

## POLICY STATEMENT



## ADMISSIONS POLICY AND PROCEDURES FOR FULL TIME COURSES

### AIM

The Admissions System is designed to provide high quality, systematic and efficient procedures for all full-time applicants and to assist curriculum managers in recruiting students with integrity. These procedures exclude applications from international students, applications for College Apprenticeship Training and applications for Pre Vocational programmes. The procedures will:

- Be client centred
- Provide a service which is easy to use and easy to understand
- Operate to Quality Standards that are monitored regularly and achieved consistently.
- Comply with The College's Mission Statement and Equal Opportunities and Diversity policy.
- Assist with the retention and achievement of College students
- Ensure adequate and appropriate student support and guidance
- Operate quickly and efficiently within the capability of the resources and staffing available.

### OPERATIONAL OBJECTIVES – ENQUIRIES

Enquiries may be received in a number of ways:

By personal call	By telephone,
At an information evening,	By answerphone
At a College open evening	By minicom
At a College roadshow or similar event	By email
By post (Information Request Form)	

All enquirers can expect:

- a speedy and courteous response
- accurate, clear, up to date information
- their enquiry to be dealt with by an appropriate person

### OPERATIONAL OBJECTIVES – THE APPLICATION

All applicants can expect:

- to have the receipt of their application form acknowledged
- to be treated in accordance with The College's Equality and Diversity policy
- to be invited to attend a preliminary guidance interview if one has been requested or if felt to be necessary (traffic lighting)
- to have any learning support needs identified
- to be invited to attend an interview
- to be invited to attend a language assessment if English is not their first language or they have no formal qualifications gained in the United Kingdom

## **OPERATIONAL OBJECTIVES –THE INTERVIEW**

At interview all applicants can expect:

- to be offered impartial guidance and advice
- to be treated with respect
- to be given information about how the course is taught and assessed.
- to have the opportunity to consider more than one course offered by that Centre
- to have any learning/additional support needs discussed and be advised about what help is/will be available.
- to have the opportunity to be referred to a more suitable course
- to be given information about potential options/progress after course completion.

## **OPERATIONAL OBJECTIVES – THE OFFER**

Following an interview all applicants can expect:

- written confirmation of the outcome
- an opportunity to accept or decline any place that has been offered
- information relating to confirmation and enrolment
- information relating to any special requirements eg clothing, equipment and educational visits
- information about the financial help available

## **OPERATIONAL OBJECTIVES – CONFIRMATION AND ENROLMENT**

All applicants can expect:

- to have enrolment arrangements confirmed in writing at least six weeks before their course commences
- enrolment to operate in a friendly and efficient way
- to be offered a suitable alternative if the entry requirements have not been met
- to be offered a suitable alternative if the entry requirements have been exceeded
- to be notified as soon as possible of any changes relating to where the course is offered.
- to be notified as soon as possible if their course will not run and receive guidance on alternative courses/opportunities

**Signed** ..... **Date** .....

**Designation:** Chair of the Teaching and Learning Group, sub-group of the Academic Board

**Policy Ref/Version Number:** SC09/V3

This policy is to be reviewed by the Teaching and Learning Group and ratified by the Academic Board by October 2009.

## **APPENDIX A – INTERVIEW ARRANGEMENTS**

Central Admissions needs to be notified of ALL of the following by the beginning of October each year:

- a) dates of proposed interviews in addition to the Cross College interview days
- b) times of interviews
- c) interview location
- d) where applicants are to report
- e) what applicants should bring with them
- f) names of the staff interviewing on each date
- g) format of the interview eg - group discussion followed by individual interview
  - one to one interview only
  - interview panel (of how many)
- h) likely duration of the applicant's visit (including any assessments, auditions, tours etc.)
- i) duration of the interview
- j) details of assessments where applicable eg audition, practical tasks, aptitude tests

### **PLEASE NOTE:**

**Applications are dealt with on a date received basis. The only exception would be an applicant who is 'out of area' who may need to be interviewed at short notice.**

**Application forms sent to Academies for telephone interviews MUST be returned to Central Admissions with the IRS fully completed.**

