

# Admissions Policy

Condé Nast College of Fashion & Design is committed to recruiting high-quality students by identifying merit and potential and ensuring that its admissions process is fair and transparent.

The College Admission Policy is closely linked to the College's Equal Opportunities Policy where the College is committed to the elimination of unlawful discrimination and to the promotion of equality of opportunity for students and prospective students in all its functions. It is also linked to the Students with Disabilities Policy where the College is committed to promoting full participation for disabled students in all aspects of the academic and social life of the College. Condé Nast College is located in a historic Georgian building at Bedford Square in Central London. Our campus comprises a Grade I listed building dating to the late 18th Century which is currently not fully accessible to wheelchair users. We are committed to improving the accessibility of our premises, and we appreciate your patience and understanding while we work toward this important goal. Some teaching activities may take place at other venues in central London, which have varying levels of accessibility. If you have specific questions about the accessibility of our campus, either as a visitor or prospective student, please do not hesitate to contact us at [dione.hyland@condenastcollege.ac.uk](mailto:dione.hyland@condenastcollege.ac.uk)

This policy is consistent with good admissions practice in higher education, as defined in the Quality Assurance Agency's UK Quality Code, Chapter B2: Recruitment, selection and admission to higher education, UKVI requirements, validation requirements and complies with current legislation affecting the admission of students.

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## **The application process for our VOGUE Certificates, VOGUE Diploma, and VOGUE Fashion Foundation Programme consists of two stages.**

1. The first stage of the application process is to complete the Online Application Form. This form can be found on our website within each course information page using the Apply Now button, and asks students to fill out their personal details including their name, age, country of residence and nationality (they must upload their passport), as well as their educational history, work experience, and language skills (copy of IELTS score- or other relevant language exam- to be uploaded). They are also asked to write a 500-word personal statement outlining their academic interests and reasons for applying to the College.

**For our VOGUE Diploma,** we also ask our applicants to submit a portfolio (examples of their work)

2. At this stage, the Admissions Team will assess whether a candidate satisfies the entry requirements and determines their suitability for the course they are applying for.

### **Entry Requirements**

Applicants for our **VOGUE Fashion Foundation Programme** will be expected to have completed the above application process, to have a good command of the English language and to have achieved the following qualification level:

- Passes in two subjects at UK GCSE Grade C (4) or above, or equivalent international qualifications.

Applicants for our **VOGUE Diploma in Fashion Communication** will be expected to have completed the above application process, to have a good command of the English language and to have achieved the following qualification level:

- A minimum of 96 UCAS tariff points from one, or a combination, of the following full RQF Level 3 qualifications:

- Two or more A-Levels
- Vogue Fashion Foundation Programme
- At least grades Merit, Merit, Merit at BTEC Extended Diploma
- Access Diploma
- Access to HE Diploma
- an equivalent full Level 3 qualification

or an equivalent international qualification

● Applicants for our **VOGUE Certificates** will be expected to have completed the application process and to have a good command of the English language, and to have achieved the following qualification level:

- A minimum of 96 UCAS tariff points from one, or a combination, of the following full RQF Level 3 qualifications:
  - Two or more A-Levels
  - Vogue Fashion Foundation Programme
  - At least grades Merit, Merit, Merit at BTEC Extended Diploma
  - Access Diploma
  - Access to HE Diploma
  - an equivalent full Level 3 qualification

or an equivalent international qualification

Condé Nast College also takes into consideration a range of alternative equivalent qualifications and relevant work experience, so applicants are welcome to apply even if they do not meet these academic standards.

Applicants must be 18 years on 1st September at the start of the academic year in which their chosen course's start date falls in.

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### **The application process for our BA (Hons) Fashion Communication & Industry Practice degree programme consists of three stages.**

1. The first stage of a direct application to the College is to complete the Online Application Form. This form can be found on our website within the BA course information page using the 'Apply Now' button, and asks students to fill out their personal details, including their name, age, country of residence, nationality, educational history, work experience and language skills; they must upload a copy of their passport, their educational transcripts/certificates, relevant English language test results. They are also asked to write and submit a 500-word personal statement outlining their academic interests, career aspirations and reasons for applying to the College, and submit a portfolio of written and creative work.

