

# Admissions Procedures

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## 1. Purpose

The purpose of this policy is to detail the admissions procedure for learners to study for a full time, part time or apprenticeship course at the college.

The Admissions process has been developed to ensure;

- A fair, open and transparent admissions process
- Impartial information, advice and guidance is provided to all applicants.
- A process where individual learning needs are identified and effective support mechanisms are in place to ensure applicants are appropriately matched to a programme of study
- A process which is consistent with the college's need to ensure its obligations regarding child protection and safeguarding are met and that its duty of care to staff, students are discharged
- A process which is accessible to all applicants and is consistent with the college's commitment to equality and diversity

## 2. Scope

This policy applies to all applicants applying to study a further education course.

## 3. Responsibility

Ultimate responsibility for this policy within the college lies with the Director of Marketing, Admissions & Employer Engagement.

## 4. Service Commitment

### 4.1.1 The College will provide all clients with:

- A comprehensive range of up-to-date information about programmes on offer, including all costs involved
- Detailed information on facilities and services available
- A dedicated customer service from qualified staff
- Ease of access through a well-managed, comprehensive and flexible admissions system
- Efficiency of service, allowing for a prompt response and rapid processing of applications
- Accurate mapping of an appropriate course to individual need, potential and aspiration
- Equality of opportunity

### 4.1.2 Learner Services will:

- Provide high quality information, advice and guidance in-line with the matrix quality kite mark
- Provide accurate and timely course information

- Operate within all college policy guidelines
- Process all full time applications and relevant part time applications via the central admissions system
- Liaise with schools to ensure suitable references are sought for all school leavers
- Liaise closely with the Curriculum Directors and Curriculum Managers, staff and learners to ensure all applications are processed within agreed service standards
- Monitor service standards on a regular basis
- Process applications and arrange interviews
- Work closely with the Local Authority, local schools and other agencies where appropriate
- Refer applicants to the college careers staff, where appropriate, to receive further advice and guidance
- Refer applicants to the Student Wellbeing Team, where appropriate, to receive further advice & guidance
- Identify those who require further support via Additional Learning Support (ALS)
- Provide statistics of enquiry and application trends
- Ensure that all applicants follow the college-wide entry requirements

### **4.1.3 The Marketing team will:**

- Operate a 'keep-warm' strategy for potential and current students including regular contact by text-messaging, e-mail, birthday cards and a new student welcome day.

### **4.1.4 Tutors will:**

- Provide high quality, impartial advice and guidance to learners
- Liaise with Curriculum Directors to ensure that course information is up-to-date and relevant.
- Ensure learners are referred to Learner Services if a particular course or area of study is unsuitable. Learner Services will then offer additional advice and guidance or follow the referral procedures if necessary
- Operate within all college policy guidelines
- Ensure all full time applicants have the agreed entry requirements
- Identify those who require further support via Additional Learning Support (ALS)
- Encourage all first-year students and those progressing to the next level to re-enrol at the appropriate time through the Internal Progression process subject to Assessment Board approval

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## 5. Procedure

### 5.1 16-18 admissions process

[See flow diagram in Appendix A & B](#)

### 5.2 19+ admissions process

[See flow diagram in Appendix C](#)

### 5.3 Apprenticeships

[See flow diagram in Appendix D](#)

## 6. Entry Requirements

- All courses have clear and robust entry requirements.
- College entry requirements are applied consistently across all levels.
- Entry requirements are outlined within college prospectuses and course information sheets

In some cases the college may give credit for previous certificated learning or relevant experience and this may be used to contribute to the credits for the new qualification, this is referred to as Accreditation of Prior Learning (APL) or experiential learning (APEL). The applicant will be advised by the Programme Leader on the nature of the evidence that will be required to support their claim for the accreditation of prior learning or prior experiential learning. When making an offer for admission where exemption from assessment has been offered based on APL or APEL, the Programme Leader must have seen evidence of prior learning (certification) or evidence of prior experience to confirm that the required knowledge and skills for which exemption is awarded is in place and therefore their ability to follow the rest of the programme will not be jeopardised.