**ALL applications for full time courses MUST be processed by Central Admissions. Failure to comply will lead to the applicant not showing on the admissions system resulting in offer and enrolment correspondence not being sent.**

## **APPENDIX B – INTERVIEW GUIDELINES FOR FULL TIME ADMISSIONS TUTORS**

### **EDITION 8 – October 2007**

The following guidelines have been prepared to assist admissions tutors. They aim to ensure that:

- the interview process is consistent across The College
- applicants are given the chance to show interest and enthusiasm for the course
- applicants are aware of the implications of choosing to study a College course
- the course they have applied for is the one most appropriate to their needs
- The College is able to meet any significant support needs that the student has

### **GUIDELINES**

#### **Prior to Interview**

Read the application form. Make sure that you know the interviewee's name, home area, course choice and academic standard, as these will have a bearing on the guidance you give.

Prepare the interview room so that it is clean, tidy and welcoming.

**NB: Residency and applicant's age will be checked when the application is received in Central Admissions**

#### **At Interview**

Introduce yourself. Use positive body language and eye contact to put the applicant at ease.

Ask the applicant about their career aspirations and consider these in relation to their chosen course and possible progression routes.

Ensure that the applicant knows about:

- the location of the course
- the course level
- the course content
- how they can expect to learn
- the time commitment (an example of a previous year's timetable is helpful)
- an indication of study time expected outside College attendance
- the methods of assessment
- the tutorial support that is provided
- what kind of opportunities could be available at the end of their course (take examples from leavers in previous years)
- support from other College services eg. Student Services, Study Advice Centres and Learning Support
- what The College expects from the student eg attendance, behaviour, time-keeping and respect for others
- what the student is entitled to expect from The College
- any additional costs involved with the course eg clothing, equipment, educational visits
- financial help available towards the cost of travel and, if applicable, child care
- The College's 'Key Skills' policy and how this relates to their course

## **PLEASE NOTE:**

It is important that applicants are aware of the range of programmes available to them. If you feel that an applicant is at all unsure about the course they have applied for, please tick the box on the Interview Record Sheet (IRS) 'refer to Advice and Guidance', giving clear reasons for doing so in Section C of the IRS.

If you feel that the applicant is not suitable for the course applied for or for any other course within the same curriculum area, please tick the box on the Interview Record Sheet (IRS) 'refer to Advice and Guidance', giving clear reasons for doing so in Section C of the IRS.

Ensure that the applicant knows what will happen next ie when they will hear if they have been accepted, what to do when the GCSE results come out and how they enrol.

Make sure that the student has an Academy contact number and, ideally, a contact name should they wish to make any further enquiries.

Complete ALL parts of the IRS

If the course offered is different from the one originally applied for this must be noted on the IRS

Section D of the IRS (what is used by central Admissions to determine the outcome of the interview) must relate to any narrative in Section C of the IRS.

It is not possible to offer a definite provisional place.

Interview packs must be returned to central Admissions promptly and ALL application forms must be returned. They are counted out and counted back in again.

Any discrepancy or lack of clarity on the IRS will result in correspondence from Central Admissions to the applicant being delayed.

## **APPENDIX C – PROCEDURE FOR INTERNAL APPLICATIONS**

Please refer to the 'Student Progression' flowchart overleaf.

