

## THE POLICY

### 1. Introduction

#### Policy Statement

Chesterfield College aims to ensure that admissions systems are fair and transparent. All members of the College community are of equal value and entitled to receive a high quality service designed to meet their individual needs. To achieve this the College is committed to providing impartial advice and guidance in its admissions process to help applicants chose a course that is right for them.

The College is committed to ensuring that disabled learners, including those with learning difficulties, are treated fairly. Reasonable adjustments will be made throughout the applications/enrolment process to ensure that they are not disadvantaged.

This policy applies to all further education and part-time higher education learners. Full-time higher education learners are required to apply through UCAS.

### 2. Context

#### Vision

*Chesterfield College will be a broadly based College providing a wide range of employability and progression opportunities for the whole community both by itself and in partnership with employers and other providers.*

#### Mission

*Chesterfield College seeks to promote prosperity in the local community through its unique contribution to the development of skills and qualifications encouraging all individuals to develop their potential, delivering vocational excellence and clear progression routes.*

### 3. Purpose

This policy aims to set out how the College will:

- Provide accurate and up-to-date information about courses
- Provide impartial advice, guidance and support for applicants
- Develop consistent procedures that are simple and free from barriers
- Offer a range of application methods appropriate to the course
- Promote equality of opportunity and welcome applications from all learners
- Respond to enquiries and applications within the timeframe laid out in the Service Level Agreements
- Offer training and support to staff who implement the admissions process

#### **4. Links to other policies/documents**

- IAG Entitlement
- Tutorial Entitlement
- College Admissions Guidelines for Staff
- Service Level Agreements for IAG and Registry
- Equality Policy
- Equality Scheme and Disability Equality Scheme
- Learner Services Policy
- Fees and Tuition Policy
- Interrupted Study Policy
- IT Unacceptable Use Policy
- Criminal Record Bureau Procedure
- Risk Assessment Procedures

#### **5. Policy Details – how the policy is implemented**

##### Promotion of courses

College courses will be promoted through prospectuses, course information leaflets, the College website and through specific events such as the College Open Day or attendance at events and fairs. The College will seek to use positive images of learners that are free from stereotyping and promote learners from all groups in a positive way.

##### Entry requirements

Entry requirements for courses are set out in the relevant College prospectus

##### Admissions process

The admissions process is tailored to meet the needs of particular courses. For full-time courses and some part-time courses an interview is a fundamental part of this process, providing an opportunity for applicants to find out about the courses and the College. Where entry qualifications are specified, and a conditional offer of a place on a course is made, the offer will be confirmed once the examination results are known. Tutors will request documentary evidence of examination results.

*Please refer to the Admissions Procedures*

For some courses where there are no entry requirements it is possible to apply and enrol by telephone. The College also advertises specific enrolment events throughout the Summer where applicants can receive advice and guidance and enrol on the course of their choice.

##### Applicants with a disability/learning difficulty

The College encourages applicants to request additional support during the application/enrolment process and once on the course. Applicants who declare a

disability, are interviewed by a member of the Learner Support team to determine the level of support required. The College can also provide help with the completion of application forms and other relevant documentation.

### Positive Action

The College will respond to the individual needs of learners and upon request produce information relating to admissions or courses in alternative formats including audio and large print.

The College welcomes learners with disabilities and learning difficulties and will arrange a one-to-one interview, where appropriate, to discuss courses and explore needs on an individual basis. Similarly, the College will provide additional support at admissions and enrolment for learners from other countries, especially where English is not their first language.

The College will endeavour to ensure that arrangements for enrolment do not inadvertently discriminate against any group of potential learners. The College is able to provide information, advice and an off-site enrolment service for both groups of learners and individuals where appropriate.

An Adult Support Assistant mentors applicants (aged 19+) for full-time courses; explaining options available and guiding them through regulations relating to fees, funding and support available.

The College is aware of the need for confidentiality and will endeavour to ensure that all learners have the opportunity to discuss their individual needs and personal circumstances in private.

### Ensuring learners enrol to an appropriate course

College Admissions procedures, outlined in Part B, aim to ensure that all learners take advantage of the College Information Advice and Guidance Service to ensure that they apply for and are enrolled onto the best course for them, a course where they will succeed.

Where a learner declares a medical condition, disability or criminal history that may prevent them gaining employment in a particular area, the learner will be advised accordingly. This will not necessarily prevent them from completing a course of study, but the College will ensure that they are aware of any employment constraints eg regulations relating to employment in the armed services or in the childcare professions.

## **6. Monitoring and Review**

The implementation of this policy will be reviewed through the enrolment working party, the Equality (Students) Committee and Equality sub-group.

