

Admissions Policy, Procedure and Guidelines

Owning Strategy: Learner Services Strategy	Linked Strategies: Curriculum Development and Design Strategy Inclusion Strategy
Relevant to: All Derby college staff involved in the management, delivery and review of the admissions process.	

Office Use only:

Policy/Procedure No.	Approval Board/Committee/Group:	Approval/Re-approval Date:	Implementation Date:	Next Review Date:
106	Corporation Committee	20 July 2015	1 July 2011	20 July 2017

New Policy or Substantive Policy Review

Version	Date	Policy Development Agreed by	Policy Development Author	Draft Policy Verified by	Policy Approval	Impact Assessment (if applicable)

Rationale for new or substantive policy review	
---	--

Please make explicit if change/review relates to procedures, guidelines and associated documents only

Periodic Policy Review / Change History

Version	Date of Review / Revision	Description of Change	Reviewed By	Approved By
V2	Feb 2016	Amendments to flowcharts HE Guidance Doc added	Head Learner Support Services Sharon Colegate	Anita Traffon
V2	July 2016	Annual review - minor updates/amends	Head of Learner Support Services	Anita Traffon

1. POLICY STATEMENT

Derby College is committed to a fair and open admissions system that considers all applicants on their individual merits. The College is committed to raising learner aspirations, widening participation and promoting equal access to programmes of study. Derby College aims to offer a broad range of courses to learners of all abilities and to ensure that learners are appropriately matched to a programme or course of study. The College will apply the principles inherent in this policy to all applicants, including applicants for full-time and part-time further education and higher education courses and applicants for apprenticeship programmes. The underlying principle of the Admissions Policy is that all individual learners seeking a place at college are appropriately matched to a suitable programme of study.

2. DEFINITIONS

This Admissions policy and procedure refer to all elements of the learner journey admissions process. This includes the procedure in place from initial learner enquires, information advice and guidance (IAG) provision, formal application, selection interview, offers, welcome to college and enrolments events.

3. PRINCIPLES

Derby College is committed to equality of access to learning for all, and to widening the participation of learners from under-represented, disadvantaged and previously excluded groups. This policy governs the admission of individuals to the College as learners.

The College aims to provide:

- A fair, open and transparent admissions process
- Impartial advice and guidance to potential applicants and applicants
- A process where individual learning needs are identified and effective support mechanisms are in place to ensure applicants and students are appropriately matched to a programme or course 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, learners and third parties are discharged
- A process which is accessible and understandable to all applicants and is consistent with the College's commitment to equality and diversity

Specifically, prospective learners of Derby College are entitled to:

- A response from the College following the receipt of an application. An automatic email response is sent to applicants and within 10 working days a letter/or email sent inviting the applicant in for an interview.
- Impartial information and guidance concerning programmes of study, learner support arrangements and other services provided by the College.
- Opportunities to discuss individual options on a one to one basis.
- For applicants with an Education Health and Care Plan (Statement of Needs, LDA, Section 139a) a suitable taster/ transition plan will be in place to meet their individual needs (possibly prior to application)
- Opportunities to visit the College and view locations of study and relevant facilities
- Specialist guidance for those needing inclusion and support services
- Well-organised, efficient and responsive enrolment arrangements

Date: 27/07/2016	Doc Name: Admissions Policy	Ref: HJ
Originator: Helen Jefferson	Area: Learner Journey	Page 3 of 15

ADMISSIONS POLICY

- An induction to the College and to the programme of study

All applicants must:

- Satisfy the requirements for admission to the proposed course or programme of study including any admission requirements set by the validating higher education institution in respect of higher education courses
- Demonstrate a strong commitment to further study and the ethos of the College
- provide evidence of their previous achievements at their current school, college or workplace
- Undertake further assessments or provide information as necessary to allow the College to support any learning support learning needs
- Agree to adhere to the College's Learner Code of Conduct and Managing Learner Behaviour and Discipline Policy and procedures

Right to refuse admission

The College may in its absolute discretion refuse an application to study at the College on the following non-exhaustive grounds:

- If an applicant is unable to demonstrate the minimum entry requirements for the course or programme applied for
- If the course or programme applied for is undersubscribed (with the result that its delivery is not viable for the College or its learners) or oversubscribed or if the College is, for whatever reason, unable to deliver the course or programme applied for
- If an applicant has a criminal conviction which prevents him/her from undertaking the course or programme applied for
- If the College considers, in its reasonable opinion, that the applicant may endanger or pose a risk of harm to staff or students of the College
- If the applicant has specific physical, medical, social or curriculum needs which the College considers, in its reasonable opinion, that it is unable to meet

The above is a non-exhaustive list and there may be other reasons or circumstances for which the College may consider an applicant is unsuitable to study on a particular course or programme or at the College generally. If the College considers that it is unable to admit an applicant to the course or programme applied for (whether for one of the above reasons or otherwise), the College will explore with the applicant whether there is a suitable alternative course or programme and offer appropriate advice and guidance to enable applicants to make alternative choices.

