoN, our policies align with the university's policies, found at <https://www.northampton.ac.uk/about-us/governance-and-management/management/university-policies-procedures-and-regulations/>

This document should be read in conjunction with the [University of Northampton's Admissions Policies](#) and [Equality and Diversity Policies](#).

BCNH seeks to admit students from diverse educational and social backgrounds who are able to demonstrate the potential to benefit from, and have a reasonable chance of successfully completing, the programme. We welcome applications from those with a wide variety of educational qualifications and will consider on merit applicants with no formal qualifications.

2. Entry requirements

- Applicants should normally have **2 A Levels (grades A-C)**, with an **A Level in Biology or Chemistry preferred**.
 - Applicants with **equivalent qualifications**, e.g. BTEC Level 3 Extended Diplomas (Distinction, Merit, Merit) or an Access to Higher Education Diploma (30 Level 3 credits at Merit) will also be eligible to apply.
- **GCSE in Mathematics**, or equivalent evidence of numerical skills.
- **Applicants for whom English is not their first language** must be able to communicate in English to a minimum standard equivalent to **level 7 of the International English Language Testing System (IELTS)**.
- A basic level of **information technology (IT) skills**.
- Applicants should show **commitment, motivation and interest** in nutrition and lifestyle medicine.

Overseas Qualifications - Statement of Comparability (ENIC)

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 ENIC \(www.enic.org.uk\)](http://www.enic.org.uk).

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 the BSc (Hons) Nutrition & Lifestyle Medicine requires the **achievement of a score of 7 overall in 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 English proficiency is in doubt.

3. Special Admissions

BCNH welcomes applications from applicants who do not hold the above qualifications but are able to demonstrate motivation and ability to succeed on the programme in ways other than via standard qualifications. A member of the BCNH Admissions Team will assess via interview whether applicants have sufficient skills, aptitudes, abilities or experience to be deemed to have the potential to succeed on the programme. The [University of Northampton Special Admissions Policy](#) will apply.

4. Accreditation of Prior Learning (APL) and Credit Transfer

The University of Northampton (UoN) policy on [Accreditation of Prior Learning \(APL\) and Credit Transfer](#) applies to the BSc (Hons) Nutrition & Lifestyle Medicine. The UoN Admissions Team will advise applicants and process APL and credit transfer applications.

5. 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 studies 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. 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. All applicants to the programme are therefore required to complete and sign a **Fitness to Practice and Personal Declaration Statement** (see Section 4 – Application Process).

During the course of study, should any issues arise which may bring into question a student's capability to meet professional standards, the [University of Northampton's Fitness to Practice Policy](#) will apply.

6. Application Process

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

To apply for the BSc (Hons) Nutrition & Lifestyle Medicine, applicants must submit the following:

1. A completed and signed Application Form.
2. A personal statement in support of their application.
3. A curriculum vitae (CV).
4. A completed and signed Fitness to Practice and Personal Declaration Statement.
5. A copy of the applicant's passport or other formal photo identification. Identity will be verified at interview (via video-conference).
6. A copy of all relevant qualifications. For international qualifications, an ENIC Statement of Comparability is also required. [Please note, copies of qualifications may be provided after interview, subject to prior agreement with the college.]
7. For Special Admissions (those who do not meet entry criteria): the details of a referee (e.g. academic or employer)

Initial Assessment of Applications

The application will be initially assessed by the BCNH Admissions Team on the basis of the information provided on the Application Form and the personal statement; therefore, it is important that these documents are carefully completed. Applicants must take particular care to ensure that the correct email address is provided on the form, since all

correspondence from both BCNH and the University of Northampton will be sent to that address.

Should an applicant be considered suitable for the programme based on the information provided on the Application Form and the personal statement, they will be invited for interview (via video-conferencing).

Interview

Interviews are conducted with all applicants whose application forms pass the initial assessment. Interviews will be carried out via video-conferencing and are an opportunity for BCNH Admissions Staff to assess an applicant's suitability for the programme. They also provide applicants with the opportunity to find out more about the programme and ask any questions they may have.

Please note that applicants must have a video camera turned on for interview and must show the interviewer their original passport / formal ID to verify identity.

If an applicant is deemed by BCNH to be suitable for the programme, BCNH will forward the relevant details to the University of Northampton on their behalf. Please note that the final decision will be made by the University of Northampton.

Application to the University of Northampton

All applications to the BSc (Hons) Nutrition & Lifestyle Medicine must be approved by the University of Northampton (UoN). BCNH will submit applications directly to the UoN on behalf of applicants. Applications to the UoN can only be submitted when all the relevant paperwork has been provided to BCNH.

For standard applications (those who meet the entry criteria), the UoN will carry out a first assessment of the submitted application within 5 working days. Successful applicants will be issued with an Offer Letter from the UoN, via BCNH.

For special admissions (those who do not meet the entry criteria), UoN will carry out a first assessment of the submitted application within 10 working days. Successful applicants will be issued with an Offer Letter from the UoN, via BCNH.

Please note that the turnaround times provided above are from the date the application is received at UoN to first assessment, therefore the time taken from Application to Offer may be slightly longer.

Offer Letters

Offer Letters will be issued by the University of Northampton directly to BCNH. BCNH will forward Offer Letters to applicants who will then advise BCNH whether they will accept / decline or defer their offer. Pre-enrolment instructions will be sent directly from the University of Northampton to all applicants who have received an offer (regardless of

acceptance). These instructions will be sent via email to the email address provided by the applicant on the BCNH Application Form.

7. Application Deadlines

All applications are pre-screened by BCNH before being submitted to the University of Northampton for approval (UoN). BCNH also interviews all applicants before deciding whether to proceed with the application to UoN. Therefore, the full application process may take several weeks.

In order to avoid any unnecessary delay to studies at the start of the term, **the application deadline for the academic year 2021 / 2022 is Thursday 2nd September 2021.**

Applications received after this date will only be processed if the BCNH Admissions Team feel that there is sufficient time to do so and there are places remaining on the programme.

8. Enrolment Information & Deadlines

All applicants who receive and wish to accept an offer **must complete pre-enrolment with the University of Northampton (UoN)**. Instructions for pre-enrolment will be sent via email from UoN, to the email address provided on the BCNH Application Form.

Successful completion of pre-enrolment will automatically enrol students for the start of teaching. If applicants do not complete enrolment by the end of the third teaching week (11th October 2021) their application will be deferred to the next available cohort.

9. Implementation of Admissions Policy

If an applicant believes that the BCNH Admissions policy has not been implemented correctly, they may write to the College Principal who will review the application. Before writing, applicants are encouraged to meet with the Principal and discuss their application.

10. 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 Northampton (UoN).

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.

11. 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.

12. Policy monitoring

The BCNH 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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