This Policy, Procedure and Admissions Guidelines for Staff are reviewed annually

## **PART B - PROCEDURES**

### **1. Full-time Students**

#### **New Applications**

##### Information Stage

All learners wishing to apply for a full-time programme will receive information about the course and an application form from the Information Office on request. Alternatively learners may receive information through attendance at one of the College Open Days or Schools Liaison visits.

Course Information sheets are updated annually.

##### Application Stage

Learners wishing to apply for a full-time programme should complete an application form and return it to Central Admissions.

Learners who have a disability or learning difficulty are strongly encouraged to let the College know so that support can be put in place. In many cases the applicant will be invited to attend a separate 'Early Notice Interview' to discuss their needs in more detail.

The Central Admissions team will send an acknowledgement of the receipt of the application within five working days of the form arriving in Central Admissions.

The application will be recorded, logged and forwarded to the relevant Directorate to arrange an interview. The applicant will receive notification of the date of their interview within fifteen working days of the form arriving in Central Admissions.

The Central Admissions team will request a reference from the applicant's previous school/college and this information will be forwarded, in confidence, to the interviewer.

All interviews will follow the procedures in the College's Admissions Guidelines Handbook for Staff.

After the interview, an offer, firm or conditional, will be made to the applicant with clear instructions as to what to do next regarding acceptance and enrolment. Learners who have been offered a place on a full-time course will normally be contacted again and invited to attend College pre-enrolment events.

Where a learner has applied for a course that is 'full' their name will be placed on a reserve list and a place will be confirmed once it becomes available. Where appropriate the learner will be advised of other suitable courses within the College.

##### Enrolment

The main period for enrolling new learners onto full-time programmes will be during the September enrolment period when any further queries not answered at interview can be

discussed with specialist staff. It allows for learners who did not apply earlier in the year to fill in application forms and have interviews with relevant staff before enrolling. It also allows for learners to receive information and advice and to adjust their learning programme if necessary following receipt of their results eg GCSE or GCE 'A' level results.

Formal advice sessions will be offered to all potential learners before the September enrolment, following the publication of the GCSE and GCE 'A' level results. However, new learners wishing to enrol during the July and August enrolment periods can do so, usually after having an interview with a member of staff from the relevant Directorate.

Continuing full-time learners mainly enrol at the end of the previous Summer Term or in September.

### Post Enrolment/Induction

The induction programmes for learners following full-time programmes will follow the timetables supplied by the Directorates. These programmes will apply to all learners both new and continuing and will be delivered in the first few weeks of the College academic year. Directorates will also ensure that a follow up session is timetabled later in the academic year to recap on the issues raised in the original induction.

All full-time learners are required to undertake an initial assessment, normally part of induction, to determine if they require additional support to help them achieve the qualification. Please refer to the Learner Services Policy

All learners starting during the College year will also receive an induction. A DVD can be provided to support learners who require a 'late induction'.

All full-time learners will be allocated a Personal Tutor and a weekly timetabled meeting. The Personal Tutor and the learners will follow the programme of group meetings and individual meetings as developed for their programme.

## **Internal Applications**

### Information Stage

All learners should receive information on course about progression routes as part of the tutorial programme, supplemented with support from the IAG team. Learners may also access additional information from the Information Office or at attendance at one of the College Open Days.

### Application Stage

As new applications. The Central Admissions team will request a reference from the applicant's previous course tutor using the internal reference request form and this information will be forwarded, in confidence, to the interviewer.

The College aims to ensure that all learners are helped in the process of making positive and appropriate progression and destination choices. Where learners are unable to progress to the next level of course they will be referred to the IAG service for a

progression Interview. Wherever possible this will take place by Easter of the academic year, in order that transition to another destination can be planned in a timely fashion.

### Enrolment

As new applications

### Post Enrolment/Induction

As new applications

## **Applicants who have been on pre-sixteen courses with the College**

### Information Stage

All learners wishing to apply for a full-time programme will receive the information about the course and an application form from the Information Office on request. Alternatively learners may receive information through attendance at one of the College Open days. Learners on pre-sixteen courses also receive information at the careers event held in January at the College.

### Application Stage

As new applications, in addition, a sticker will be added to the application form as it is processed to highlight attendance at College pre-sixteen. The Directorate will then contact the Pre-Sixteen Manager for additional information prior to interviewing the applicant

### Enrolment

As new applications

### Post Enrolment/Induction

As new applications

## **2. Part-time Learners – Further Education (with no formal entry requirements)**

### Information/Application Stage

Learners wishing to attend the College on a part-time programme do not normally have to complete an application form (where there are no formal entry requirements). They should contact the Information Office for information regarding the College's programmes. They can also visit the College for information and advice before the enrolment period. This will be arranged with an appropriate member of the College staff by the Information Office. Telephone enrolments are available for some courses.