4. SCOPE AND LIMITATIONS

The procedures described in this document refers mainly to prospective learners intending to join full time and part time programmes of study delivered on any of the main college campuses of Derby College. Application procedures for Derby College Apprenticeship programmes and for Higher Education courses in affiliation with partner universities are also outlined. For some parts of the admissions process, separate arrangements exist for groups of learners enrolled through Derby College franchise and enterprise activities. For example, full cost short courses.

Date: 27/07/2016	Doc Name: Admissions Policy	Ref: HJ
Originator: Helen Jefferson	Area: Learner Journey	Page 4 of 15

5. RESPONSIBILITIES

The Vice Principal has the strategic responsibility for the admissions policy.

The Head of Learner Support Services is responsible for the effective implementation and review of the policy and procedures.

The Learner Services team are responsible for the day to day administration and implementation of the procedures and guidelines described in this document.

Faculty Heads, Assistant Faculty Heads, and Team Managers all have a responsibility to give full and active support to the policy by ensuring the policy is known, understood and implemented.

6. IMPLEMENTATION ARRANGEMENTS

The arrangements that are outlined below build on previous good practice and seek to provide additional impetus and coherence.

The Admissions Leadership Group - chaired by the Head of Learner Support Services, this group will lead on the strategic direction and development of the admissions process. Group membership will consist of the Senior Leadership Team; Faculty Heads, Faculty Assistant Heads, and senior support managers.

The Admissions Operational Group - chaired by the Learner Services Coordinator, this group will lead on the operational implementation of the admissions process and developments agreed by the Admissions Leadership Group. Group Membership will consist of Delivery and Support Team Managers.

Information Advice and Guidance (IAG) - with a professional team of IAG advisers qualified to at least NVQ3 standard, IAG will be delivered through a variety of contexts and will be embedded across all key transition points in the Learner Journey.

7. MONITORING AND REVIEW

The Admissions Leadership Group will maintain oversight of the effectiveness of these arrangements. This policy and the implementation arrangements which underpin it will be reviewed annually by the Vice Principal and the Head of Learner Support Services.

8. SUPPORTING/RELATED DOCUMENTS

- Learner Services Strategy 2014-2017
- Learner Criminal Convictions Policy, Procedure and Guidelines
- [Higher Education and International Admissions Guidance](#)

Date: 27/07/2016	Doc Name: Admissions Policy	Ref: HJ
Originator: Helen Jefferson	Area: Learner Journey	Page 5 of 15

PROCEDURE

The procedures described in this document refer mainly to prospective learners intending to join programmes of study delivered on any of the main college campuses of Derby College. *The Learner Journey Flowchart: College Based Learners* (see appendix 1) provides further detail of the admissions process. Admissions for Derby College apprentice, employment based and higher education learners have separate procedures which are also referenced in this policy and detailed in the flowcharts provided in the appendices.

The start of the learner journey

Step 1: Initial enquiries - Learner Services Advisers attend and participate in many school events throughout the city and county. This may take the form of presentations to groups of learners or being available to advise both prospective learners and their parents/guardians at school events such as Parents Evenings, Industry Days and Options Evenings.

Derby College also has a presence at venues in Derby and Derbyshire at selected times throughout the year to provide information and guidance directly to members of the community. Such venues include the Skills Festival, shopping centres and careers events. Learners are provided with the opportunity to make initial enquiries about learning opportunities at Derby College and complete an online registration form. This enables the college to send all enquirers the Derby College prospectus and invitations to forthcoming information evenings and events.

Step 2: Attend an Information Evening – the Derby College admissions process starts with an information evening. These events are held throughout the year (November to June) and they provide the opportunity for potential learners to find out about the programmes of study, college facilities and services available.

Learner Services Advisers, College Careers Advisers, National Careers Service and a wide range of teaching staff are available at the Information Evenings to provide information, advice and guidance. Details of the Information Evenings are published well in advance, in the full time study prospectus, on the college website, in local schools and in the media.