Students can also apply to the College via [UCAS](#), submitting their supporting evidence documents to us by email at [admissions@condenastcollege.ac.uk](mailto:admissions@condenastcollege.ac.uk)

2. After an application has been submitted, the Admissions Team will review it and decide whether to invite the candidate for an interview. If any supporting documents are missing from a submitted application, applicants will not be progressed to the interview stage until these have been submitted.
3. The Programme Director or a member of the academic team will interview the applicant online. Interview days will be scheduled at fixed points throughout the year, and candidates will be invited to book an interview on one of these; the dates offered to applicants will be their only opportunity to attend an interview, and they should do their utmost to avoid cancelling an interview. An interview will last for approximately 30 minutes. The interviewer will complete an Interview Feedback Form following the interview session, where the candidate's

knowledge, experience and skills will be assessed. This form facilitates discussion on the individual's suitability for the course between the interviewer and the Admissions Team.

For quality, training and record-keeping interviews are recorded and stored safely for the duration of the course.

### **Entry Requirements:**

All applicants must complete the three stages of the application process, meet our English Language requirements, and be 18 years or older by the start of the course. Applicants will need to have achieved:

- a minimum of 96 UCAS tariff points from one, or a combination, of the following full RQF Level 3 qualifications:
  - Two or more A-Levels
  - Vogue Fashion Foundation Programme
  - At least grades Merit, Merit, Merit at BTEC Extended Diploma
  - Access Diploma
  - Access to HE Diploma
  - an equivalent full Level 3 qualification

or an equivalent international qualification.

International applicants will require a CEFR Level B2 in a standardised English language test e.g. IELTS Academic for UKVI Level 6.0 with a minimum of 5.5 in each component (reading, writing, listening and speaking).

Condé Nast College also takes into consideration a range of alternative equivalent qualifications and experiential experience, so applicants are welcome to apply even if they do not meet these academic standards.

Applicants must be 18 years on 1st September at the start of the academic year in which their chosen course's start date falls in.

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### **The application process for our MA Fashion Journalism, MA Creative Direction for Fashion Media, and MA Fashion Styling consists of three stages.**

1. The first stage of a direct application to the College is to complete the Online Application Form. This form can be found on our website within the each MA course information page using the 'Apply Now' button, and asks students to fill out their personal details, including their name, age, country of residence, nationality, educational history, work experience and language skills; they must upload a copy of their passport, their educational transcripts/certificates, relevant English language test results. They are also asked to write and submit a 500-word personal statement outlining their academic interests, career aspirations and reasons for applying to the College, and submit a portfolio of written and creative work.
2. After an application has been submitted, the Admissions Team will review it and decide whether to invite the candidate for an interview. If any supporting documents are missing from a submitted application, applicants will not be progressed to the interview stage until these have been submitted.
- 3.
4. The Programme Director or a member of the academic team will interview the applicant online, and they should do their utmost to avoid cancelling an interview. An interview will last for approximately 30 minutes. The interviewer will complete an Interview Feedback Form following the interview session, where the candidate's knowledge, experience and skills will be assessed. This form facilitates discussion on the individual's suitability for the course between the interviewer and the Admissions Team.

For quality, training and record-keeping interviews are recorded and stored safely for the duration of the course.

Applicants must be 18 years on 1st September at the start of the academic year in which their chosen course's start date falls in.

International applicants will require a CEFR Level B2 in a standardised English language test e.g. IELTS Academic for UKVI Level 6.0 with a minimum of 5.5 in each component (reading, writing, listening, and speaking).

