

Procedures Manual



02.04.01 RECRUITMENT AND ADMISSIONS PROCESS

PURPOSE To provide students and staff with clear guidance on the practices and procedures the College shall use when admitting a student to a programme of study.

SCOPE All full and part time applicants for classroom based vocational study programmes.

1.0 General Statement on Admissions

West Suffolk College is committed to dealing with all potential students' applications fairly and efficiently. Clear information regarding application, interview pre-enrolment and enrolment confirmation will be available to applicants and the College will make every effort to meet the targets shown for handling applications.

The College accepts that the provision of accurate and appropriate pre-entry information and support to prospective students is fundamental to ensuring applicants are admitted to the College at the appropriate level to suit their individual learning aims with suitably tailored student support. The College will make every effort to identify and provide support for students with disabilities and learning difficulties.

The College will make every effort to:

- 1.1 Deal with all applications fairly and in order of receipt.
- 1.2 Handle all applications and admissions in accordance with current legislation and the College's [Equality and Diversity Policy \(01.04.01\)](#).
- 1.3 Request and store only information that complies fully with current legislation and with the requirements of the [GDPR Policy \(01.21.01\)](#).

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2.0 Careers Education, Information, Advice and Guidance Opportunities

3.1 Careers Education, Information, Advice and Guidance (CEIAG) Provision is delivered in accordance with the Careers Education, [Information, Advice and Guidance Policy \(02.02.01\)](#). CEIAG is available at each stage of the student journey to provide impartial information about course choices to support students to make better informed decisions regarding progression, careers and employment routes

3.0 Applications for Classroom Based Vocational Study Programmes

All applicants for a full-time and part-time classroom based vocational study programme are required to complete an application form, this can be either paper-based or online via the College website.

Existing students will have an application automatically generated for their progression course where applicable. An OFFERC will be assigned pending an interview with the new course team.

3.1 Receipt of Application

On receipt of a paper application, Admissions Team will date stamp the form and then enter it in full onto Unit-e.

On receipt of an online application, the Admissions Team will be notified on the next working day.

An acknowledgement email will be sent within five working days of receipt of application.

The Admissions Team make an initial assessment of the application, for example, consider the age and eligibility of the applicant (see below) and then allocate the next available interview date and record this onto Unit-e.

The Admissions Team will then send a letter and an email inviting applicants for interview on the previously agreed date. Information regarding the interview process and OFFER variants will be included. Applicants are then required to write/email/telephone if they are unable to attend on this day. A new date will be assigned.

4.2 Application referrals

There will be instances where applications will need to be referred **prior** to the interview being held. Referral will be made if any of the following are indicated at application stage:

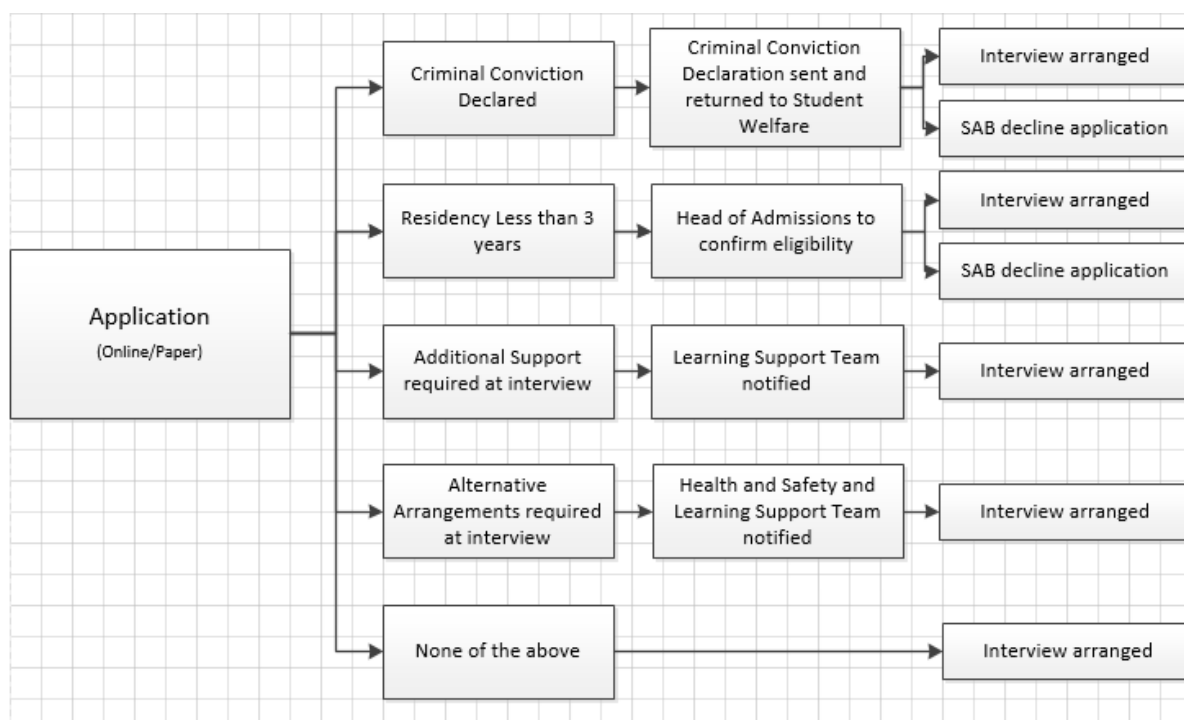
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- a) Criminal Conviction
- b) Age outside of general criteria for selected course, i.e. 19+ applicants for a course that forms part of our 16-18 study programme offer.
- c) Residency – if not resident in the UK or another EEA country for the three years preceding the start date of the course
- d) Positive DBS