Step 2: Apply to college – learners can apply on-line via the college website at: www.derby-college.ac.uk. Paper applications are currently available for learners who are unable to access the on-line system through schools or connexions centres. If a learner contacts the College by phone the Learner Service Adviser will complete an application form over the phone. Following an on-line application submission, the learner is sent an e-mail acknowledgement. Following this, within ten working days from receipt of application, the Learner Service Admissions Team will contact the learner to invite them to attend an initial selection interview and screening assessment. Any learner wishing to apply for A levels is expected to submit a personal statement of no more than 300 words via the following link www.derby-college.ac.uk/interview

Step 3: Selection Interview and Screening – All learners applying for a place on a Derby College programme (excluding full cost short courses) are invited for a selection interview with curriculum staff. Interviews take place at the College site to which the learner has applied. These are delivered by curriculum staff throughout the year, from November to August. The member of staff carrying out the interview completes a standardised online selection interview record which is used by all programme areas. The interview record allows the interviewer the opportunity to score the learners responses to the questions being asked. Applicants are given the opportunity to answer the interview questions prior to attending the interview in College by accessing an online interview record link provided by Learner Services. Instructions on how

Date: 27/07/2016	Doc Name: Admissions Policy	Ref: HJ
Originator: Helen Jefferson	Area: Learner Journey	Page 6 of 15

ADMISSIONS POLICY



DERBY college

to access the interview record are provided in the interview invite letter. In this instance the interview question responses will be reviewed and discussed in greater detail when the applicant attends their interview appointment.

During the selection process all full and part time applicants (excluding applicants for full cost short courses) will undertake a screening assessment. This is used to determine whether support is required for literacy and numeracy.

Decisions regarding College place offers will only be given when a selection interview has been undertaken and the results of literacy and numeracy screening (if applicable) have been received and considered by curriculum staff. Some faculty departments may decide to invite prospective learners to undertake further selection methods, for example; undertake a taster session, complete a personal statement prior to the interview or undertake further skills assessment before making decisions to offer a place.

Learners who wish to apply to College but are unsure of their programme choice can request advice and guidance from the Learner Services Team. This is available via telephone or face to face in college. When the learner is able to make a programme choice they will submit an online application and the Learner Services Admissions Team will write to the prospective learner with an invitation for a selection interview.

Step 4: Receiving an offer - Within ten working days of the final selection interview stage the Learner Services Admissions team will contact the prospective learner to inform them of the outcome. The offer letter will include a reply slip and reply email address to enable the learner to confirm acceptance of the place.

Applicants declaring a support need will be contacted by the Inclusion and support team prior to enrolment and be offer a Support Planning interview. The resulting support plan and any specific resources or specialist staffing can be in place as early as possible in a Study Programme.

If it is not deemed appropriate that a learner is offered a place on the programme they have applied for, the applicant will be offered further advice and guidance from the Learner Services/Careers team so that alternative progression routes at College can be considered. The Learner Services Admissions team can arrange further selection interviews when appropriate.

Step 5: Faculty Events - During the year the College has a number of faculty events where current learners display work and/or skills. Applicants to a college programme will be invited to these events to provide the opportunity to visit the College campus and meet with current learners.

Step 6: IAG and Welcome to College Events - In August prospective learners will be sent a 'Welcome to College' pack. This will include an invitation to come to a Welcome to College event in late August or early September to confirm a programme of study and to complete the final stages of the enrolment process by signing a Learning Agreement. The pack will also include information about the IAG events available at college. These events will take place from GCSE results day and provide the opportunity for learners who don't meet the conditions of their offer to receive advice and guidance on alternative programmes of study.

NB: Broomfield Hall applicants can register an interest in residential accommodation as part of the above admissions process. All such applicants will be contacted separately concerning their interest in residential accommodation.

Date: 27/07/2016	Doc Name: Admissions Policy	Ref: HJ
Originator: Helen Jefferson	Area: Learner Journey	Page 7 of 15

ADMISSIONS POLICY



DERBY college

Late Applicants - open enrolment events at the start of September enable late applicants to enrol on College programmes. However, applicants are still required to go through a robust admissions process in order to assess their suitability for a course of study. Late applicants will be required to undertake a selection interview, taster (if applicable) and screening assessment before a decision is made to accept an applicant onto a programme. The facilities for these admissions processes alongside the provision of information, advice and guidance services will be available at all open enrolment events.

Returning learners to Derby College (years one to two/ two to three) will complete a roll over enrolment form at the end of their previous academic year, in order to confirm their intention to return. Learners wishing to apply for a next level up programme will have a 'Moving up Interview' with the curriculum team. Progression onto year two or three of a programme or the next level up programme will be subject to satisfactory performance and behaviour by the learner at the end of their first year/completion of study.

