

Learner Admission Policy

Mae'r ddogfen hon ar gael yn y Gymraeg / This document is available in Welsh

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Introduction

The aim of this policy is to ensure equality of treatment for all potential learners seeking entry onto a College course and aims to be responsive and flexible in meeting an individual's needs. Reference may also be made to the Fees, International, Complaints and Disciplinary Policies.

1.0 Scope of the Policy

- 1.1 This Admissions Policy applies to all applicants with the exception of those categories identified in 1.2.
- 1.2 Other applications will be dealt with as follows:
 - Employer short course provision – Commercial Services;
 - Work-based Learning – WBL Unit;
 - International Applicants – see International Learner Policy

2.0 Principles of the Policy

The College is committed to ensuring that:

- 2.1 Applications are received from all sectors of the College's communities and the College's recruitment process is underpinned by specific entry criteria to ensure that we manage the philosophy of the right learners on the right course.
- 2.2 Admissions will serve as the single point of contact for all enquiries and applications
- 2.3 Education and training is available, subject to appropriate provision being available, to as many as could benefit from it.
- 2.4 Confidentiality and compliance to the current data protection legislation will be applied.
- 2.5 Accurate costs and information associated with the programmes are available.
- 2.6 Impartial advice and guidance is provided to assist in choosing the right programme of study at an appropriate level.
- 2.7 The Admissions process is open, transparent and fair and ensures no individual or group receives less favourable treatment.

- 2.8 Reasonable adjustments and/or appropriate support are made available at consultation and beyond for those applicants who have disclosed an identified need.
- 2.9 The Admissions policy is monitored by the Recruitment and Destinations Group.
- 2.10 Selection will be through set entry requirements which is readily available to potential learners via the college website.
- 2.11 All applicants must complete the College application form.
- 2.12 Applications will be dealt with in chronological order.
- 2.13 The College reserves the right to cancel courses if there are insufficient learners or funding for that course.
- 2.14 Detailed course information is available on the College website or on request.
- 2.15 Screening of the application in respect of disabilities, difficulties, learning support, academic suitability and criminal convictions will provide opportunities to discuss and assist the potential learner, as appropriate.
- 2.16 The Admissions process will comply with The Welsh Language Standards of the Welsh Language (Wales) Measure 2011. Welsh will be treated no less favourably than English and Welsh speaking applicants will be encouraged to take advantage of the services available through the medium of Welsh.

3.0 Processes

- 3.1 A customer focused and responsive Admissions service is provided with course enquiries and applications responded to within 10 working days.
- 3.2 An application from a learner that has previously enrolled at the college will have their previous record/performance considered.
- 3.3 Disclosures of disability will prompt a support consultation, be treated sensitively and used only for the potential benefit of the learner.
- 3.4 Learners on a programme of 5 or more weekly hours will undergo an initial assessment prior to enrolment or within six weeks of starting.
- 3.5 Applicants will normally be informed of the outcome of their application at consultation.
- 3.6 Part-time applicants may receive a direct offer and invited to enrolment.
- 3.7 Those individuals who receive a direct offer will be informed of the relevant enrolment sessions.
- 3.8 The College will not accept learners under the age of sixteen on the 1st September of any academic year on part-time evening courses.
- 3.9 Application forms submitted in Welsh will be treated no less favourably than application forms submitted in English.
- 3.10 Applicants will be asked if they would like to use Welsh in their consultation and simultaneous translation will be arranged if needed.

4.0 Management and Organisation

- 4.1 The Vice-Principal (COO) is the senior member of staff responsible for admissions and course enquiries. The Assistant Principal Sustainable Futures, Recruitment and Progressions Manager, Admissions Officers and Learning Support Assistants are responsible for the operation of the admissions process and related processes.

5.0 Further Advice and guidance

- 5.1 Those learners requiring further advice and guidance fall into the following categories and are dealt with on their individual merit:

5.2 Applicants with a criminal record

- 5.2.1 A previous conviction does not necessarily mean someone cannot enrol in the College. Applicants must disclose ALL unspent convictions of any offence. Convictions that are spent (as defined by the Rehabilitation of Offenders Act 1974) are not considered relevant and are therefore not necessary to disclose, unless the applicant is applying to a course involving working with children or vulnerable adults, in which case ALL previous convictions must be disclosed.

- 5.2.2 Where an applicant has a criminal conviction, referrals will be made to the Director of Learner and Campus Services for consideration and identification of risk. An applicant may be required to provide further information on a criminal conviction and asked to undergo a Safeguarding and Barring Disclosure check. The outcome of such a process will be taken into consideration when making a decision on admission to College. The College reserves the right to refuse admission to applicants who, after the risk assessment or Safeguarding and Barring Disclosure process, are viewed as unsuitable.