### 6.1 If entry requirements are not met

Applicants may be asked to undertake a pre-course assessment or an initial and/or diagnostic assessment, results will be considered if they are a mature learner, as follows:

- Pre-course assessments are completed to the required level.
- Initial assessment results indicate that they have a numeracy and literacy level no more than one level below their programme of study (e.g. Numeracy and literacy level 2 to study a level 3 programme).
- They sign up to a support package if appropriate which will be determined by the diagnostic assessment.

The applicant must not enrol if initial assessment results indicate a lower result than needed (e.g. Numeracy and/or literacy level is more than one level below their

programme of study) – Further guidance will be provided for study on a programme at a more suitable level.

Any discretionary decision must be referred in the first instance to the Curriculum Directors. The Admissions Manager or Director of Marketing, Admissions & Employer Engagement can be consulted at any time.

## 7. Refusing Entry/Delaying Offer

The college may refuse an application to study at the college if an applicant:

- Is unable to demonstrate the minimum entry requirements or if requested to do so, provide satisfactory references for the course applied for;
- Has a school or employer reference that is cause for concern by college staff.
- Has been previously excluded from the college. If the applicant has previously been a student at the College and has been excluded on disciplinary grounds, an application must be made in writing to the Assistant Principal;
- Has a criminal conviction or has a pending criminal prosecution, which prevents them from undertaking the course or programme applied for;
- Potentially endangers or poses a risk of harm to staff or students of the college;
- Has specific physical, medical, social or curriculum needs which the college considers, in its reasonable opinion is unable to meet.
- Has an Education Health Care Plan (EHCP) that, upon review the college is unable to support.
- Has previously been a student at the college and has any outstanding monies owing to the college (e.g. not all fees have been paid). The applicant's application will not proceed until all outstanding debts are cleared.

The above is a non-exhaustive list and there may be other reasons or circumstances for which the college may consider an applicant unsuitable to study on a particular course at the college.

Our full-time study programmes are for students aged 16-18. We will consider applications from adults for entry onto these programmes on a case by case basis and may require approval from the Director of Quality & Curriculum.

Our part-time and Access to Higher Education courses are for students aged 19+. We will consider applications from those under the age of 19 on a case by case basis. Applicants must meet the Governments requirements for participation in education, employment or training and will require approval from the Director of Quality & Curriculum.

If the college considers that it is unable to admit an applicant to the course they have applied for, the college will explore with the applicant whether there is a suitable alternative programme and offer appropriate advice and guidance to enable applicants to make alternative choices.

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## 8. Overseas Applications

The college no longer accepts applications from overseas.

## 9. Applications from Ex-Offenders

Applications from ex-offenders are welcomed and disclosure must be made at the point of application.

Current learners must disclose at their progression review any criminal convictions or pending prosecutions that have occurred since enrolling as a student.

A rigorous risk assessment will be conducted by the college's Safeguarding & Welfare Manager, in liaison with external agencies (Probation Services, Social Services, Police, etc.) to assess, without prejudice, the applicant's suitability to attend college. This is to ensure that we protect all of our learners and staff, as well as the applicant.

Recommendations are then made to the Executive Leadership Team who will accept or decline the application based on the findings of the risk assessment.

## 10. Changes to Courses

The college makes all reasonable efforts to deliver the programmes of study described in publications and other college documents. However, on occasion the college may be required to make changes, which may include but not limited to:

- the course curriculum/modules (e.g. replacement of core and/or optional modules);
- additions/changes to mode(s) of delivery; altering the location of the course. For example, following campus consolidation to allow college to provide the best facilities and academic provision to students, or in the event of a pandemic and national lockdown where we may be required to move teaching online.
- suspension or cessation of a course

The college will only close courses when it is not financially viable to do so or when the student experience will be compromised. Normally for a course to run there must be a minimum of 12 firm enrolments.

The college will inform applicants and students at the earliest opportunity of any significant changes to, or suspension/cessation of a course, particularly when this occurs between the offer of admission and enrolment. Higher education applicants will be notified 5 days after A 'Level results day.

If required, the college will assist applicants in identifying similar programmes of study, both internally and externally if there are course changes.

## 11. Appeals

If an applicant wishes to appeal against an admissions decision, then they must do so in writing to the Admissions Manager, within 10 working days of the date on the refusal letter.

We will consider all appeals and inform applicants of the decision within 10 working days of receipt of the letter.