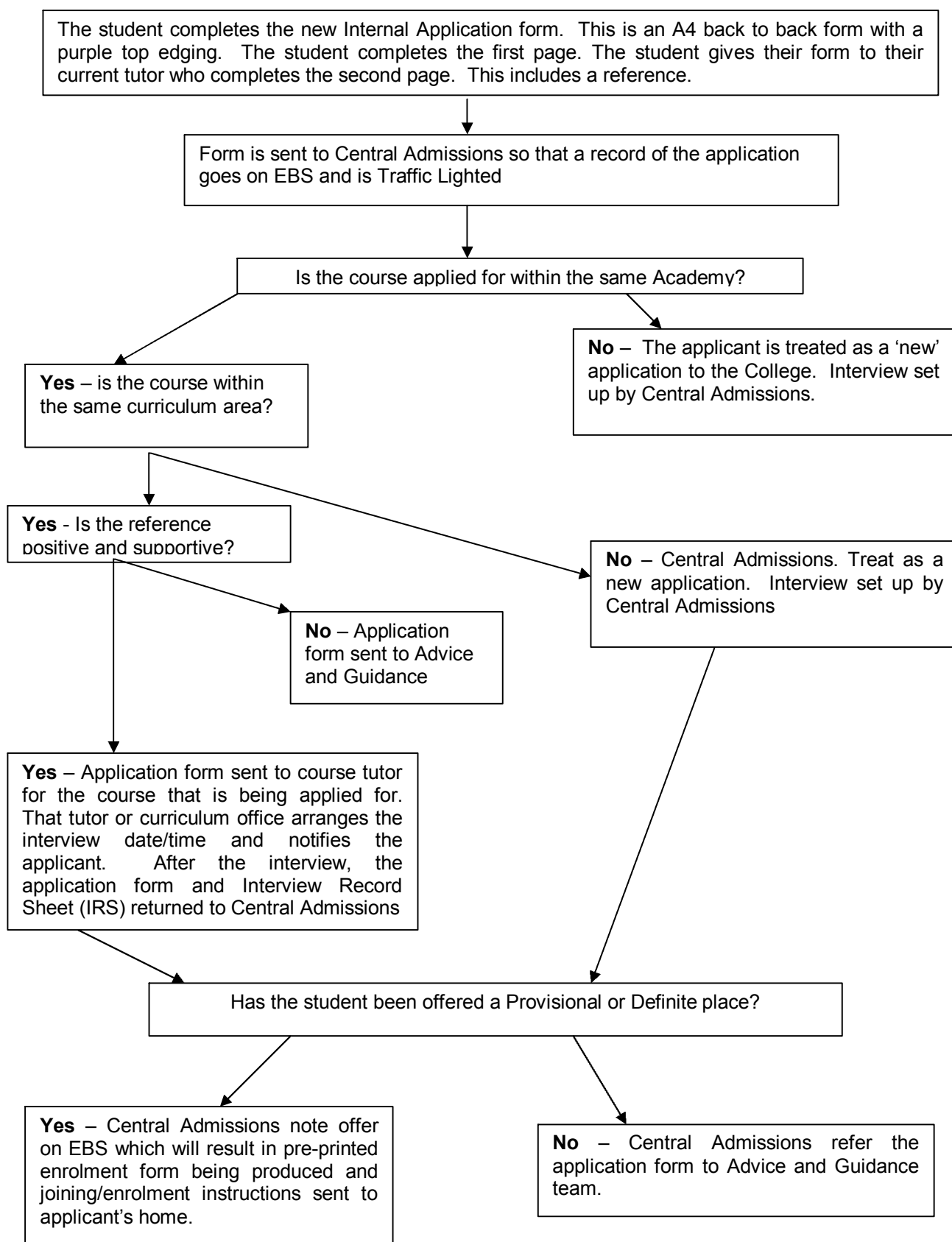
An Internal Application Form **MUST** be used by all current students wishing to apply for a new course at The College. Copies of this form can be obtained from Central Admissions or from the Advice and Guidance Team.

An Internal Application Form can only be processed if the tutor's reference is completed.

Staff interviewing progressing students must be aware of and adhere to the internal passports for progression that exist for each Level 2 and Level 3 full time programme.

## STUDENT PROGRESSION

Outlined below are the new procedures for dealing with existing students progressing on to full-time courses at The College.



## **APPENDIX D**

### **Educational Maintenance Allowance (EMA) and Adult Learning Grant (ALG)**

What are EMA and ALG?

The Education Maintenance Allowance (EMA) and Adult Learning Grant (ALG) are Government initiatives designed to improve access to education for young people and adults. These are means tested allowances of up to £30 a week. Contact the Student Support Team for more information.

EMA application packs should be issued by the young person's school but packs are available from Student Services (The Link) at Lansdowne and at North Road.

ALG application packs are available from Student Services (The Link) at Lansdowne and at North Road.