



QUALITY ASSURANCE

ADMISSIONS – Policy Ref: GLS/11/2

This Procedure relates to the above policy.

1. Procedures

1.1 Warrington Collegiate will provide all clients with:

- o A comprehensive range of up-to-date information about programmes on offer, including all costs involved
- o Detailed information on facilities and services available
- o A dedicated customer service from qualified staff
- o Ease of access through a well-managed, comprehensive and flexible admissions system
- o Efficiency of service, allowing for a prompt response and rapid processing of applications
- o Accurate mapping of an appropriate course to individual need, potential and aspiration
- o Equality of opportunity

1.2 Learner & Learning Services will:

- o Provide high quality information, advice and guidance in-line with the matrix kite mark
- o Provide high quality course information sheets and prospectuses
- o Operate within all College policy guidelines
- o Process all full time applications via the central admissions system
- o Liaise with schools and employers to ensure suitable references are sought
- o Liaise closely with Directors, staff and clients to ensure all applications are processed within agreed service standards
- o Monitor service standards on a regular basis
- o Process applications and arrange interviews
- o Work closely with Connexions, local schools and other agencies where appropriate e.g. UCAS
- o Refer applicants to the College careers staff, where appropriate, to receive further advice and guidance
- o Refer applicants to the College Guidance & Welfare Team, where appropriate, to receive further advice & guidance
- o Identify those who require further support via Additional Learning Support (ALS)
- o Provide statistics of enquiry and application trends
- o Ensure that all full time students follow the college-wide entry requirements (Appendix A)

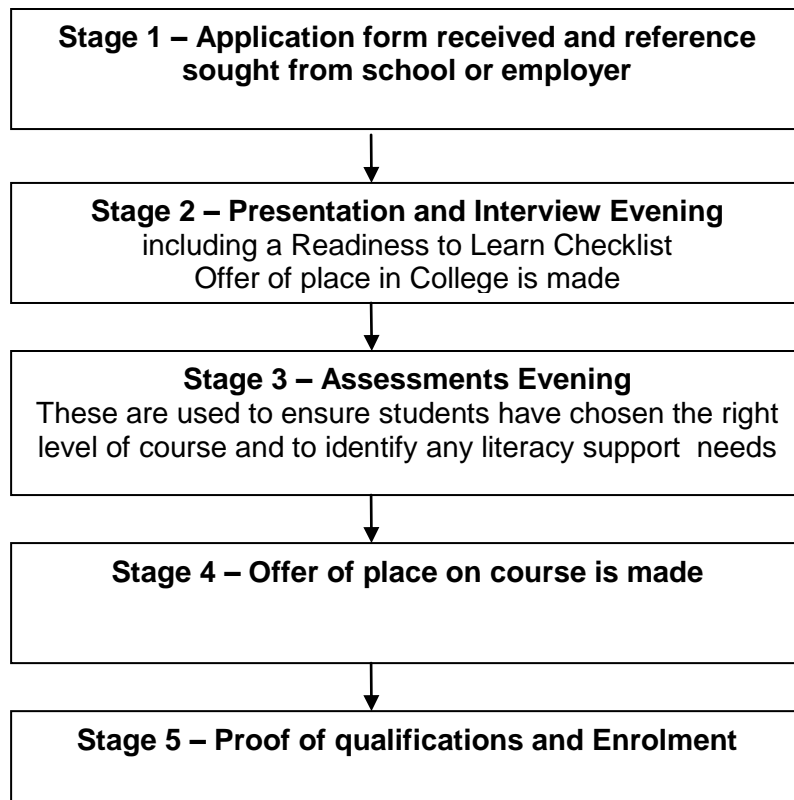
1.3 The Marketing Directorate team will:

- Operate a 'keep-warm' strategy for potential students including regular contact by text-messaging and newsletters