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**The application process for the MA Fashion Communication, MA Fashion Media Strategy, and MA Entrepreneurship consists of three stages.**

1. The first stage of a direct application to the College is to complete the Online Application Form. This form can be found on our website within each MA course information page using the 'Apply Now' button, and asks students to fill out their personal details, including their name, age, country of residence, nationality, educational history, work experience, and language skills; they must upload a copy of their passport, their educational transcripts/certificates, relevant English language test results. They are also asked to write and submit a 1,000-word personal statement outlining their academic interests, career aspirations, and reasons for applying to the College.
2. After submitting the application form for one of the MAs, the Admissions Manager will review a candidate's application and decide whether to invite them for an interview.
5. The Programme Director or a member of the academic team will interview the applicant online, and they should do their utmost to avoid cancelling an interview. An interview will last for approximately 30 minutes. The interviewer will complete an Interview Feedback Form following the interview session, where the candidate's knowledge, experience, and skills will be assessed. This form facilitates discussion on the individual's suitability for the course between the interviewer and the Admissions Team.  
For quality, training, and record-keeping interviews are recorded and stored safely for the duration of the course.

Applicants must be 18 years on 1st September at the start of the academic year in which their chosen course's start date falls in.

International applicants will require a CEFR Level B2 in a standardised English language test e.g. IELTS Academic for UKVI Level 6.0 with a minimum of 5.5 in each component (reading, writing, listening, and speaking).

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**The application process for the MA Luxury Brand Management** is fully undertaken by our partner Richmond American University London - please contact them for further details at [admissions@richmond.ac.uk](mailto:admissions@richmond.ac.uk) or through their website at <https://www.richmond.ac.uk/>

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**Commitment to Fairness, Transparency and Consistency**

To ensure a fair and consistent admissions process, Condé Nast College of Fashion & Design will ensure that the following principles are adhered to:

1. All courses will clearly state their entry criteria, including academic qualifications, along with appropriate experience and skills required for entry.
2. Entry criteria will be easily accessible through our website and prospectus. Applicants will be informed in general terms how they can demonstrate their achievements and motivation to study.
3. Where courses include interviews or tests as part of their selection criteria, we will make this explicit to candidates, and provide details on how the interviews will be conducted and the criteria used to select successful candidates.

### **Record Keeping Duties**

Condé Nast College of Fashion & Design will keep admissions documentation for all students who enrol at the College for the duration of their studies and for six years after. For quality and training, interviews will be recorded and stored safely for the duration of the course.

### **International Students**

As part of the College's Student Visa Sponsor responsibilities, Condé Nast College of Fashion & Design and its parent company are required to view and maintain copies of all international students' current passports and visas (valid for study at Condé Nast College of Fashion & Design) along with qualification documents (including certified translations if these are not in English) on the basis of which admission was granted to the College.

Condé Nast College of Fashion & Design undertakes these checks as part of the registration process upon arrival. We cannot permit an international student to enrol at the College without undertaking this process. In addition to the documentation required as part of our Student Visa Sponsor Licence commitments, we will also store any other documentation sent to us in support of an application.

### **Staff Development**

The College is committed to ensuring that all those involved in recruitment and admissions are competent to undertake their roles and responsibilities.

Staff participate in national agendas through membership of various professional bodies, through workshops and conferences, and are committed to sharing good practices locally and with collaborative partners.

### **Complaints for Admissions Process**

The College endeavours to be fair, courteous and respectful in our interactions with applicants and offer-holders. Moreover, we aim to provide accurate, intelligible, unambiguous and timely information in order that applicants can make informed decisions about their applications to our courses. We recognise, however, that on occasion, applicants may be dissatisfied with their experience or feel that material information provided is inadequate or misleading. We also recognise that there may be occasions when applicants may consider that the College has not adhered to its Policy. In such cases they can use this procedure.

The procedure contains three stages:

- Stage 1: Informal stage
- Stage 2: Formal stage
- Stage 3: Formal review stage

The College's full Admissions Appeals & Complaints Policy can be found on our website [here](#)

**Monitoring & Review**

The Admissions Policy is reviewed annually by the Admissions Manager for approval by the Academic Standards Committee.