Any of the above will be looked at by the Head of Admissions in the first instance to obtain further information and if necessary discussed at the Special Admissions Board. It will be at the discretion of the Special Admissions Board whether or not the applicant will be invited in for interview at this stage or if further investigation is necessary. Any student who has declared a criminal conviction will require a rigorous Risk Assessment prior to interview.

Any applicant that discloses any of these referral reasons during the interview or in general conversation will also be referred to the Special Admissions Board.

In addition to the above, applicants who declare that they require additional support or alternative arrangements at interview will be referred to the appropriate teams as below:



4.0 Interview

Full-Time courses:

Interviews are held regularly throughout the year. All dates are agreed in advance for the entire academic year and published on the College calendar. Applicants will be provided with further information regarding their chosen course and may have the opportunity to take part in taster activities. All applicants will have a 1-1 interview to ensure they have chosen the right subject, have had the opportunity to ask any questions and have identified any

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support needs to ensure these can be put in place ready for the start of the course.

Learning Support staff will be available to undertake learning support interviews where applicable (see Section 6)

Part-Time courses:

Interviews will take place in the Summer term on dates specified in advance. An acknowledgement will be sent to advise the applicant of the interview schedule. 1-1 interviews will then take place as per above.

Flexibility within the interview dates and schedules can take place dependent on application numbers and staff availability.

Any applicant who has applied for a course whereby colour vision deficiency may be a barrier to future employment will be asked to complete a Colour Vision Testing – Career Advice Form ([02.05.01F1](#)).

For all interviews the following information will be collected:

- GCSE Grades for maths, English and science (predicted or actual)
- Learning support information
- Health and disability information
- Changes to personal details
- Intended next steps

The interviewer will document this information on an electronic Record of Interview form (paper based also available if necessary) as well as any other relevant information picked up through the one-to-one discussion.