### Enrolment

Instructions for enrolment are circulated to all College staff at the end of the Summer Term prior to enrolment and staff development sessions are organised for Heads of Directorate, teaching staff, Registry and Finance staff and Senior Managers.

During July and August, the advice desks, enrolment processing and fee payment desks are located together in South Block to provide potential learners with all the services they require in one location.

A Log Sheet is provided as a source document for every programme. This provides the details of the programme and any individual conditions relating to that programme. On enrolment, a learner's name is added to the Log Sheet, as well as being entered onto MIS, to provide an up-to-date record of the programme's enrolments. When a programme reaches its target number it is referred to the Head of Directorate for guidance.

A member of staff from each College Directorate will be available during the July and August period to deal with queries or interviews for their Directorate.

In September, EBS programme data is distributed to the Programme Managers/teaching staff involved with the enrolment.

Additional learning support needs can be identified for all learners at interview or enrolment if appropriate.

Part-time day and evening only learners are encouraged to enrol through the July and August enrolment period when they can receive comprehensive advice and also avoid the possible queues in September.

Some learners cannot complete their enrolment in this period because their enrolment is dependent on other factors such as exam results, finance or needing specialist advice from the class teacher. These learners can partially enrol as an applicant, be entered on the MIS and the Log Sheet and then come back in September to complete their enrolment and thus save themselves the possibility of delays if large numbers are wishing to enrol at the same time in September.

### Post Enrolment/Induction

All learners will receive an induction to the College which follows the guidelines in the Student Induction Programme and fulfils our commitments in the College Charter. All learners will receive a Student Handbook which outlines general information, College rules and the support services.

A DVD can be provided to support learners who require a 'late induction'.

After the induction programme period a Learning Agreement will be produced for each learner itemising their programme hours, additional learning support and their commitments to the College and their learning programme.

### **3. Part-time Further and Higher Education (where entry qualifications are required)**

### Information Stage

Learners will receive information about the course and an application form from the Information Office on request. Alternatively learners may receive information through attendance at one of the College Open days or at specialist information sessions organised within the programme area.

### Application Stage

Once learners have been offered a place they will be invited to pre-enrolment events.

### Enrolment

Learners should enrol during the July and August enrolment periods after having an interview with a member of staff from the relevant Directorate. Where appropriate learners will be required to undertake an initial assessment.

### Post Enrolment/Induction

All learners will receive an induction to the College which follows the guidelines in the Student Induction Programme and fulfils our commitments in the College Charter.

## **4. Pre-16 Learners**

### Information Stage

Information is available via information booklets/leaflets delivered to schools. Learners may also access additional information via presentations in schools delivered by the Schools Liaison Team

### Application Stage

Learners complete an application form and a questionnaire. Schools are also required to provide a reference which includes such information as; attendance, SATs predictions and CAT scores plus any additional relevant information.

The information, advice and selection process is co-ordinated by the Schools Liaison Team. Learners are offered the opportunity to attend tasters and are required to attend an interview with a member of the curriculum staff. Where a learner requires support, this is identified as part of the application/interview process and normally provided by the school.

### Enrolment

Enrolment occurs in September at the start of the Autumn term. An information pack is sent to parents after the enrolment.

### Post Enrolment/Induction

Students receive an induction booklet and presentation from the Schools Liaison Team along with a subject induction relating to the course.

Each year the College takes up to 20 learners from the Behavioural Support Unit (BSU). Please refer to the BSU Partnership Agreement.

## **5. WBL**

### Information Stage

All learners wishing to apply for a WBL programme will receive information about the course and an application form from the Information Office on request. Alternatively learners may receive information and an application form through attendance at a College Open day – WBL Information evening – Schools Liaison visit or Taster Day.

### Application Stage

Learners wishing to apply for a WBL programme should complete an application form and return it to Central Admissions.

The Central Admissions team will send an acknowledgement of the receipt of the application within five working days of the form arriving in Central Admissions.

The application will be recorded, logged and forwarded to the WBL Manager to arrange an interview. The applicant will receive notification of the date of their interview within fifteen working days of the form arriving in Central Admissions.

The Central Admissions team will request a reference from the applicant's previous school/college and this information will be forwarded, in confidence, to the interviewer.

All interviews will follow the procedures in the College's Admissions Guidelines Handbook for Staff.

After the interview, an offer, firm or conditional, will be made to the applicant with clear instructions as to what to do next regarding acceptance and enrolment.

Where a learner has applied for a course that is 'full' their name will be placed on a reserve list and a place will be confirmed once it becomes available. Where appropriate the learner will be advised of other suitable courses within the College.

### Enrolment

Learners should enrol during the July/August enrolment period.