Existing Derby College learners who wish to progress onto a programme of study in a different curriculum area to their current one at College, are required to complete the online application form and will be invited by the Learner Services Admission team to attend an interview with curriculum staff. Learners who are applying for another programme of study at College will also be expected to undertake an interview and screening assessment.

Admissions procedure for apprenticeship applicants – applications for Derby College apprenticeship programmes are processed by the Apprenticeship Team. Applications can be made online via the Derby College website or by paper application. The admissions procedure for employed and non-employed applicants are detailed in the *Learner Journey Flowchart: Apprenticeship Learners* (see appendix 2)

Admissions procedure for employment based learners – applications for Derby College employment based programmes are processed by the Business Development Team. The admissions procedure for employment based learners are detailed in the *Learner Journey Flowchart: Employment Based Learners* (see appendix 3)

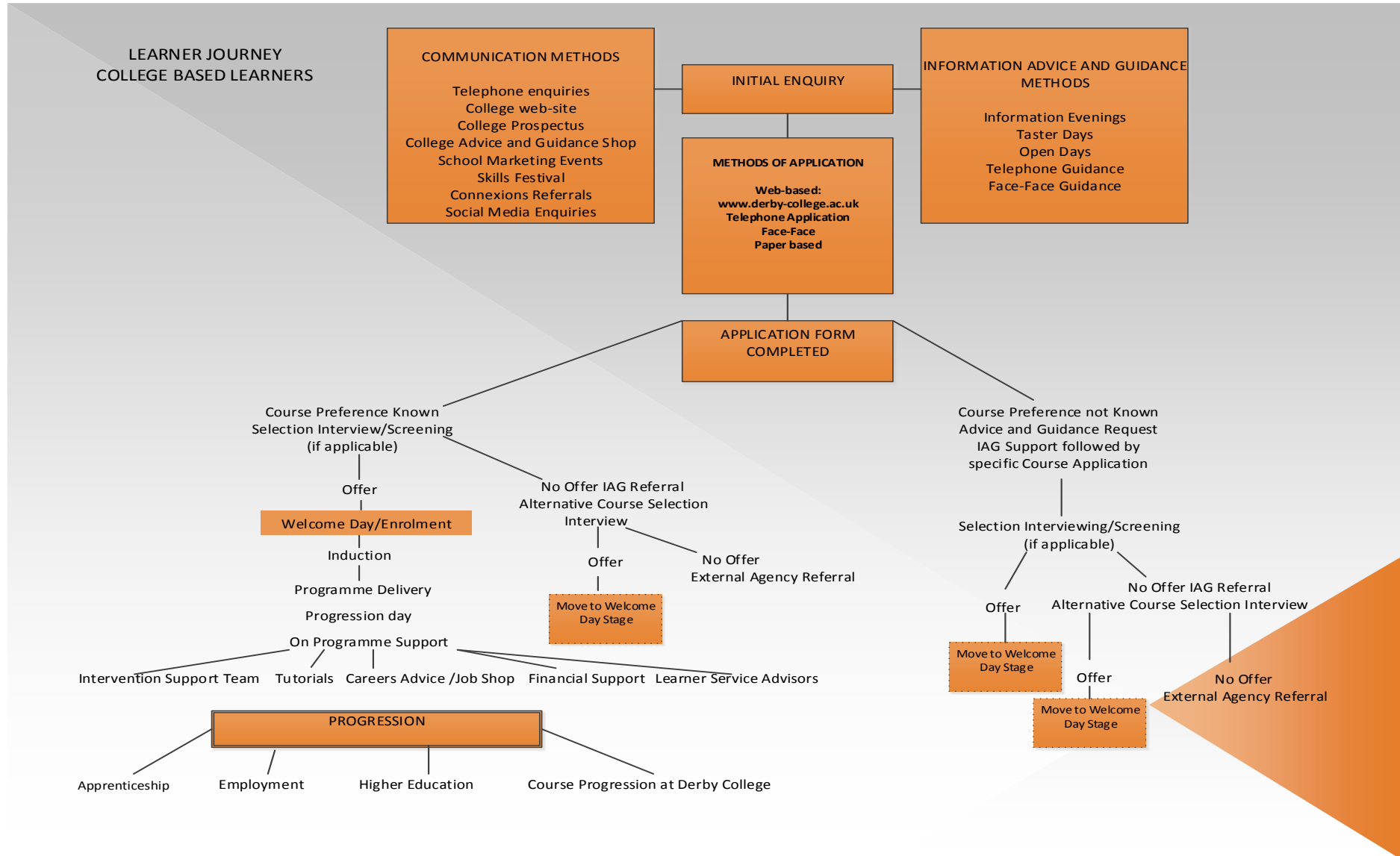
Admissions procedure for higher education applicants – applications for higher education courses are processed by the Learner Services Admissions Team in liaison with the Team Manager, Higher Education.