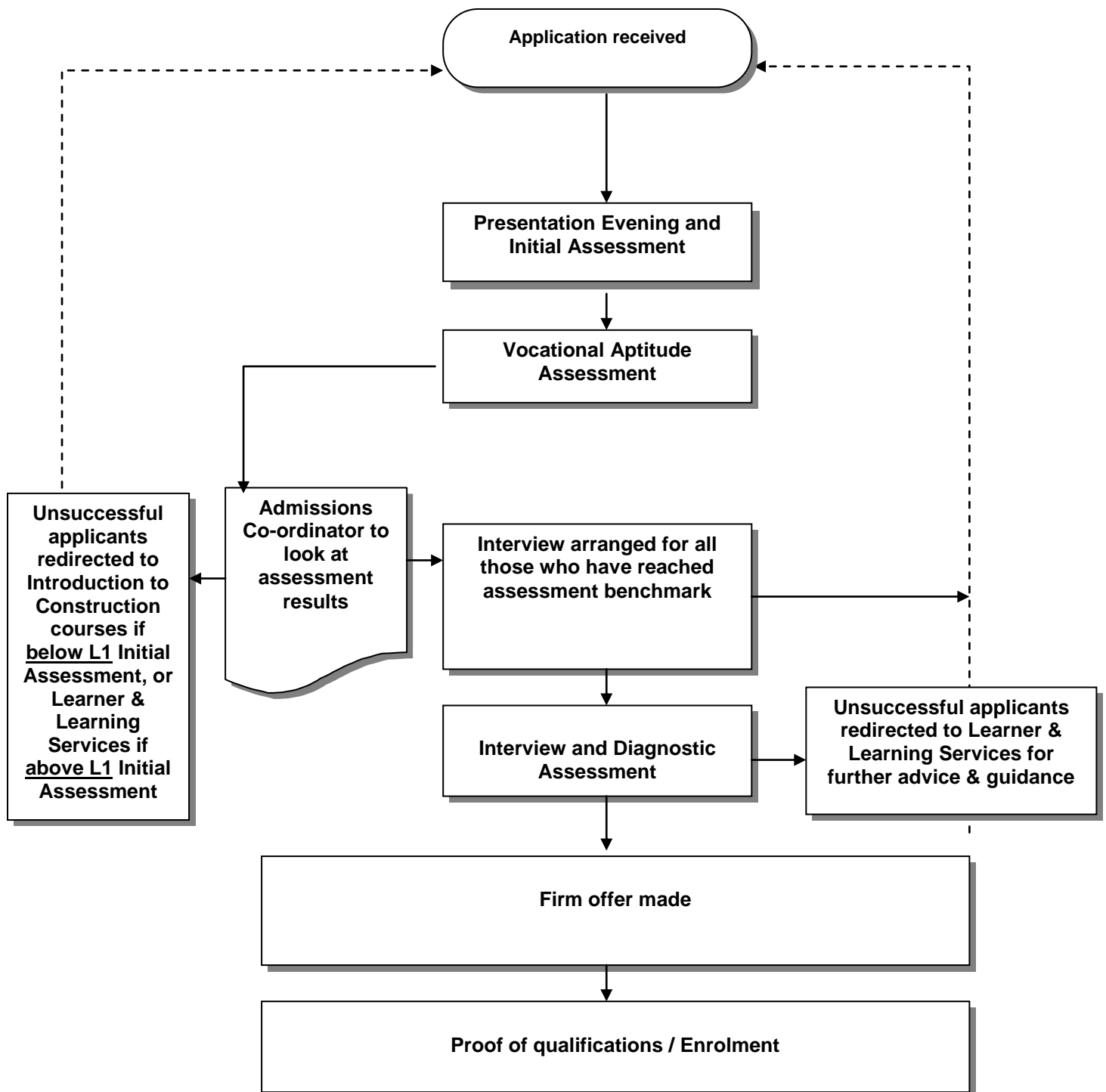
1.4 At interview, staff will:

- Provide high quality, impartial advice and guidance to clients within a 30 minute interview
- Will liaise with their Faculty Director to ensure that course information is up-to-date and relevant (on EBS Intranet system)
- Ensure clients are referred to Learner & Learning Services if a particular course or area of study is unsuitable. Learner & Learning Services will then offer additional advice and guidance or follow the referral procedures if necessary
- Operate within all College policy guidelines
- Ensure all full time students have the agreed entry requirements (Appendix A)
- Identify those who require further support via Additional Learning Support (ALS)
- Encourage all first-year students and those progressing to the next level to re-enrol at the appropriate time throughout their course subject to Assessment Board approval

1.5 **The Admissions process**



1.6 The Admissions process (Construction trades only)



2.0 Part time admissions process

All courses at the College are colour coded:-

Green – Learners can be enrolled by Learner & Learning Services

Amber – Learners can be enrolled by Learner & Learning Services staff after receiving some advice pre entry

Red – Learners must follow the full time admissions process

Courses coded green can call into Learner Services between 8.30am – 7pm Monday to Thursday. Learners enquiring about an amber course are required to attend a curriculum led advice session pre entry.

3.0 Entry Requirements for full time courses

These guidelines have been devised to:

- Ensure all courses have clear and robust entry requirements.
- Ensure that College entry requirements are applied consistently across all levels.

It is important that all staff involved in the admissions process, including Learner Services and Tutors, follow these guidelines.

4.0 Overseas Applications

Applicants apply in the same way as full / part time learners. Once they have received an Offer Letter from the college, they need to apply to the UK Border Agency for a Certificate of Acceptance to Study. Once the college has received a copy of this, the applicant can enrol. Overseas students need to bring in their passport, visa and any other appropriate documentation.

5.0 Applications from Ex-Offenders

Applications from ex-offenders are welcomed and disclosure must be made at the point of application or during the Admissions interview.

A rigorous risk assessment will be conducted by the college's Health & Safety Officer and Safeguarding Officer in liaison with external agencies (Probation Services, Social Services, Police, etc.) to assess without prejudice the applicant's suitability to attend college. This is to ensure that we protect all of our learners and staff, as well as the applicant.

Recommendations are then made to the Deputy Principal who has the authority to accept or decline the application based on the findings of the risk assessment.

