

# 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.

**RESPONSIBILITY** Admissions Team, Curriculum Teams, Support Teams, Vice Principal Quality and Student Experience and Head of Admissions, Careers and Connections.

### 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 and enrolment 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 State clearly the fee structure and available fee reductions.
- 1.3 Handle all applications and admissions in accordance with current legislation and the College's [Equality and Diversity Policy \(01.04.01\)](#).
- 1.4 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 Response to General Enquiries and Requests for Information

**2.1 Postal enquiries** – Relevant information is gathered together and then sent with a covering letter within three working days of receipt.

**2.2 Email enquiries** - Any enquiry e-mails received internally or externally are responded to within three working days of receipt. The information they require will be forwarded by email or external post.

**2.3 Website enquiries** - All enquirers also have the option through the website to enquire for further information. The relevant information will be emailed to the prospective applicant or sent via external mail, along with an email to check this is the information they required within five working days.

**2.4 Telephone/Personal Callers** – Messages are taken and dealt with in the appropriate manner.

## 3.0 Information, Advice and Guidance Opportunities

**3.1** Information, Advice and Guidance (IAG) Provision is delivered in accordance with the [Information, Advice and Guidance Policy \(02.02.01\)](#). IAG is available at each stage of the student journey and can be identified as the following:

- a) Pre-entry – before Induction
- b) On-course – during the academic session
- c) Pre-exit – activities relevant to the preparation of students to progress on from their current course of study
- d) Alumni – Students who have left the College

## 4.0 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.

### 4.1 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 Systems Analyst will generate a report to Unit-e and advise the Admissions Team.

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

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The Admissions Team will 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:

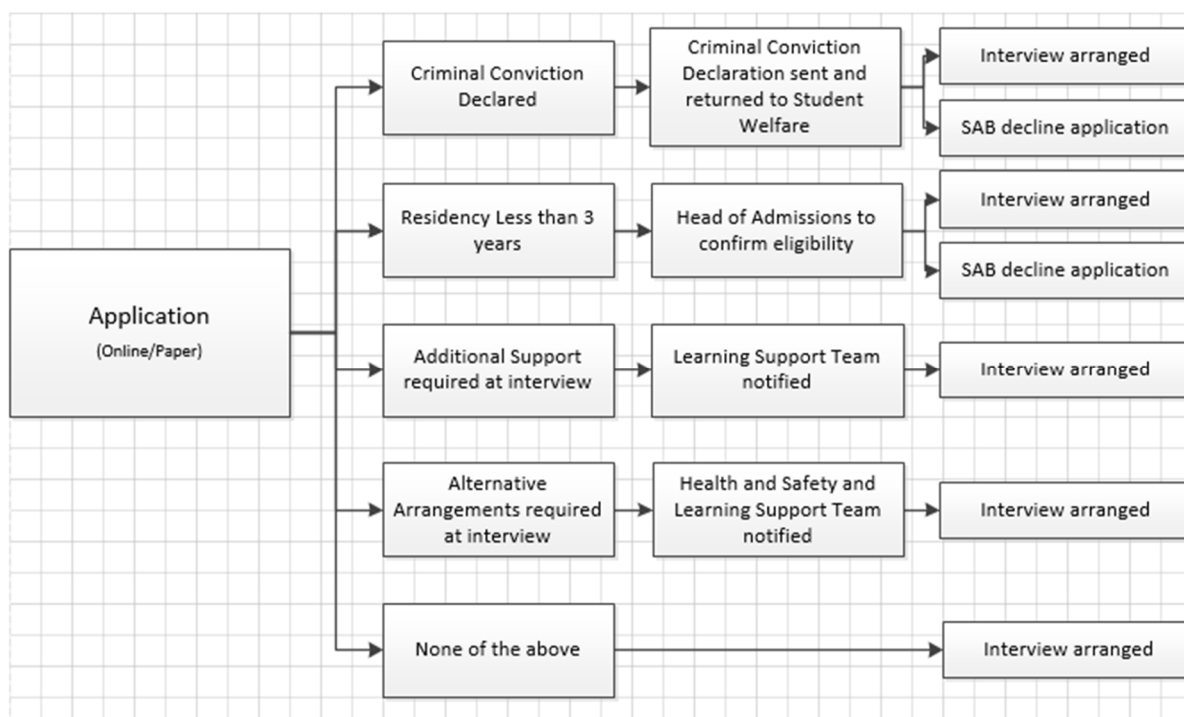
- a) Criminal Conviction
- b) Age outside of general criteria for selected course
- c) Residency – if not resident in the UK or another EEA country for the three years preceding the start date of the course
- d) Positive DBS

Any of the above will be looked at by the Head of Admissions, Careers and Connections 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:

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## 5.0 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. All applicants will have a group course talk by either the Director/Subject Leader, Course Director or Course Tutor. A tour of the College may be provided, including course specific areas. 1-1 interviews will then take place.