The procedure for admissions to higher education courses delivered by Derby College and higher education courses which are delivered in collaboration with partner universities/awarding bodies are detailed in the *Learner Journey Flowchart: Higher Education Learners* (see appendix 4). Further guidance notes can also be found in the following document; *Higher Education Admissions Policy*

Full cost short courses - applications can be made online via the Derby College website, via telephone or paper application. The Administrator for short courses operates an immediate booking system which involves processing payments in direct liaison with all applicants for short courses.

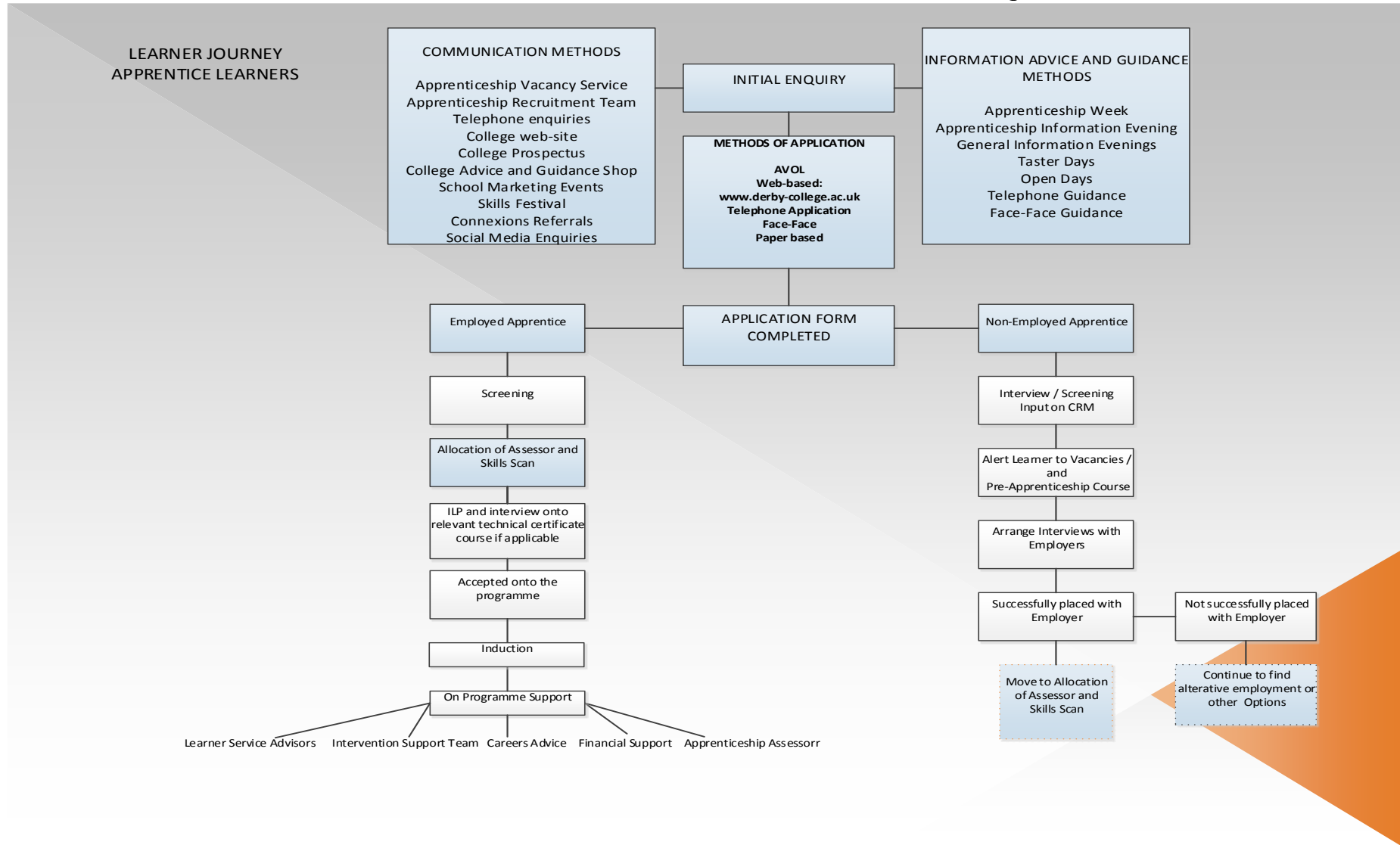
Date: 27/07/2016	Doc Name: Admissions Policy	Ref: HJ
Originator: Helen Jefferson	Area: Learner Journey	Page 8 of 15