6.0 Quality Assurance

The admissions policy is quality assured via the Team Leader Recruitment & Progression, internal inspections, audits and recorded observation of the interview/advice session.

APPENDIX A

The entry requirements for our vocational qualifications are outlined below:-

Qualification Level	Entry Requirements	Further requirements for specific programmes.
3	<p>A minimum of 5 GCSEs (C or above), including Maths and English (or Adult Literacy and Numeracy Level 2</p> <p style="text-align: center;">or</p> <p>Successful completion of a Level 2 course at merit or above with Adult Literacy and Numeracy Level 2 or successful completion of key skills Communication and Application of Number Level 2</p> <p><i>Exceptions</i> <i>Applicants who do not meet these entry requirements will be assessed on an individual basis by the Director of Learner and Learning Services and the Faculty Director</i></p>	<p>Art & Design – Portfolio</p> <p>Music & Performing arts – Audition</p> <p>Computing – Grade B Maths</p> <p>Multimedia – Grade C Art</p> <p>Health & Social Care – Grade C Science</p> <p>Engineering – Grade B Maths, Grade C Science</p> <p>Construction – Grade C Science</p> <p>Construction Crafts – successful trade assessment</p> <p>Beauty Therapy/Holistic Therapy require Level 2 Beauty Therapy/Holistic Therapy</p>
2	<p>A minimum of four GCSEs (D or above) including English</p> <p style="text-align: center;">or</p> <p>Successful completion of a Level 1 course (with key skills)</p>	<p>Art & Design – Portfolio</p> <p>Music & Performing arts – Audition</p> <p>Construction Crafts – successful trade assessment</p>
1	<p>A minimum of 4 GCSEs at grade E or above</p> <p>Willingness to learn</p> <p>Entry 3 Maths and English</p>	<p>Art & Design – Portfolio</p> <p>Music & Performing arts – Audition</p> <p>Hairdressing – Grade F (2 GCSEs)</p> <p>Beauty Therapy –Grade F (2 GCSEs)</p>
Entry	<p>Everyday skills in reading and writing, basic literacy and numeracy skills and a willingness to learn</p>	

What if entry requirements are not met?

The applicants Initial and Diagnostic Assessment results will be taken into account if they are a mature learner, as follows;

The applicant can enrol if:-

- 1) Initial assessment results indicate that they have a numeracy and literacy level no more than one level below their programme of study (e.g. Numeracy and literacy level 2 to study a level 3 programme).
- 2) They sign up to a support package which will be determined by the diagnostic assessment.

The applicant must not enrol if initial assessment results indicate a lower result than needed (e.g. Numeracy and / or literacy level is more than one level below their programme of study) – Further guidance will be provided for study on a programme at a more suitable level.

Any discretionary decision must be referred in the first instance to the Director of Learner & Learning Services or to the Frontline Services Manager for consultation with the appropriate Faculty Director.

Supplementary to the Admissions Policy

Guidelines on refusing entry

1) Basis for refusal / postponement

1.1 Applicants can be refused entry to the college based on the following:

- ***Unsatisfactory reference***

The Frontline Services Manager will liaise with Tutors to make the final decision. All school leavers must supply a school reference (maximum of two occasions).

- ***The applicant has been previously excluded from the College***

If the applicant has previously been a student at the College and has been excluded on disciplinary grounds, an application must be made in writing to the Deputy Principal.

If the Deputy principal allows the application to progress, the Tutor and/or the Frontline Services Manager may seek additional references for example, from the Faculty Director or Course Leader of the course for which that student was excluded. Where this reference is unsatisfactory the student can be refused entry.

1.2 Applicant can be refused entry to the course based on the following:

- ***Not met entry requirements***

If the student has not met the entry requirements, then they can be advised to apply for a more suitable level of course which may include a guidance session with the Careers team in Learner Services.

1.3 An offer of a place on a course can be postponed based on the following:

- ***Not demonstrated readiness to learn***

If the student has not demonstrated that they are 'ready to learn', either at interview or from their reference, the Tutor may decide to 'postpone' the student for a number of weeks or months.

The student will be informed of this decision including the reasons why, and invited back into College for an interview at the end of the 'postponement period' (subject to numbers).

All postponements must be approved by the Frontline Services Manager or Director of Learner & Learning Services.

2) **Refusal procedure**

All refusals must be approved by the Frontline Services Manager or Director of Learner & Learning Services.

If the applicant is **refused entry to the college**

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Notify Admissions via interview outcome form, stating reasons

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Admissions to send applicant a letter stating reasons

If the applicant **refused entry to the course**

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Notify Admissions via interview outcome form, and suggestion of most appropriate level

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Admissions to book interview with appropriate Tutor or Careers team for further advice & guidance

3) **Appeals**

If a student wishes to appeal, then they must do so in writing to the Frontline Services Manager, and provide a second school or employer reference [following the Warrington Collegiate pro forma] within 10 working days of the date on the refusal letter.

The Director of Learner & Learning Services will consider all appeals and inform potential students of their decision within 5 working days of receipt of letter.