If you continue to be dissatisfied with the response then you can submit a formal complaint. All complaints must be made in writing, by letter or email to the Quality Department - [quality@wvr.ac.uk](mailto:quality@wvr.ac.uk), please refer to our Complaints and Compliments Policy.

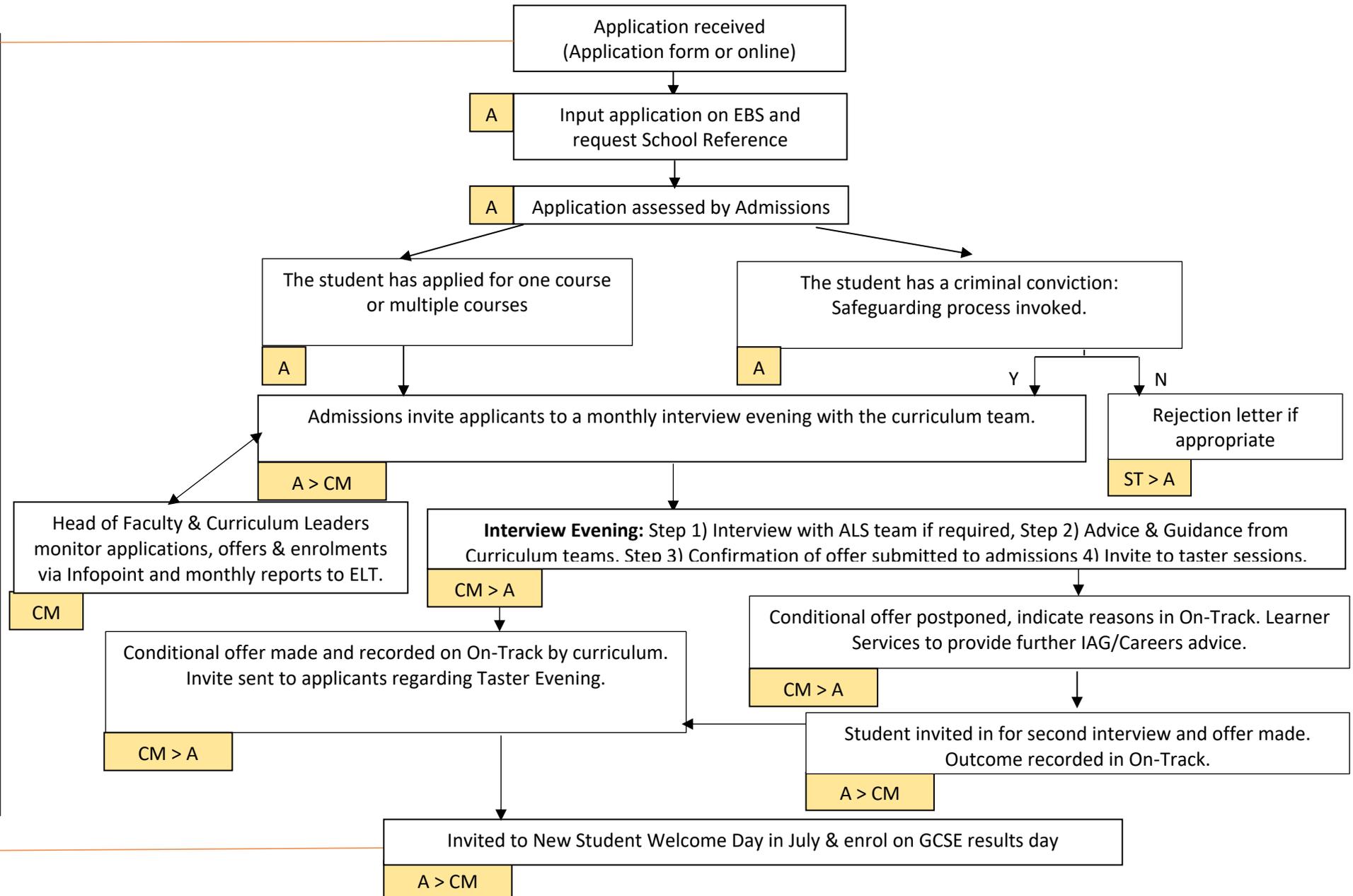
There is no right of appeal where the application has already been considered by the Principal and Executive Leadership Team due to safeguarding concerns.