ADMISSIONS POLICY



Date: 19/07/2015	Doc Name: Admissions Policy	Ref: HJ
Originator: Helen Jefferson	Area: Learner Journey	Page 9 of 15

ADMISSIONS POLICY

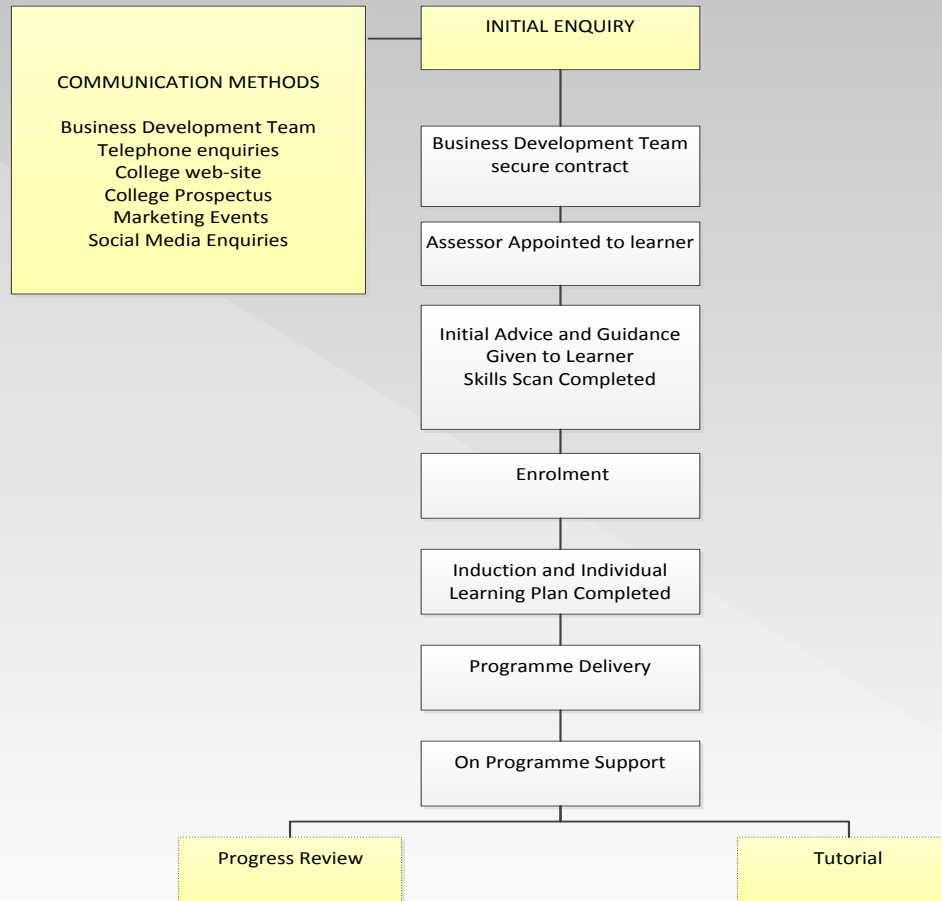


Date: 27/07/2016	Doc Name: Admissions Policy	Ref: HJ
Originator: Helen Jefferson	Area: Learner Journey	Page 10 of 15

