

# Admissions Policy

## 1) Scope and Purpose of Policy

The purpose of this Policy is to:

- a) Establish a process for admission to the College that is fair, transparent and provides equality of opportunity to all applicants.
- b) Encourage recruitment with integrity and ensure each potential learner is placed on an appropriate course by assessing not only the applicant's preferred course of study and career choice, but also any learning disabilities or difficulties, financial support needs and the most appropriate level of study.
- c) Ensure that staff across the College work together to provide a consistent, comprehensive and coherent Admissions service whilst making the most effective use of staff time and cross-College resources.
- d) Ensure confidentiality: The College is committed to ensuring confidentiality during the Admissions process to comply with the requirements of the Data Protection Act 1998.

The Policy applies to all applicants to the College, although the extent to which all aspects of the Admissions Policy that may be applied will depend on individual course requirements.

## 2) Policy Statements

The following key features aim to ensure that:

- a) All prospective learners are treated consistently, impartially and without bias.
- b) All prospective learners are provided with comprehensive pre-enrolment guidance.
- c) Learner retention and achievement is supported as a result of this Policy.
- d) The College attains a high level of conversion from application to enrolment.
- e) **Open Evenings:** Take place at College sites that best serve the needs of the community and are advertised on the College website, Media Campaign, Social Media and Careers Wales.
- f) **Consistent and thorough screening of all applications:** To ensure applications are appropriately referred to the relevant subject area and/or for impartial information, advice and guidance where necessary.
- g) **Cross-College Interview Events:** Will take place at regular intervals throughout the year for all those who have applied. The College will set standards and time frames in relation to interview process.

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- h) **“Keeping Warm” and early Enrolment:** A “keeping warm” process will be applied to all those who have made applications, they will receive timely reminders of their application status, interviews, Discovery Knowledge Days, early enrolment and enrolment.
- i) **An internal progressions procedure:** Will give existing learners taking a “natural progression” route priority in the Admissions process to ensure that places on their chosen course are available *provided it is appropriate for the learner to progress and all entry requirements are met.*
- j) **Subject interviews for focused applicants:** Will be conducted by learning area staff using a standard set of questions to ensure that all applicants are given comprehensive course guidance and equality of opportunity.
- k) **Timely intervention from the College Employability and Progressions Advisers (EPA) team and Careers Wales for unfocused applicants:** College EPA’s along with Careers Wales Advisers will contact unfocused learners to establish course preference and better identify career aspirations of applicants in order to make referrals to the appropriate learning area for Subject Interview(s).
- l) **Disclosure of a disability or medical conditions:** Applicants are given every opportunity to disclose a disability or medical condition that requires support or reasonable adjustment on the part of the College to ensure full participation in the learning experience, or to ensure their health and safety is not compromised.

Applicants who disclose a disability or medical condition will be invited to meet with the Disability Support Service team as part of the interview process.

Ultimately, it is the applicants responsibility to disclose a disability or medical condition to appropriate members of the College either through application, interview or after enrolment.

- m) Applicants who disclose an unspent/spent criminal conviction will be asked to complete and submit a criminal record disclosure form. They may then be required to attend a risk assessment meeting when they attend for interview.
- n) Applicants who indicate that they have been/are **“looked after”** will be invited to attend a supportive meeting when they attend for interview.
- o) Advice and information about financial support, travel and childcare will be provided at open evening, via customer services and during Discovery Knowledge days.
- p) **Other criteria to be considered:**
  - i) **International Students:** International applicants are managed directly by the dedicated International team. Separate International Admissions Policy.
  - ii) **Applicants under the age of 16:** Are not routinely admitted to full time or part time study at the College. However, pre-16 learners may be admitted as part of an established College link programme or in exceptional circumstances. In all cases the decision would be made by the Deputy Principal Curriculum, Quality and Learner Journey after discussion with the Designated

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Safe Guarding Manager and would consider the College's duty to provide a safe and secure environment for all its learners, staff and visitors.

- q) **Refusal:** The College reserves the right to refuse entry to any applicant, for example:
- If the course applied for is oversubscribed.
  - The applicant does not have the minimum entry requirements for the course.
  - The applicant has provided false or misleading information (including failure to disclose criminal convictions)
  - If the applicant is not deemed suitable for the course
- r) **Appeals against refusal:** Applicants who have been refused entry to a College course should discuss this informally with the Deputy Head of Recruitment, Progressions and Entrepreneurship in the first instance. A formal written appeal will be dealt with in accordance with the College's Compliments and Complaints Procedures.

### 3) Equality and Diversity Statement

The College will do its best to ensure that applicants who have disclosed a learning difficulty/disability receive the required support/that reasonable adjustments are made to ensure full participation in the learning experience. In accordance with College procedures, an Equality Impact Assessment is due to be completed for this policy.

### 4) Health and Safety Implications

Appropriate consideration needs to be given to those applicants with disclosed learning difficulties and disabilities.

### 5) Linked Policies

- Fit to Study Policy
- Screening of Students who are Ex-Offenders Policy
- Safeguarding Policy
- Student Finance Policy
- Equality & Diversity Policy
- Skills Policy
- International Policy
- HE Policy

### 6) Linked Procedures

- Fit to Study
- Screening of Students who are Ex-Offenders
- Safeguarding
- Student Finance
- Equality & Diversity
- Skilled Policy

### 7) Location and Access to the Policy

This Policy is available from the website/ staff intranet/ Moodle and may be out of date if printed.

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Date approved: 15/8/2011

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Approved by: Curriculum, Quality & Student  
Affairs Committee

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Review date: 12/07/17

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Responsible Manager: Head of Recruitment,  
Progressions and Entrepreneurship

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Executive Lead: : Vice Principal Curriculum and  
Standards SJ

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Accessible to Students: : Yes

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