

## Calderdale College

Policy Title & Reference	<b>Learner Admission Policy &amp; Procedure</b>
Issue Date	<b>July 2014</b>
Author	<b>Admissions Team Leader</b>
Approved By	<b>Head of Marketing, Admissions &amp; Reception</b>
Review Date	<b>July 2015</b>
Number of pages	<b>7</b>

### Purpose

Calderdale College is committed to providing a professional, customer focused and accessible admissions service to all potential learners. All applicants will have access to clear and comprehensive information and receive advice and guidance to allow them to make informed decisions about their future.

### Policy Statement

Calderdale College offers a broad range of courses to a varied learner population and welcomes applications from all individuals. It ensures that learners are appropriately matched to a programme of study by providing information on courses, careers and the support available.

All applicants will be actively encouraged to discuss their aspirations and requirements with the College staff to ensure they receive the most appropriate individual learning programme and environment to suit their needs. Entry requirements for courses will vary between programmes of study but each applicant will be supported according to their individual requirements.

This policy covers all Further Education (FE) courses, Higher Education (HE) awards and applications for work-based learning (Apprenticeships) where the applicant is not currently in employment.

Calderdale Training, through their own policies and procedures, manage applications for work-based learning where the applicant is already in employment.

### Responsibilities

All College staff have a responsibility to support the recruitment of new learners through the admission process. Specific responsibilities include:-

#### Admissions Team –

- Provide training to Tutors/Training Officers to ensure they have a clear understanding of their responsibility within the admissions process
- Provide a yearly Admissions Schedule for evening admissions events
- Respond to course and application queries from all sources
- Schedule Admission Events with Tutors/Training Officers and send out applicant invite letters
- Update Course information on the College and external Web sites as and when provided by the Tutors/Training Officers
- Update and maintain EBS to accurately track applications, outcomes from the Admission Events and enrolments
- Provide Additional Learning Support (ALS) Team with details of all applicants who have declared support needs

- Provide enrolment schedules to the Enrolment Team, Advice & Guidance and appropriate Curriculum Managers
- Working to the University and Colleges Admissions Service (UCAS) deadlines for HE applicants

### **Tutors**

- On an annual basis provide availability for Admissions Events. Advise the Admissions Team as soon as possible if you subsequently become unavailable.
- Understand the role you play within the Admissions process through attending the Admissions Teams' update sessions
- Manage your part of the Admission Event ensuring that the process accurately informs and assesses the applicant's suitability for the course
- Sign and issue offer letters and packs
- Inform the Admissions Team of all potential applicant outcomes within two days of the Admissions Event

### **Training Officers**

- Be available for Admission Events when potential apprentices are invited
- Understand the role you play within the Admissions process
- Manage your part of the Admission Event ensuring that the process accurately informs and assesses the applicant's suitability for the course
- Sign and issue offer letters and packs
- Inform the Admissions Team of all potential apprentices outcomes from the Admissions Event

### **Curriculum Managers**

- Should ensure that cover is available at Admissions Events for both Tutors/Training Officers as appropriate.
- Arrange alternative cover if illness affects availability at short notice.
- Take overall responsibility for the accuracy of course information and keep the Admissions Team informed of any changes
- Inform the Admission Team of new courses in a timely manner
- Ensure Tutors/Training Officers are engaged with the Admissions process
- Provide copies of course timetables and/or dates for Induction at or before Enrolment events (July each year)
- Ensure that there is a course code on EBS for every course offered
- Plan and organise events for 'keep warm' activities and 'Taster Days'

### **Enrolment Team**

- Be available during Admission Events for applicant enrolment
- Work with the Admissions Team to agree schedules for learner enrolment
- Ensure EBS is updated with course codes for every course offered

### **Potential impact on Equality, Diversity and Inclusivity**

All College staff involved in the Admissions process and Admission Events will ensure that procedures and processes are carried out to minimise barriers to all protected characteristics and that reasonable adjustments are made to allow opportunity for all.

## **Admissions Procedures**

### **Availability of Course and College Information**

- Access to course and College information is available in a range of sources including Prospectus, specific course publications, College Website, other external Websites such as Careers services and UCAS, course helplines and Student Services reception area.
- The information can be presented to suit the needs of any prospective learner.
- Open evenings are held during the year to provide on-site discussions with College staff and tours of the premises and facilities including taster events to try the skills activities.
- College provision is promoted through secondary schools, Careers Service and Jobcentres

### **Enquiries**

Enquiries can be received in a number of ways:-

- Course telephone helpline
- E-mail
- Student Services reception
- Outside events e.g. School Promotions
- Through the post

Enquires are dealt with by the Admissions Team who provide initial information, advice and guidance on the courses offered by Calderdale College and the application process. If the enquirer is unfocussed or needs more specialised information advice and guidance, they will be passed on to a member of the Advice & Guidance Team or the Careers Advisor (C&K Careers).