ADMISSIONS POLICY

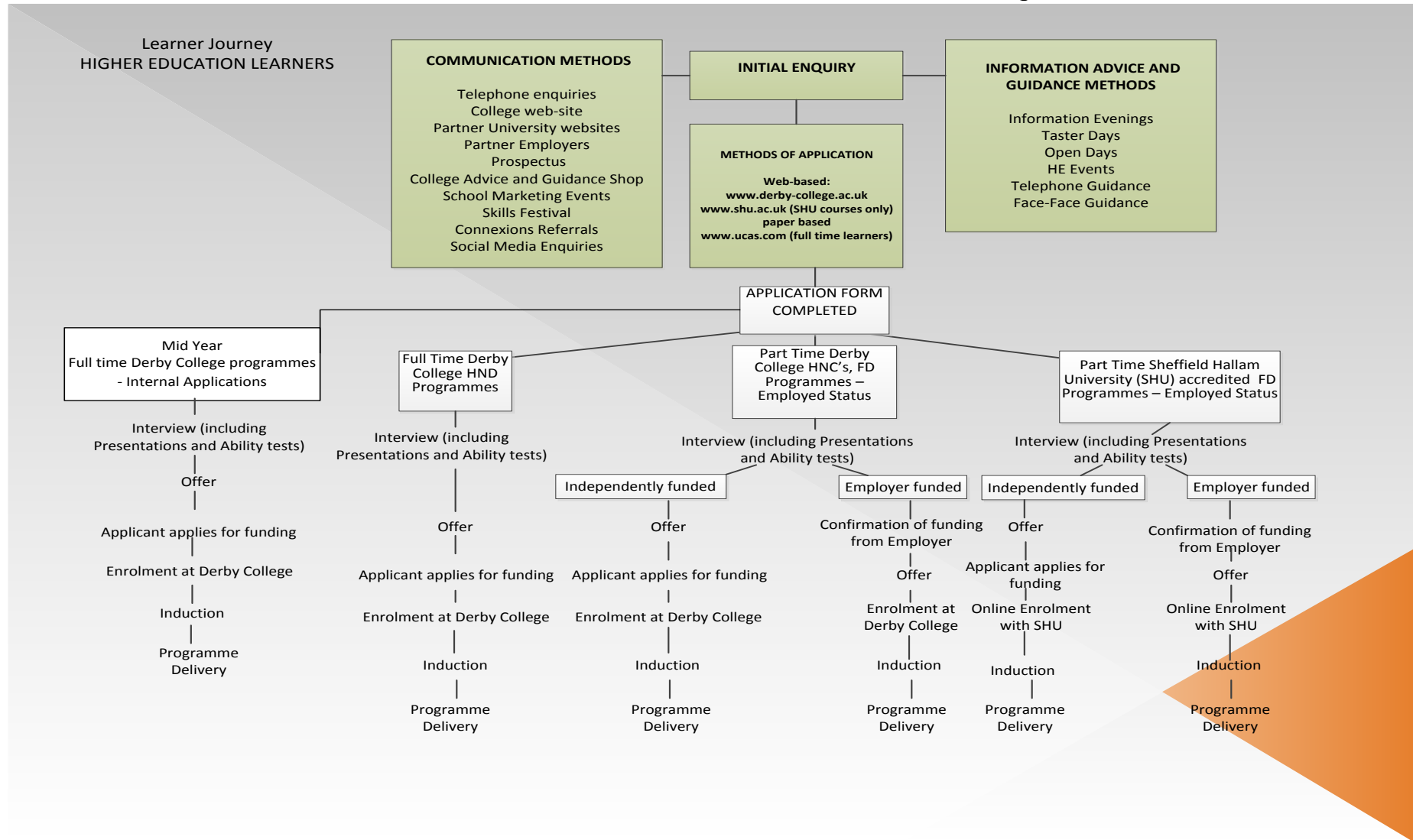


LEARNER JOURNEY
EMPLOYMENT BASED LEARNERS



Date: 27/07/2016	Doc Name: Admissions Policy	Ref: HJ
Originator: Helen Jefferson	Area: Learner Journey	Page 11 of 15

ADMISSIONS POLICY



Date: 27/07/2016	Doc Name: Admissions Policy	Ref: HJ
Originator: Helen Jefferson	Area: Learner Journey	Page 12 of 15

GUIDELINES

Open Access and Course Entry Requirements

Entry Requirements – Through its admissions policy, Derby College is committed to equality of access to learning for all, and to widening the participation of learners from under-represented, disadvantaged and previously excluded groups. As a part of this commitment, Derby College seeks to avoid any unnecessary or artificial barriers to access.

However, this policy does not mean that the College will automatically endorse any and every programme choice indicated by prospective learner. Sometimes, good course guidance means that the College may recommend a programme of study which is different from the one the learner first had in mind and which is believed to be more appropriate to his/her needs.

For example, it is known that most young people leaving school with fewer than 4 or 5 GCSEs A to C are unlikely to cope with the demands of a GCE AS/A2 Level programme and so it would be irresponsible to recommend such a programme to someone who is likely to fail. Similarly, the College needs to be mindful that many awarding bodies have their own statements concerning expected entry requirements.

Derby College advice and guidance staff work within an entry requirements ‘framework’ for new entrants to full-time and part time programmes. Entry requirements will vary between programmes of study. However, each course will have a clear statement about entry requirements which will be stated in the Derby College prospectus.

The College reserves the right to request references for a potential learner.