Careers and Connections staff will be available to provide general information on the following: course information, College policies, student life, progression advice and opportunities, career advice and opportunities, and general College information.

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 by the Course Director. An acknowledgement will be sent to advise the applicant of the interview schedule. 1-1 interviews will then take place.

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](#)).

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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

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.

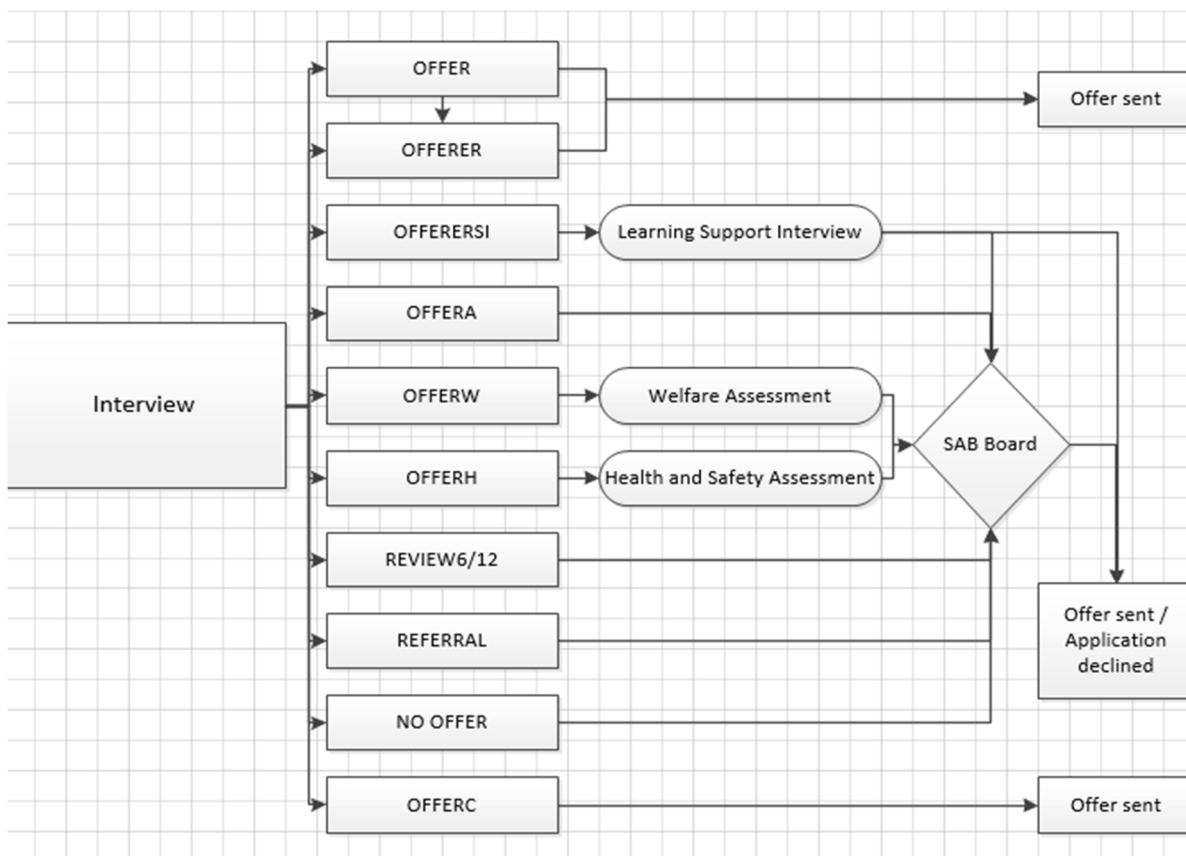
## 6.0 Outcome of the Interview

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 by Admissions 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 2019, 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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## 7.0 Keeping Warm

All applicants who are due to take their GCSE's this year will be sent a 'Good Luck with your exams' postcard as well as a text message in May.

Vocational area specific emails will be sent throughout the year from the marketing team.

## 8.0 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 Course Director and Course Teams will contact absent applicants 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.

## 9.0 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

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are placed on the correct course. Interviews will take place and upon successful outcome, enrolment paperwork will also take place.

## 10.0 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.

The Admissions Appeals Board will be chaired by the Vice Principal Quality and Student Experience and consist of the Special Admissions Board (Head of Admissions, Careers and Connections; Director of Learning Support 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, Careers and Connections  
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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