

HE Admissions Policy

OWNED BY:		HE Officer					
DATE OF LAST REVIEW		8 April 2019					
PLANNED NEXT REVIEW:		April 2021					
APPROVAL:		SLT					
APPLIES TO:	Staff	✓	Student	✓	Public	✓	

1. Introduction

The purpose of this policy is to provide prospective students, Cirencester College Staff and partner organisations with a guide to our approach to the Admission of Higher Education Students to the College.

2. Aims

The policy has been drawn up following examination of sector best practice guidance from UCAS, Supporting Professionals in Admissions (SPA) and the Quality Assurance Agency (QAA), and aims to provide an efficient, fair and transparent HE Admission Function for Cirencester College in line with our Equality Policy.

Cirencester College seeks to ensure a fair HE admissions system which provides equal opportunity for all individuals, regardless of background, to gain admission to a course suited to their ability and aspirations.

Our approach to the admission of students also upholds the principles of fair admission through being:

- transparent
- fair
- honest
- consistent
- accessible
- personalised
- timely

3. Who this Policy is for

This policy covers admissions to directly funded courses; these are courses where tuition fees are paid directly to the college either by the student, employers or the Student Loan Company.

4. Legal Context

- The Rehabilitation of Offenders Act 1974
- College Single Equality Scheme and Action Plan 2011
- Data Protection Act 1998

5. Responsibilities under this Policy

All HE Admissions will in the first instance be dealt with by the college HE Guidance Officer alongside the Admissions Team under the guidance of the Student Journey manager.

The HE Admissions function is devolved and the key roles are as follows.

Setting and monitoring of admission criteria and target numbers

The individual programme specifications define the entry requirements for each specific course. Entry requirements are reviewed annually by Vice Principal Curriculum and members of the HE Academic board to ensure a fair admissions system which admits students who are able to succeed. This review will take into account the progression and success of existing students. This will be conducted as part of the annual HE Planning Process.

Target Numbers are set by the Principal of College and Vice Principal Curriculum during the Annual Planning Process.

The recruitment against target is monitored centrally by the HE Guidance Officer and Course Team Leaders for each individual course.

Public information

All course entry requirements, course content, duration and fees will be made public in line with information in the programme specification. Primary sites of publication are Cirencester College website and prospectus. It will be the joint responsibility of Vice Principal Student Services & Support and the marketing department and Faculty Head in charge of HE to ensure that all public information is consistent and in line with the programme specification provided by course team leaders (CTL).

Assessing, making offers and communicating with applicants

All applications are received through the HE Guidance Officer.

In unclear cases the application is referred to the Admissions team and the Student Journey manager for assessment, guidance and decision.

Assessment of Applications

Applications will be assessed on the following criteria:

- Academic achievement or predicted achievement – do they meet the entry requirements.
- Personal statements – to understand skills, motivation and interest in subject
- References
- Interview/ audition and selection events – to assess any non-academic requirements
- Portfolios to be assessed by tutors

Issues in considering Applications

The college requests students to submit personal statements which are checked, the college reserves the right to decline the application or withdraw any offers made.

Declared Learning Needs - Cirencester College aims to support all learners regardless of their support needs.

For applicants with a declared learning need, Cirencester College will conduct an assessment to ensure that the college can make the required, reasonable adjustment to support learning.

International Students - international applications are assessed by the Admissions Officer to ascertain:

- Fee Assessment (Home/EU or Overseas)
- Verification of qualifications
- Visa Requirements

Communication with applicants

Decisions reached following assessment will be communicated to the applicant. In the regular admission cycle and where interviews are not required the applicant will usually receive an offer or decision letter within 3 weeks of the application being received. For international applicants and at the later stages of the admission cycle communication may also be made via email to ensure timeliness.

The decision to interview/ audition is communicated to the applicant directly from the Course Team Leaders. In the regular admission cycle applicants will usually receive an invitation to interview email within 3 weeks of the application being received. Any course specific additional information required for interview will also be sent with the invitation.

There will be a minimum of 1- 2 weeks' notice given prior to interview dates. If the decision not to offer an interview is made, notification will be sent to the applicant within 3 weeks of the application being received.

Assessment at Interview

The Course Team Leader will conduct the assessment at Interview, they will be supported by at least one other member of staff to ensure impartiality. Following the assessment, the offer decision, type of offer and/or conditions of offer will be communicated within two weeks of interview directly to the applicant by letter.

Feedback

Consistent generic feedback will be provided to applicants who are not invited for interview/audition/ selection or who are subsequently not offered a place. More specific individualised feedback may be available on request.

Appeals and complaints

Unsuccessful applicants have the right of appeal in writing to the Vice Principal Student Journey & Support within five working days of being refused admission to the College, explaining the reasons why the College should reconsider its decision. Appeals will be considered by a Panel chaired by the Vice Principal, whose decision is final. Detailed information can be found in the College HE appeals procedure document.

Confirmation on offers/Conditional Offers

In some cases it will be the responsibility of the applicant to provide evidence of qualifications to enable confirmation decision to be made. Applicants who are required to provide evidence of qualifications will receive a request from HE Guidance Officer with a deadline for providing this evidence.

All conditional offers will need to be followed up at results and confirmation of acceptance communicated to students with the issue of enrolment forms.

Clearing

Cirencester College will publish available places and revised entry requirements when clearing opens.

Enrolment

Letter with enrolment times and dates will be sent out to all confirmed applicants once confirmed to attend course. The enrolment letter will include clear guidance on the next steps, what to bring to enrolment and a contact for any queries.

6. How the College monitors this Policy

Student induction survey and HE Academic Board.

7. Evidence that we are implementing this Policy

A record of all decisions relating to applications will be kept centrally. Clear and consistent decisions, based on offers/entry requirements will be recorded and available to applicants on request.

This will include:

- Interview approval process and subsequent communication to student.
- Evidence of interview outcome form where applicant is not successful the reasons for rejection will be recorded.

8. Training and development linked to this Policy

HE Guidance Officer, Student Journey Manager and Admissions Officer will continue to attend UCAS, SPA (Supporting Professional in Admissions) and Student Loan Company training events as required for CPD.

Regular training on Admissions processes will be conducted by Student Journey and Senior Managers.

Data Protection

When managing an employee's personal data information will be collected in accordance with the College's data protection policy. Data collected is held securely and accessed by, and disclosed to, individuals only for the purposes of information relating to this policy. Inappropriate access or disclosure of employee data constitutes a data breach and should be reported in accordance with the organisation's data protection policy immediately. It may also constitute a disciplinary offence, which will be dealt with under the College's disciplinary procedure.

Equality

As with all College Policies and Procedures due care has been taken to ensure that this policy is appropriate to all employees regardless of gender, age, race, marital status, maternity, ethnicity, disability, gender identity ,sexual orientation or religion/faith.

The policy will be applied fairly and consistently whilst upholding the College's commitment to providing equality to all.

If any employee feels that this policy does not meet this aim please contact the College's Head of Head of Human Resources