## **Applications**

Applications can be received on-line or in paper format and are processed by the Admissions Team. Initial screening is completed to check that the course is suitable. This screening considers the course and level applied for and includes a review of the applicant's age, course level, past qualifications/experience and entry requirements.

The applicant's details are entered onto EBS for tracking and monitoring purposes.

### **Applications approved at initial screening**

Applicants are invited to an Admission Event per the Admissions Event Schedule, usually within 2 weeks of receipt of their application. The invite letter will include:-

- the date and time of the meeting;
- the name of the Tutor/Training Officer they will be seeing;
- details of any specific items that they will need to bring with them e.g. portfolio, examination certificates;
- whether they will be required to complete an assessment or audition during the Admission Event;
- course booklet;
- campus map.

Admission events are scheduled and held at out-centres as and when required.

The week prior to the Admissions Event, the Admissions Team provides Tutors/Training Officers with details of all applicants invited to the event. A report is also issued to the Additional Learning Support Team showing details of appointments for applicants who have declared support needs to ensure that appropriate support needs are put in place at the event.

A text message is issued to all applicants the day prior to the Admission Event reminding them of their appointment at the College.

On the day of the Admission Event, the Admissions Team issue Tutors/Training Officers with the final list of all expected applicants and provide offer packs and letters.

### **Unsuitable/Unfocused applications**

If an application is received where the course is unsuitable or the applicant is unfocused, the details will be forwarded to Advice & Guidance or to the Careers Advisor. They will contact the applicant to discuss an appropriate College course or career direction.

### **Applications for apprenticeships**

If the applicant is applying for a work based learning course and has indicated on the application form that they are in relevant employment, the application will be passed to Calderdale Training who will contact them direct.

If no appropriate employment is shown on the application form, the applicant will be invited to the Admissions Event. The Admissions Team will schedule them to see a Training Officer who will advise them of the process including registering on the website [www.getmyfirstjob.co.uk](http://www.getmyfirstjob.co.uk).

### **Other FE applications**

If the application is for a course with an imminent start date, it will be passed directly to the Tutor to make direct contact with the applicant.

Some courses do not require applicants to attend an Admissions Event. If the application is for one of these courses, the applicant will be sent an acknowledgement letter and advised that the College will contact them again closer to the start date of the course. These will be diarised by the Admissions Team and letters issued at the appropriate time inviting applicants to enrol.

### **HE applications**

Applications for full time HE courses need to be made through UCAS. If a Calderdale College application form is received, the applicant will be taken through the usual admissions process but will be informed that they need to submit an application through UCAS.

Applications for part time HE course should be made on the Calderdale College application form and submitted on-line or in paper format.

All applications go through the initial screening process by the Admissions Team.

- Where the course is unsuitable or the applicant is unfocused, the details will be forwarded to Advice & Guidance or to the Careers Advisor who will contact the applicant to discuss an appropriate College course or career direction.
- Where the application passes the initial screening process, it will be passed to the HE Tutor to carry out their assessment of the applicant. They can:-
  1. make an immediate conditional or unconditional offer;
  2. invite the applicant to an Admissions Event;
  3. reject the application and pass the applicant's details to Advice & Guidance or to the Careers Advisor who will contact them to discuss an appropriate College course or career direction.

The applicant's details are entered onto EBS for tracking and monitoring purposes

## **Admission Events**

These take place at the main College site every two weeks during term time. Members of the Admissions Team meet and greet all applicants and offer a tour of the College campus. The applicants are then escorted to the room where they will meet the Tutor/Training Officer.

The Tutor/Training Officer conducts any required assessments and/or auditions. Full details of the course and level are discussed with the applicant to ensure the course matches their needs and aspirations. During this discussion the applicant should be made aware of the following:-

- Course structure including start/finish dates, timetable and assessment process;
- Equipment required;
- Trips and visits;
- Placements;
- Pastoral and tutorial support;
- Entry requirements for the course;
- Additional Learning Support available

There are four possible outcomes from the Admissions event:-

### **1. Conditional Offer**

A conditional offer is agreed between the Tutor and the applicant based on specific condition(s). It may depend on the results of a forthcoming exam, evidence of prior qualifications, receipt of a satisfactory reference or Disclosure & Barring Service (DBS) check etc.

### **2. Unconditional Offer**

An unconditional offer is made when the applicant is able to join the course with no conditions.

### **3. Enrolment**

When an unconditional offer has been made and the course is available on EBS, the applicant can enrol immediately onto the course. Tutors should direct them to the Enrolment Team.

### **4. Applicant is referred**

During discussions with the applicant, the Tutor may decide that the course is inappropriate – e.g. failed assessment; audition not to the required standard; the applicant has a criminal record that prevents them from enrolling on a particular course etc. The Tutor should advise the applicant of the reason why they have been unsuccessful and immediately direct them to the Advice & Guidance Team. A member of the Advice & Guidance Team will provide further direction to an alternative course either at the College or with another training provider.

