QUALITY ASSURANCE

Procedure: **Admissions Procedure**

Procedure Ref: **OP/8GS/SP102**

Approved By: **Deputy Principal- Curriculum Quality & Partnerships**

Date: **November 2014**

Signature:

1. Purpose

The purpose of this procedure is to outline the process by which learners may access learning at Lakes College West Cumbria

2. Scope

The procedure applies to all staff involved with enquires, applications and enrolments at Lakes College – West Cumbria.

3. Responsibility

The administration of the system and the organisation of enrolment is the responsibility of the Head of Student Support Services. This procedure is operated in line with the Admissions Policy (**AP/8GS/SP102)** and the Impartial Advice and Guidance Procedure (**OP/8GS/SP109)**. The policy and procedure are managed by the Deputy Principal- Curriculum Quality and Partnerships.

4. Procedure

The stages of the Enquiry, Applications and Enrolment (Admissions) Process.

4.1 Enquiries

Telephone enquiries:

Telephone enquiries are received by the Call Centre.

4.1.2 If the enquiry is standard, the Call Centre staffs deal with the call and sends out the appropriate factsheets and application forms.

4.1.3 If the enquiry is not standard, the call is directed to an appropriate member of Student Services staff.

4.1.4 The Call Centre staff control the enquiry by:

- Answering the query and sending out any appropriate factsheets and applications forms.
- Contacting specific tutors, by email, phone or memo and getting necessary information to report back to the enquirer.
- Making an appointment with the careers adviser, or other adviser (e.g. Additional Learning Support), using the diary. In this case, the appointment will be logged.

4.1.5 If the referral cannot be made immediately, the Call Centre staff email the appropriate member of staff and ask them to contact the enquirer. A return call is made within one working day of the enquiry.

4.1.6 Face to face enquiries.

Face to face enquiries are dealt with and logged by the Student Services staff.

4.1.7 Letters

Written enquiries are dealt with and logged by the Student Services staff. They are answered within two working days of the enquiry.

4.1.8 Emails / electronic enquiries

Electronic enquiries, are dealt with and logged by the Student Services staff and are responded to within two working days of the enquiry.

4.2 Applications

4.2.1 All learners wanting to study full time, (or a substantial part time course requiring an interview) on an FE course, complete an application form. They are asked if they have any special requirements for the interview. If they do, Student Services put the required action in place.

4.2.2 Part time HE and specified FE learners are also required to complete an application form.

4.2.3 Full time HE learners are required to apply through UCAS.

4.2.4 In exceptional circumstances we can accept applications from 14-16 year olds. Prior to completing an application form, an interview must be arranged with the Head of Student Support Services to discuss suitability of the College, course and financial arrangements.

4.2.3 If learners want help filling in forms, they can get help from Student Services, an advocate or a member of the Learning Support team.

4.2.4 All FE & HE applications are logged on EBS by Student Services staff.

4.2.5 If an applicant declares a criminal conviction, a risk assessment is carried out which may affect whether an offer is made.

4.2.6 The Student Services staff set up an interview time with the tutor. These appointments are planned in advance.

4.2.7 The appointment date is sent to the learner in a letter of acknowledgement of the application. Also in the letter is information about getting advice from Careers and Additional Learning Support. The letter is sent within five working days of the application. The appointment is usually given within three working weeks of the receipt of the application.

4.2.8 If the applicant declares a learning need, a member of the Additional Learner Support team is invited to the interview. Special requirements will be taken into consideration e.g. mobility issues.

4.2.9 If the applicant declares their faith, the implications will be taken into consideration with regards to interviews and other requirements.

4.2.10 The application form is held in Student Services, for the interviewing tutor.

4.2.11 When the learner has been interviewed, the decision is recorded on the interview form, and the application form is returned to Student Services to allow input onto EBS.

4.2.12 If another interview is required, Student Services staff will make a new appointment.

4.2.13 If the student is refused a place but meets the academic entry requirements, the tutor needs to provide written evidence of the decision. The Student Services staffs log the decision on EBS. HE decisions are also logged on the UCAS database.

4.2.14 A letter is sent to the applicant, within five working days, informing them of the decision.

4.2.15 The applicant is offered a College place dependant on achieving the entry criteria and completing a successful induction. If a place in the vocational area applied for is not offered, reasons are given and an alternative will be offered where possible.

4.2.16 During the year, the database of applicants is interrogated and College marketing information is sent to the prospective learner, to keep the links with them.

4.2.17 Monthly reports on the progress of applications is given to the Strategic Team.

4.2.18 An applicant can appeal against a decision using the Appeals Procedure.

4.3 Enrolment

Full time and substantial part time learners.

1. The Curriculum team enrols the learner by the learner completing the 'Learning Agreement', during the Enrolment week. Late applicants should be enrolled within no more than one week of commencing the course (Ref: LA2/MAY/08). In

the majority of cases, learning agreements will be completed during the designated enrolment session.