5.3 Applicants with a disability, learning difficulty or support (including medical) needs

- 5.3.1 The College welcomes applications from learners with additional learning needs. Such applicants will be referred to the Additional Learning Provision team. Applicants can request to discuss their needs with a member of the support staff at any point during the Admissions Process and beyond.
- 5.3.2 Applicants with learning difficulties and/or disabilities, applying to courses at the College, will be offered a support consultation. In some circumstances and to comply with Health and Safety, a risk assessment may also be undertaken.
- 5.3.3 If, in exceptional circumstances, the College is unable to offer appropriate reasonable adjustments and/or appropriate provision to meet a prospective learner's disabilities/additional learning needs, every effort will be made to refer to other more appropriate educational provision.

5.4 **International applicants**

- 5.4.1 Applications from international learners will be received centrally and then dealt with by the International Officer. Applications will be scrutinized in accordance with the criteria set by the United Kingdom Border Agency (UKBA).

5.5 **HE Admissions**

- 5.5.1 Applications for the College's full-time Higher Education programmes will be made, if appropriate, through UCAS with the host University. All part-time Higher Education programmes will be through Admissions at the College and subject to the entry criteria indicated by the host University.

5.6 **Excluded learners**

- 5.6.1 Applications from learners who have previously been excluded from the College will be referred to the Director of Learner and Campus Services for consideration. A range of criteria will be considered in the process and any identified risk considered prior to possibly accepting re-admission.

5.7 **Applicants under age 16**

- 5.7.1 A year 11 pupil who is under 16 on 1st September can apply for a course after the main enrolment. The application will be received by Admissions and then referred to the Recruitment and Progression Manager and the

Head of School to assess availability and approval. The young person will need to meet the entry requirements for the chosen course and depending on course choice will sit an entry assessment. Applications will require a letter of support and funding from the LEA and/or Head teacher together with a comprehensive learner profile. Tuition fees will be charged and additional costs will need to be considered for uniform and equipment if needed.

- 5.7.2 All applicants will be subject to a six-week probation period. This is to ensure that the learning environment is right for the learner.

5.8 Applications from Children Looked After (CLA)

- 5.8.1 Applications received from CLA applicants will be dealt with by Central Admissions who may refer to Heads of Schools to make a decision on eligibility and priority for a place on a course based on individual circumstances.
- 5.8.2 All CLA disclosures will be referred to CLA Designate and CLA Key Contacts on campuses who make arrangements to liaise with agencies involved and to make additional support available as appropriate.

5.9 Applicants for ESOL courses

- 5.9.1 All enquiries/applications will be dealt with centrally. However, there will be additional and significant co-ordination between the central Admissions Unit and the Head of School Skills and ESOL.

5.10 Applications from Forces Children

- 5.10.1 Applications received from Forces Children will be dealt with by Admissions who may refer to Heads of Schools to make a decision on eligibility for a place on a course based on individual circumstances.
- 5.10.2 All Forces Children disclosures will be referred to the Recruitment and Progression manager and Inclusion and ALNCo Team who will make arrangements for additional support to be made available if appropriate.

5.11 Applicants who have previously had a Fitness to Study Stage 2 or 3 review in College

- 5.11.1 Applications from learners who are seeking to re-enrol in College having previously been reviewed through the College's Fitness to Study policy, will be referred to the Head of Inclusion and ALNCo for consideration. A follow

up support consultation prior to enrolment may be necessary in order to confirm the applicant's fitness to return.

6.0 Information, Advice and Guidance and Consultation Process

- 6.1 Individual course guidance appointments can be made to offer further advice to those applicants who are unsure about which course to study or their progression routes.
- 6.2 College staff will provide information about course details, assessment, work placement, materials, fees and progression/career opportunities.
- 6.3 The College's Admissions team will provide impartial information on all full-time courses and will explain the options available to match the applicant's interests. The consultation with an academic staff is an opportunity for applicants to discuss their options before making a decision.
- 6.4 Learner and Campus Services will provide information about Learning Welfare, Childcare Provision, Free Meals, Transport, Financial support and the learner code of conduct. Information will be readily available in both Welsh and English language.
- 6.5 Applications forms submitted in Welsh will lead to Welsh correspondence and information for the remainder of the application process.
- 6.6 Course Information, including assessment techniques, work placements, materials/resources required, educational visits, progression routes and career opportunities will be made available by the Course Tutor.
- 6.7 The Admissions Team will respond to all enquiries regarding the College's offer.
- 6.8 Any information provided in the admission process will be readily available in the Welsh and English language.
- 6.9 The opportunity to be consulted in the Welsh language will be offered as will the "WEST" initial assessment test.