During the Admissions Event, Tutors and Training Officers provide both conditional and unconditional offer letters to applicants. All letters are signed by the Tutor/Training Officer and given to the applicant with the offer.

## **HE Applicants at Admission Event**

The HE Tutor issues successful HE applicants with a HE offer pack but no offer letter. Any unsuccessful applicants should be advised of the reasons why and immediately directed to the Advice & Guidance Team by the HE Tutor.

## **Apprenticeship Applicants at Admission Events**

The Training Officer will assess the suitability of potential apprentices. If they are suitable, they will be directed to register on the 'Get my first job website' to secure appropriate employment. If

they are unsuitable, the Training Officer will direct them to the relevant FE Tutor, a member of the Advice and Guidance Team or Careers Advisor.

### **Following the Admissions event**

Tutors/Training Officers update the Admissions Team with the outcomes for all applicants who were expected to attend the Admissions event. They should provide the update on the list of invited applicants previously provided by the Admissions Team. This must be done within 2 working days of the event.

The Admissions Team update EBS and apply for any references requested by the Tutor.

### **Additional actions for HE applications**

The Admissions Team update the UCAS website with the outcomes for all applications. This generates the applicant's correspondence from UCAS. The Admissions Team will also send out Calderdale College offer letters and include information on funding options.

### **Did not attend**

The Admissions Team text any applicant who did not attend their appointment at the Admissions Event. The message asks if they wish to arrange another appointment. If there is no response to the text message, a follow up letter is issued. The letter states that if they require another appointment they should contact the College. Further contact will be made during enrolment.

### **Satisfaction Survey**

Applicants will be selected at random to rate their overall admission experience at the end of the Admissions Event. Their feedback will ensure that, where appropriate, enhancements are made in order to improve the application experience.

### **'Keep Warm' Activities**

The College aims to convert as many offers into enrolments as possible. As some offers are made a considerable time before the start date of the course, each Curriculum area carries out activities during March/April to keep the applicants engaged with Calderdale College.

These activities are tailored to each Curriculum area and aim to make potential learners feel like they are part of the College and ready to commence their programme of study. Examples of 'keep warm' activities include:-

- Invited to attend College events including performances, exhibitions, shows etc.;
- Brought in for demonstrations of new techniques, equipment, facilities;
- Engage in practical activities where they will meet other potential learners on the course.

During June/July there will be a College wide event for all potential learners organised by the Learner Involvement Team.

The Marketing Team will issue a series of communications to all applicants making use of e-newsletters and social media.

### **24+ Advanced Learning Loans**

The Admissions Team will review EBS to determine which courses attract a 24+ Advanced Learning Loan. All qualifying applicants who have received offers on these courses will be issued with information of the 24+ Advanced Learning Loan scheme.

## **Enrolment**

When the course file for the next academic year is uploaded to EBS, the Admissions Team provide enrolment appointments to all applicants who have received offers. If the applicant has a conditional offer, they will be asked to bring in proof that the condition(s) have been met. Details of financial support and/or details of fee remission will be included in this letter where appropriate.

## **Enrolment Appointment**

During the enrolment appointment, the Admissions Team will carry out the following:-

- Complete the enrolment form;
- Check that any conditions of the offer are satisfied and take copies of evidence where appropriate;
- Determine how 19+ applicants will fund their course. Refer them to Advice & Guidance for information on financial assistance if appropriate;
- Issue applicants with copies of the course timetable;
- Refer the applicant to the Enrolment Team who will enrol them onto the course and issue their learner ID card.

## **Right to Refuse Admission**

The College has a duty of care to all learners and staff. It therefore reserves the right to carry out a risk assessment on any applicant where there is evidence that there could be a potential risk to other members of the College community. The details of any applicant falling into this category should be passed to Advice & Guidance.

Advice and Guidance will carry out a risk assessment to identify what additional support could be provided to the applicant to enable them to attend College and successfully complete their programme of study. In some cases, it may be that the College cannot provide the appropriate level of study/support. In these cases, the College reserves the right to refuse admission.

The Additional Learning Support Manager is ultimately responsible for ensuring that the College is able to make reasonable adjustments for learners with learning difficulties and disabilities. In exceptional cases where an applicant is refused admission on the grounds of relevant additional support not being available, detailed records must be kept.

The following list provides some further examples of where the College may refuse admission. This list is neither exhaustive nor exclusive:-

- Previously been excluded from Calderdale College or another education institution;
- Outstanding debts with the College;
- A Disclosure & Barring Service (DBS) enhanced check will be carried out for learners enrolling on a 'Care Professions' course. Certain convictions may lead to refusal for these courses.

Where learners are refused admission to the College, Advice and Guidance will provide support to enable the applicant to find more appropriate learning opportunities/environments.

## **Appeals**

Learners have the right to appeal against application outcomes. Appeals must be made in writing within 10 working days of the outcome to the Assistant Principal – Learner Services & Quality, who will commence an investigation and seek to resolve the appeal swiftly.