### **12. Quality Assurance & Monitoring**

The admissions procedure is quality assured via the Director of Marketing, Admissions & Employer Engagement, recorded observation of the interview/advice sessions, user feedback, and evaluation forms and through the external accreditation kite mark, Matrix. The college was re-accredited with the Matrix standard, whole organisation in June 2019 and received an OFSTED rating of good in November 2019.

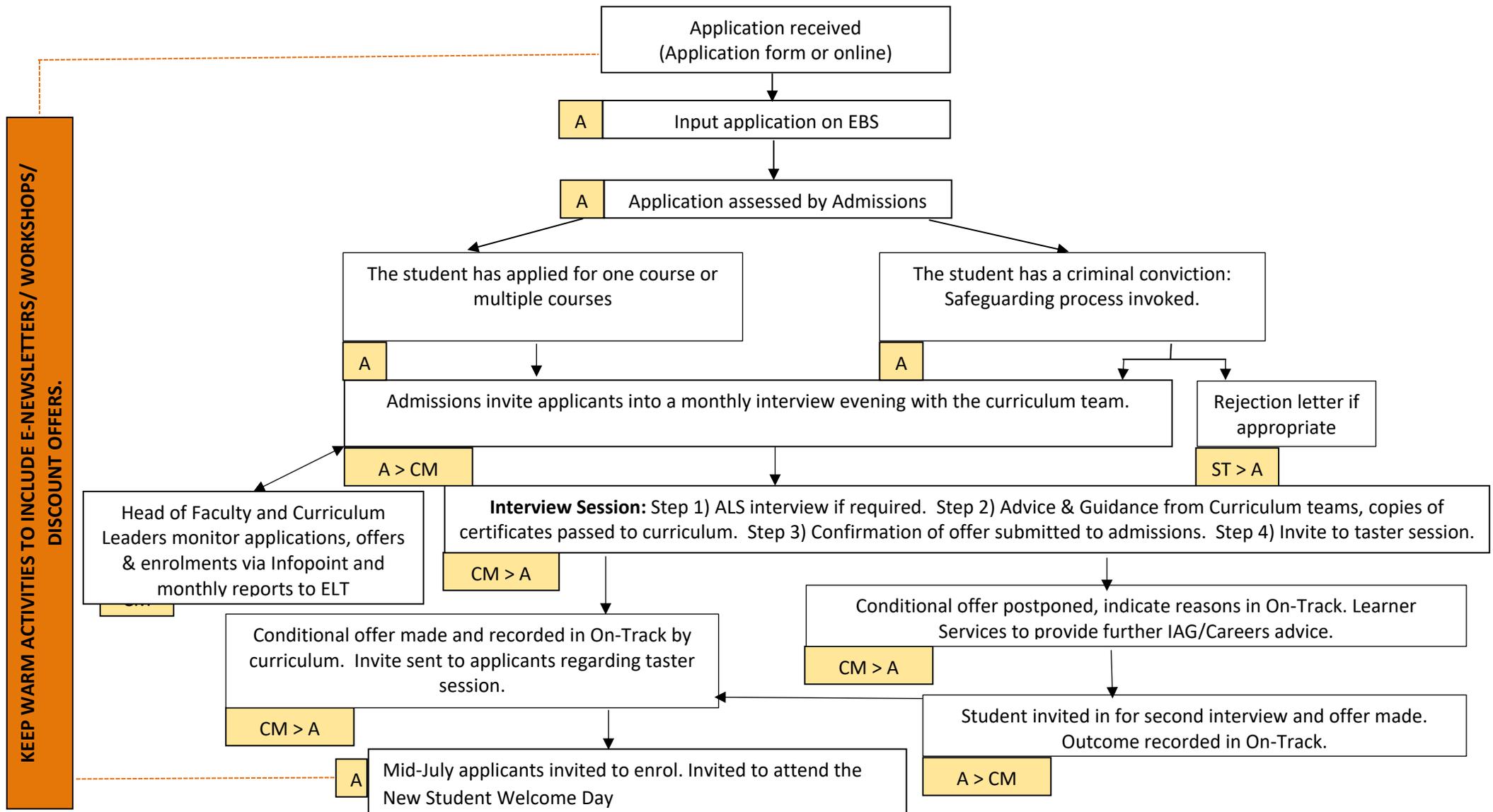
**Appendix A: Admissions - School Leavers**