7.0 Right to Refuse an Application

- 7.1 In exceptional cases, the College reserves the right to refuse an application or enrolment. Full consideration of the application will be given before any such refusal. All applications must however meet any required entry criteria. The College reserves the right to make the final decision on whether or not to accept an application or enrolment to the College.
- 7.2 Should an applicant dispute a decision not to admit them to the College, they may appeal through the College's Complaints Policy and the decision of the Principal will be final.

8 Confirmation of offers

- 8.1 Offers are generally made verbally at consultation and will be followed with an email stating conditions of entry to the course applied for.
- 8.2 Applicants who do not meet their offer requirements may be considered for an alternative course. This may result occasionally in applicants being offered an alternative course at another campus.
- 8.3 Applicants who have a history of disrupted education, exclusion or behavioural problems may be offered a place subject to probationary conditions, which will be outlined to the applicant at the time of the offer.

9.0 Enrolment

- 9.1 All learners are required to enrol and the College fee will be taken at this time.
- 9.2 Full-time learners will be invited to enrol on specific dates in August.
- 9.3 Part time learners will be invited to enrol on specific dates after full time enrolment.
- 9.4 ID cards will be issued at enrolment.

10.0 Late Admissions

- 10.1 Late applications/enrolments will still require to be managed through Admissions and/or EMIS.

11.0 Cancellation of a Course by the College

- 11.1 Where insufficient numbers of learners or funding exist for a course it may be necessary for the College to close, cancel or merge courses
- 11.2 The College will endeavour to inform all those enrolled as soon as they are aware that a course is cancelled. In the case of cancellation any fees paid will be refunded.

12.0 Cancellation of a Course by a Learner – Withdrawals and Refunds

- 12.1 When a learner cancels a place on a course they should apply for a refund of the fee paid, subject to them applying prior to the commencement of the course. A £20 administration charge will be levied against all refunds.
- 12.2 Refunds after enrolment are only made under exceptional circumstances, such as illness. Learners should complete the 'refund fee form', enclosing the appropriate evidence (e.g. doctor's certificate). In this event a refund would be calculated on a pro-rata basis, less a £20 administration charge.

13.0 Data Protection and Confidentiality

- 13.1 All learners' personal data is held securely and can be shared with the applicant's consent, in conjunction with the College's policies on Data Protection and Confidentiality.
- 13.2 We will send some of the information we hold about learners to the Welsh Government (WG). This information forms a learner record held by WG. The learner record held by WG is used by WG and the third parties detailed below for four broad purposes:
 - 13.2.1 For WG, the Higher Education Funding Council for Wales, Estyn, and the Wales Audit Office to carry out their statutory functions.
 - 13.2.2 For WG to produce anonymous data in statistical publications.
 - 13.2.3 For third parties, such as further education sector bodies, to use anonymous data to carry out research or equal opportunities monitoring that WG deems to be in the public interest. This information may be published.
 - 13.2.4 Occasionally WG may allow third parties acting on its behalf access to learner records including personal identifiers only to assist in linking learner records for the purpose of statistical research. Contractors will be required to sign confidentiality agreements in relation to the data, demonstrate that they operate satisfactory

information security procedures, and destroy their copies of the data following conclusion of the research project.

- 13.3 The data supplied will also be used by the Managing Information Across Partners (MIAP) service only to issue a Unique Learner Number (ULN) and share information about students' learning with organisations linked to their education and training. Further details of how data is processed and shared can be found at www.miap.gov.uk. Contact details may be passed to survey contractors to carry out the Learner Voice Survey, or other surveys related to education functions on behalf of the organisations listed above. These contractors will use details only for that purpose, and will then delete them. If a learner does not want to take part in these surveys, please let us know.
- 13.4 Under the Data Protection Act individuals have rights of access to the data the college or WG holds about them. They may have to pay a small fee for this. For further information please contact the College Data Protection Officer.
- 13.5 Information on student destinations and progress will also be shared with local bodies participating in the Supporting Engagement in Education, Employment and Training Strategy (e.g. Careers Wales, local councils). The information is used mainly for the collection and analysis of statistical data but also to provide learners with educational support.
- 13.6 The college publishes any data sharing agreements online.
- 13.7 Learners will be asked to consent to the way we use their personal data during the application and enrolment process.

14 Review of Policy

- 14.1 This Policy will be reviewed every three years.