

South Staffordshire College



Admissions Policy

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Policy Originator:	Assistant Principal Learner Services
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Audience:	Governors, all staff and students

Admissions Policy

1.0 Policy Statement

1.1 This policy articulates the College's commitment to supporting social inclusion by widening participation through its admissions policy. It is a demonstration of our commitment to actively promote and monitor equality of opportunity. In respect of this, the policy serves to ensure transparency and fairness in the admissions process, with every learner entitled to receive impartial information, advice and guidance and appropriate support following application and enrolment. We shall endeavour to ensure all applicants and potential applicants receive a high quality of customer service in order to enhance their experience and to maximise the opportunity of enrolling them on the right course to suit their needs.

1.2 This policy will support the implementation of our "Purpose" as defined in the 2025 Vision:

- "Transforming the life chances of our communities."

2.0 Scope

2.1 The scope of this policy will be all procedures and processes of the College relating to the recruitment of learners. It is linked to the following college policies: Data Protection, Further Education Financial Support Policy and the Equal Opportunities Policy.

3.0 Values and Guiding Principles

3.1 This policy will be implemented in a manner that embraces our "Values" and "Guiding Principles":

Values:

- Togetherness - Working together to provide an outstanding experience for our learners, employers and communities
- Standards - High performance to enhance life chances and success of learners, communities and employers
- Sustainability - A beacon for sustainable development, to educate, inspire and enhance quality of life
- Customer Care - Exceed the expectations of all by providing creative leadership, inclusivity and respect for people and their future.

4.0 General

4.1 This policy will be implemented in accordance with all existing and emerging legislation.

4.2 The following specific principles underpin the interview process:

4.2.1 Impartiality

Information, advice and guidance provided by all staff will be impartial and will give equal emphasis to all provision appropriate to the individual's needs and aspirations, taking into account of individual circumstances.

4.2.2 Confidentiality

The interview process will be confidential and this will be made clear to the applicant. Personal information will not be passed on without the applicant's permission. Any limitations on this will be made clear at the earliest possible stage.

4.2.3 Individual Ownership

The interview process will focus on the interests of the applicant.

4.2.4 Equality of Opportunity

Equality of opportunity will underpin all aspects of provision, including the guidance and admissions process.

4.2.5 Transparency

Course entry requirements and costs will be published in College prospectuses, course guides and on the website. The interview process will be open and transparent. Staff will provide information, advice and guidance in appropriate and clear language.

4.2.6 Right to Appeal

Should a learner feel dissatisfied with the outcome of the admissions process, the applicant shall have the right to appeal the decision. The College will instigate its appeals process.

4.2.7 Accessibility

Hub teams will organise and make interviews available for all potential learners. [taking into account of individual circumstances](#)

4.3.1 Full-time Learners

On receipt of a completed application, the College will arrange an interview with the relevant subject specialist. If the applicant has indicated uncertainty over a choice of course or he/she has specific individual needs, then a referral will be made for the applicant to meet with the guidance team and learning support team, respectively. All full-time applicants will meet with a course tutor at enrolment to check the course for which they have been made an offer remains appropriate. At all stages, potential learners will be encouraged to contact the college if they need any further information, advice or guidance.

4.3.2 Part time Learners

Course information will be available on the website and in wider materials as appropriate. Course dates, times, and costs will be clearly stated. Information, advice and guidance will be available upon request from the Hub.

4.3.3 Work-based Learners

Potential learners will be interviewed and skills-tested in order to establish suitability for their chosen career. Learners will be matched with approved work placement providers, and a

work-based learning assessor will support the learner throughout the application, assessment and placement process.

4.3.4 Apprentices

If apprentices are already employed they will follow the admissions policy for work based learners outlined in 4.3.3. If learners are interested in an apprenticeship but are not currently employed, they will be referred to the latest apprenticeship vacancies on the College website and the National Apprenticeship Service website alongside wider support. Assessors and staff in the Apprenticeships and Employers Engagement team will help prepare candidates to be interviewed and when they are successful will ensure that all enrolment processes are completed.

4.3.5 Higher Education Learners

HE learners must apply for courses via UCAS. All applicants will be invited for interview. Offers will be made according to existing or pending qualifications.

4.3.6 International Learners

UK NARIC is used to confirm compatibility of applicants' qualifications with their chosen course. We comply with UK Border Agency visa requirements in admitting international students.

4.3.7 Criminal Convictions

Learners declaring "unspent" criminal convictions on the paper application form, safeguarding questionnaire or learning agreement (at enrolment) will be contacted by the Safeguarding Team to establish further information and to risk assess the applicant's admission to college with the Designated Safeguarding Lead. Any decision on the application will be final. The outcome, which may result in clearance to enrol, enrolment with restrictions or a rejection, will be communicated to the applicant at the earliest opportunity. All sensitive information is only shared on a need to know basis.

5.0 Monitoring and Review

5.1 The internal monitoring of the implementation of this policy will be the responsibility of the Learner Services Manager.

5.2 The responsibility for ensuring this policy and its associated processes and procedures remain appropriate and comply with changes in legislation is the responsibility of the Assistant Principal Learner Services.