### Post Enrolment/Induction

The induction programme for WBL includes initial assessment and where appropriate a diagnostic assessment carried out during July/August by WBL team. In addition learners will follow the timetable supplied by the Directorate

All learners who start during the College year will receive an induction

## **6. E2E**

### Information Stage

All learners wishing to apply for an E2E place at the College will receive information and an application form from either the E2E Administrator or from the Connexions Service. Alternatively learners could receive information through attendance at one of the College's Open days, from a taster course or a NEET course.

### Application Stage

The application form will come into College via the College's " Gatekeeper " who ensures the application has a suitable background and would benefit from a place on the E2E programme. The application form is passed onto the E2E administrator who will interview the learner and offer a place.

Where a learner has applied for a E2E Work taster that is " full " their name will be placed on a reserve list and they will be contacted when there is availability. Where appropriate the learner will be advised of other suitable E2E placements within the College.

### Enrolment

Learners can enrol at any stage during the year. E2E provision is designed to be roll on roll off.

### Post Enrolment/Induction

Learners are inducted into the College by the E2E administrator and into the Directorates by the Programme teams.

## **7. T2G**

Information Stage Learners wishing to enrol onto a T2G programme will receive information from both the Central Engagement team and from Directorates.

### Application Stage

Once learners have been accepted onto the T2G programme they will be allocated an occupationally competent assessor – who will liaise with the applicant and their employer.

### Enrolment

Learners can enrol at any stage during the year. T2G is a roll on roll off programme.

### Post Enrolment/Induction

All learners will receive an induction to the College which fulfils our commitments in the College Charter.

## **8. Full-time Higher Education**

All applicants for full-time higher education courses must apply through UCAS.

Please refer to the UCAS Application Procedure and information on HE fees and support.

## **9. Applicants with a criminal record**

### Information /Application Stage

There are specific courses for example in the area of Health and Social Care, Childcare and the Uniformed Services where the possession of a criminal record may preclude a learner from having a career in that area. A potential applicant is advised to mention any reprimands, cautions or convictions at application/interview, if necessary to have a confidential interview with the College Information, Advice and Guidance Manager before making an application.

The College has a procedure for conducting Criminal Record Bureau (CRB) checks for specified courses. The action taken as a result of a positive disclosure or information received from the Police/Probation Service is outlined in this procedure. There will be occasions on which the learner will be advised to change their course of study or even to leave the College.

For most courses (except in the areas specified above) a learner is not required to disclose any criminal history. The College application form for full-time courses and part-time courses does not ask the learner if they have a criminal record. However, this is a question asked on the UCAS Form.

Where a student has a serious criminal conviction, for example for an act of violence or of a sexual nature and the applicant chooses not to disclose then the College would be unaware of this unless the Police, Probation Service, Youth Offending Team or Connexions were to bring this to the attention of the College.

In line with the policy statement, the College aims to provide a service which meets individual needs. In the case of a learner with a serious criminal conviction this means balancing the needs of the learner with the conviction with the safety of the wider community of learners, including Pre-16 learners.

### Applicants with a Serious Criminal Conviction

Where the College is made aware that a learner who has applied for a course at College has a criminal conviction the following steps would be taken:

1. The College is made aware of the serious conviction.
2. The College convenes a meeting with the relevant authorities eg Police, Probation Service, Youth Offending Team to share full information.
3. The College convenes a Risk Assessment and invites relevant parties to the meeting, this meeting may include representatives from the following groups; the Police, Probation Service, Youth Offending Team, Connexions, Social Services, the applicant and if appropriate their parent/guardian and staff from the College Learner Services team. Discussions that take place at this meeting are regarded as confidential. Meetings will be minuted.
4. A draft Risk Assessment document would be prepared by the Learner Services team which could be discussed and finalised at the above meeting.
5. The Risk Assessment Meeting makes a recommendation. The recommendation will be based upon such factors as:
  - a. The circumstances of the conviction

- b. How long ago it happened
  - c. What the applicant has been doing since – have they stayed out of trouble
  - d. The course that they have applied for eg if it were a part-time evening course they would be in minimal contact with 16 – 18 learners
  - e. The ability of the College to put in protocols identified by the risk assessment
6. The Risk Assessment Meeting would forward their recommendation to the College Principal for a final decision.
  7. If the final decision is that the learner is not permitted to study at the College they will be notified in writing within 5 working days of the Principal making the decision.
  8. The learner may appeal against this decision to the Clerk to the Corporation within 10 working days of receiving the letter.
  9. If the final decision is that the learner may study at the College – again they will be notified within 5 working days.
  10. Where the decision to allow the learner to study at the College is dependent upon the risk assessment being put into place, then staff who are involved in this will be provided with all up to date information to allow this to happen.
  11. The conduct of the learner and compliance with protocols determined by the risk assessment will be monitored by the Learner Services Manager, who will report to the Director of Learner Services if any problems arise.
  12. Where problems arise that can not be resolved by the College, appropriate external agencies will be informed and included in the review process.