KEEP WARM ACTIVITIES TO INCLUDE TASTER DAYS/ WORKSHOPS/ DISCOUNT OFFERS ETC



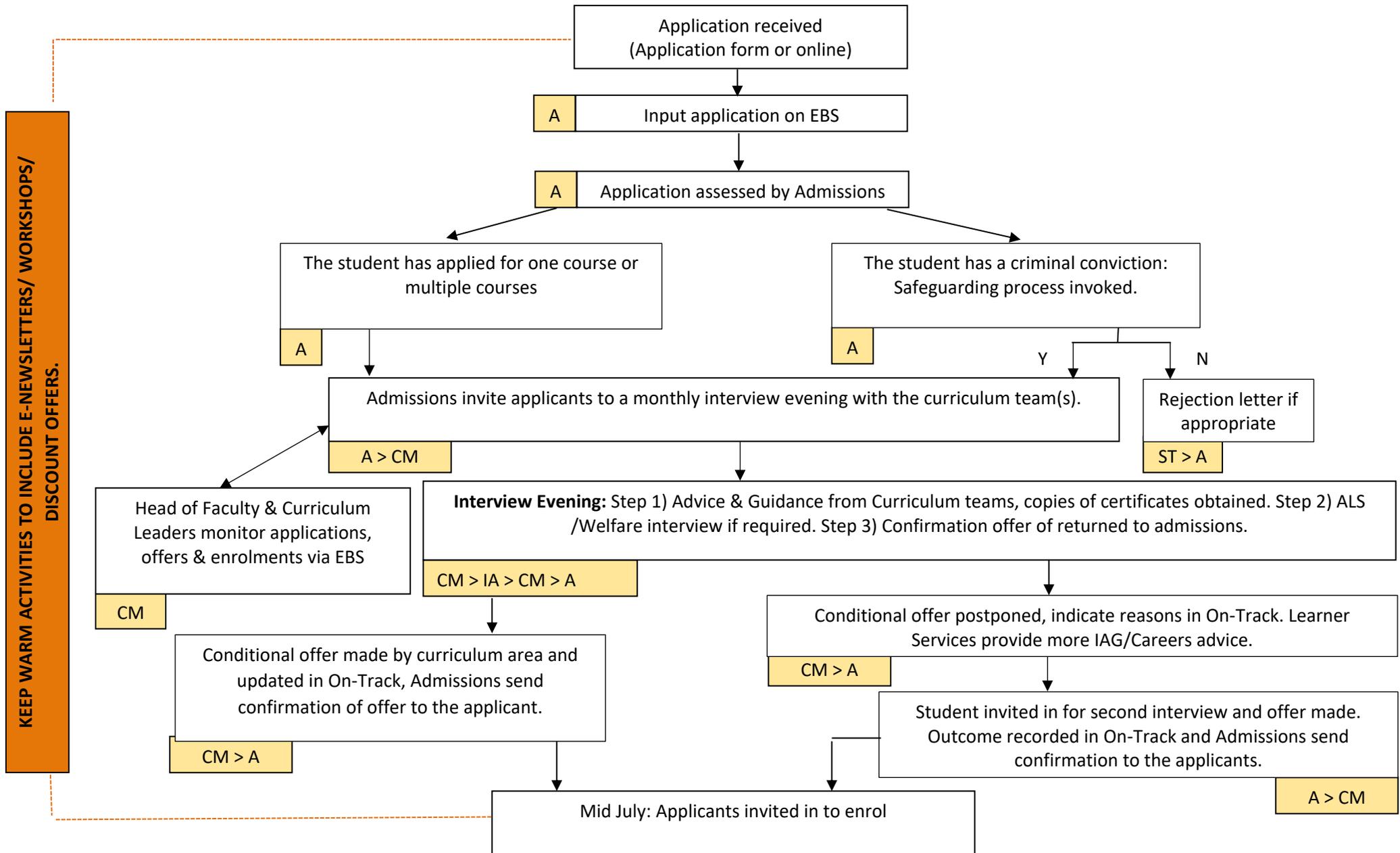
## Admissions Procedures

### Appendix B: Admissions – 17-18 year olds



## Admissions Procedures

### Appendix C: Admissions 19+ (Full and Part Time)



## Admissions Procedures

### Appendix D: Apprenticeships