2. The learning agreements are checked at Enrolment events by Student Services. Final check is done by CIS (College Information Services) for logging into EBS (the 'Learner Records System').

Enrolment for part time learners

1. Pre course advice sessions are offered throughout the year, both in College and in outreach locations.

2. Enrolment sessions are offered in College and in outreach locations.

3. Enrolments can be made in person or post.

4. There are a few part time courses where a tutor needs to speak to the learner before enrolment to check that they understand the nature of the course and the required level. This will be done by phone or in person. Once the tutor has confirmed that the course is appropriate, they invite the student to enrol.

5. Learners complete the Learning Agreement form (Ref: LA2/Jun/06). It is taken or sent to reception where it is checked before sending to CIS where it is logged into EBS.

Links to Other Procedures

Impartial Guidance

Appendices

Appendix A: Protocol for entry on Level **Two** courses
Appendix B: Protocol for entry on Level **Three** courses

APPENDIX A

PROTOCOL FOR ENTRY ON LEVEL TWO COURSES

The entry requirements listed below are those validated by the Strategic Team. There are no exceptions to these criteria and all student offers should now comply with these criteria.

- Four GCSE's at grade D, which may specify English and Maths depending on provision **or:**

- A level one qualification **plus** successful skills tests in both literacy and numeracy at Level One.

In exceptional circumstances, the following criteria may be used.

- Three GCSE'S at grade D, plus a successful skills test in either literacy **or** numeracy above Level One whichever is most relevant to the proposed course of study, **or:**

- Two GCSE's at grade D, plus successful skills tests in both literacy and numeracy above Level One, **or**:

- Satisfactory completion of an 'Induction Assignment' (vocational diagnostic test) which is based on the type of work the student will be undertaking on the course. This test could be either internally or externally devised, **or:**

- Satisfactory completion of the induction arrangements by a managing agent or third part e.g. Gen II, CITB etc.

All students will be required to take the skills test as part of the 'Admissions/Enrolment Procedure', preferably as a discrete activity in July and August. Course Leaders may choose to use either past papers or a 'live' skills test if they are confident that the student will pass and a test is available at the appropriate time.

Even where students meet the entry criteria, they may still need additional learning support based on their skills test results. Where students have gained entry onto the course via the 'Induction Assignment', they must be regarded as 'at risk' students and must have additional learning support which will usually be attendance at Functional Skills.

Course Leaders may use alterations to the Functional Skills tests, but these **must** be approved by the Value Added Development Team, and the criteria for entry onto any Level Three courses using alternative tests should also be agreed by the Value Added Team. All 'Induction Assignments' must be approved by the Development Team and have clear assessment criteria for a Pass, and preferably, Merit and Distinction.
In line with the Government policy, there is an expectation that learners with less than a Grade C in English and Maths will study to improve this.

APPENDIX B

PROTOCOL FOR ENTRY ON LEVEL THREE COURSES

The entry requirements listed below are those validated by the Strategic Team. There are no exceptions to these criteria and all student offers should now comply with these criteria.

- Four or five GCSE's at grade C, which may specify English and Maths depending on area of provision **or:**

- A level two qualifications **plus** one successful skills tests in both literacy or numeracy or IT at Level One.

In exceptional circumstances, the following criteria may be used.

- Three GCSE'S at grade C, plus a successful skills test in either literacy **or** numeracy or IT above Level One, whichever is most relevant to the proposed course of study (e.g. numeracy for an Engineering qualification), **or:**

- Two GCSE's at grade C, plus successful skills tests in literacy and a successful skills test in either numeracy or IT all above Level One, **or**:

- Satisfactory completion of an 'Induction Assignment' (vocational diagnostic test), which is based on the type of work the student will be undertaking on the course. This test could be either internally or externally devised, **or:**

- Satisfactory completion of the induction arrangements by a managing agent or third part e.g. Gen II, CITB etc.

All students will be required to take the skills test as part of the 'Admissions/Enrolment Procedure', preferably as a discrete activity in July and August. Course Leaders may choose to use either past papers or a 'live' skills test if they are confident that the student will pass and a test is available at the appropriate time.

Even where students meet the entry criteria, they may still need Additional Learning Support based on their skills test results. Where students have gained entry onto the course via the 'Induction Assignment', they must be regarded as 'at risk' students and usually have Additional Learning Support.

Course Leaders may use alterations to the Functional Skills tests, but these **must** be approved by the Value Added Development Team, and the criteria for entry onto any Level Three courses using alternative tests should also be agreed by the value added team. All 'Induction Assignments' **must** be approved by the Development Team and have clear assessment criteria for a Pass, and preferably, Merit and Distinction.
In line with the Government Policy, there is an expectation that learners with less than a grade C in English and Maths will study to improve this.

1. Appendices

Appendix 1: HE Enquiry Flow Chart

2. Reference

SPA Admissions Policies: Guidance for HE Providers
http://www.spa.ac.uk/good-practice/admissions-policies.html