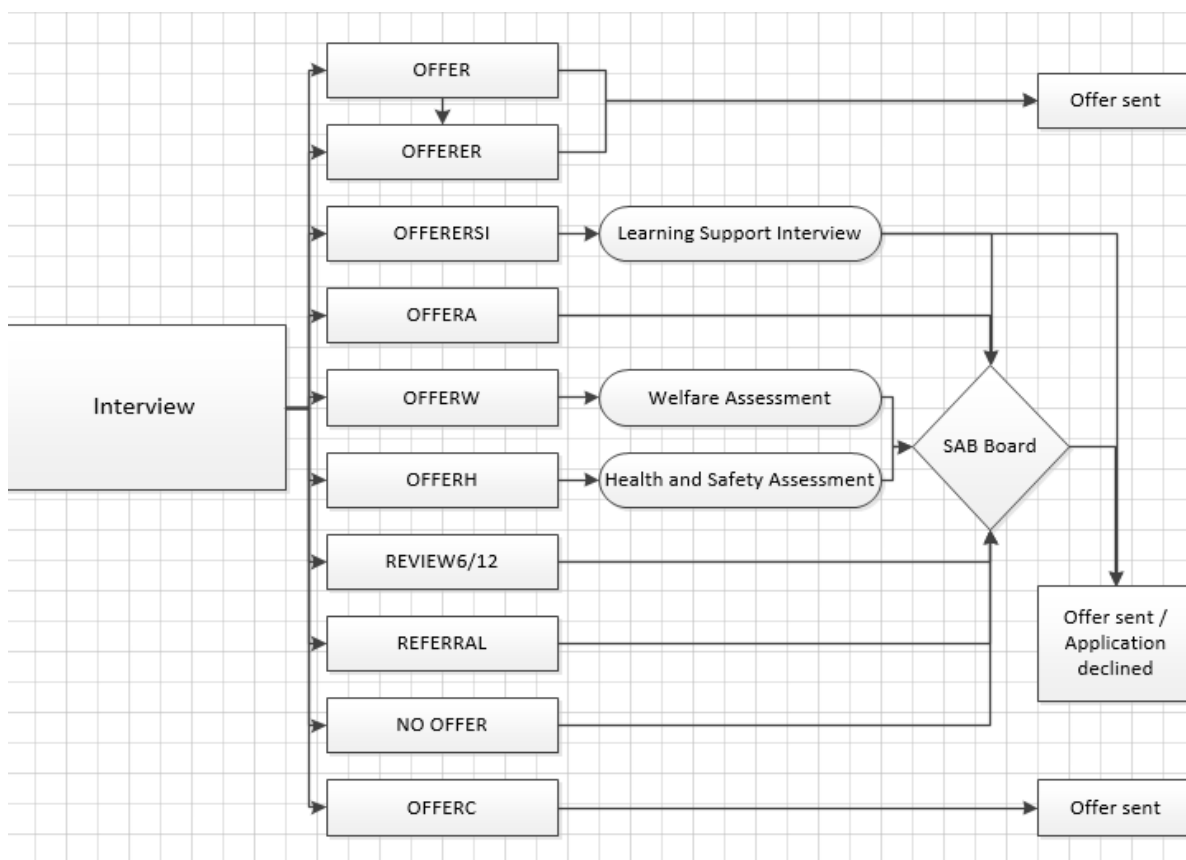
5.0 Outcome of the Interview

The offer made will be one of the following:

OFFER	Firm unconditional
OFFERER	Subject to satisfactory reference/report and entry requirements
OFFERERSI	Subject to learning support interview and satisfactory reference/report and entry requirements
OFFERA	Subject to approval from the Special Admissions Board
OFFERW	Subject to Welfare Assessment and satisfactory reference/report and entry requirements
OFFERH	Subject to Health and Safety Assessment and satisfactory reference/report and entry requirements
REVIEW6	Subject to a 6 week review period
REVIEW12	Subject to a 12 week review period
OFFERC	Continuing learner – subject to entry requirements PLUS satisfactory completion on your current course
REFERRAL	No Offer on applied course – refer (please indicate either course to be referred, Advice and Guidance or Other)
NO OFFER	Reason to be stated

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Depending on the offer made, the offer will then follow an approval process as below:



Once an offer has been confirmed this will be passed onto the Admissions Team through the Folio process and an 'Offer' will be sent to the applicant by email based on the above. Within the offer will be further information regarding their next steps.

Any applicant who has an offer of OFFERW or OFFERH will require an additional assessment and will be notified of when to attend. For applicants who do not attend their assessment, the application will not be progressed any further.

Any applicant who applies for a full-time or part-time classroom based vocational study programmes at West Suffolk College, commencing September 2020, will be offered a place at the College. If they are unable to meet the entry requirements for their chosen course by September they will be offered a place on an alternative course. There may be exceptional circumstances where this is not appropriate and in such circumstances this should be referred to the Special Admissions Board as soon as possible.

It will be at the discretion of the Special Admissions Board whether or not the applicant will be offered a place or if further investigation is necessary.

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6.0 Enrolment

All applicants that have an offer will be invited to attend their Pre-Enrolment Event which includes the following:

- a) Tour of the College
- b) Detailed information regarding the course, including any specialist equipment that may be required
- c) Completion of enrolment paperwork (as per Procedure [11.06.01](#))
- d) Student photograph (for Membership Card)
- e) Course related activity

The key aims of the event are to give the applicant a taste of College life and to provide the College with the necessary information required to complete their enrolment and to assess suitability of chosen study programme.

Immediately following enrolment, absent applicants will be contacted to find out why they did not attend and offer them encouragement to continue with their enrolment.

Any applicants who still wish to enrol but were unable to attend their Pre-Enrolment Event will be able to come in to College throughout the Summer.

Enrolment Confirmation:

This will take place after GCSE results day for applicants completing either GCSE's or Functional Skills in the academic year prior to their new course. This will allow the College to confirm the actual course and level and whether or not they need to attend Maths and/or English based on their results. Some applicants may undertake an additional assessment at this stage.

7.0 Information, Advice and Guidance period

This will be for applicants who have been interviewed but could not attend their pre-enrolment event, who have applied after the Pre-Enrolment Event, who have not yet applied to the College or who have applied but have not met the entry requirements for their chosen course. Course Teams, Careers Advisors, Learning Support and Student Welfare will be available to ensure applicants are placed on the correct course. Interviews will take place and upon successful outcome, enrolment paperwork will also take place.

8.0 Appeals

An Admissions Appeals Board will be convened by the Vice Principal Quality and Student Experience in the event of a student appeal in relation to an application decision.

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The Admissions Appeals Board will be chaired by either the Vice Principal Quality and Student Experience or the Executive Director for Inclusive Learning and consist of the Special Admissions Board (Head of Admissions, Executive Director of Inclusive Learning and the Student Welfare Manager). Other members will be co-opted as necessary (i.e. Curriculum Directors) and in some instances, the applicant will be invited to attend.

All appeals must be received in writing within ten working days of the student being informed of their application decision and should be addressed to:

Head of Admissions
West Suffolk College
Out Risbygate
Bury St Edmunds
Suffolk
IP33 3RL

The Admissions Appeals Board will meet to consider the appeal and the outcome will be communicated to the student within 15 working days following receipt of the appeal.

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