Information, Advice and Guidance

Information and guidance on studying at Derby College is made widely available throughout the community and by a variety of means;

Prospectuses - Each year Derby College produces a separate prospectus for part-time and full time study. These prospectuses are distributed widely in the local community with copies sent to a variety of venues such as schools, Connexions centres, libraries, employers, doctors’ surgeries and so on. All prospectuses can also be obtained, free of charge, upon request from the Learner Services Admissions team or the free phone College Contact Centre. In addition to the prospectus, course information is advertised throughout the year in the local press and other local media.

Derby College Website – found at www.derby-college.ac.uk and a variety of regularly updated information including:

- All of the programmes published in the full-time and part-time prospectus
- New short courses not available at the time the prospectuses were published
- Email facilities to request further information or copies of prospectuses
- Main college contacts , maps of how to get to Derby College

Learner Services - Learner Services advisers will provide impartial information and advice concerning programmes of study and support available to learners including additional learner support, financial support and child care. Advisers are available at each of the main Derby College campuses. Any member of the public and existing learners can drop into Learner Services to discuss the options available at Derby College. Alternatively an appointment to talk to a Learner Services Adviser can be made at any time by telephone or email. Learner

Date: 19.7.15	Doc Name: Admissions	Ref: HJ/V2
Originator: Helen Jefferson	Area: Learner Journey	Page 13 of 15

Services are available at a range of events to support applicants decision making including; information evenings, school and community events, IAG days, Welcome to College and Enrolment events.

Initial Assessment - Derby College guidance staff will use available, relevant information about a prospective learner's aptitude, ability and previous experience in order to recommend the most appropriate level and programme of study. This information will include any recent examination results and other relevant experience as recorded in documents such as the individual's Progress File, Career Action Plan or Individual Learning Plan.

For some groups of learners, and for some programmes, an initial assessment of skills will be carried out to assist the guidance process. The initial assessment process involves screening of literacy and numeracy standards for learners applying for all full time and part time programmes of study.

Applicants identified as having a learning difficulty and/or disability, or support needs

- As a result of the initial assessment process and/or in the light of other information about a learner, such as an Education Health and Care Plan (Statement of educational need, Learning Difficulty Assessment or section 139a assessment) it may be appropriate to provide enhanced support. The College will consider applications from all applicants who declare a disability and/or an impairment and/or condition on the same criteria as all other applicants. In deciding whether to accept an applicant, account may need to be taken of any overriding health and safety concerns, barriers relating to professional requirements or the College's ability to make reasonable adjustments. Applicants will be invited for an admissions interview where additional requirements or concerns will be addressed sensitively and constructively

Derby College is able to provide a range of different personalised Inclusion and Support services to meet the varying educational needs of its learners. The Derby College prospectus and website describes in greater detail the types of additional support available.

Mature applicants with complex needs - The College welcomes applications from mature learners and each learner is considered on individual merit

Disclosure of unspent criminal convictions - The majority of learners studying on full time courses are between the ages of 16 to 19 years and the College is aware of its responsibilities to provide a safe working environment. With this in mind the College requires applicants to declare any 'relevant' criminal convictions. 'Relevant' means any offences against a person, whether violent or sexual, and offences involving drugs or controlled substances.

A conviction does not mean someone cannot come to college, but the college does need to be aware of convictions and will carry out risk assessments. Convictions that are spent (as defined by the Rehabilitation of Offenders Act 1974) are not considered relevant and therefore do not have to be disclosed, unless the applicant is applying to a course involving working with children or vulnerable adults, in which case all previous convictions must be disclosed. An applicant with unspent convictions will be required to complete a disclosure form 'Additional details of unspent convictions'.

This enables the College to identify the level of risk the applicant may pose to the College, its staff and learners and decide if the application can proceed. Certain convictions may lead to refusal to enrolment. If the Risk Assessment Panel believes it necessary, the College may also ask the prospective learner to agree and pay for a DBS (Disclosure and Barring Service) disclosure being carried out. Refer to 'Criminal Conviction Policy, Guidelines and Procedure' for further detail.

Date: 19.7.15	Doc Name: Admissions	Ref: HJ/V2
Originator: Helen Jefferson	Area: Learner Journey	Page 14 of 15

International learners - Derby College welcomes overseas applications. Some learners are classed as having overseas status and need to have further checks undertaken before their application can be processed. Those learners should be identified through the application form which requires applicants to provide information regarding residency. All international applications will be referred to the International department to undertake residency checks and assess their eligibility for financial assistance before the application can proceed. Further guidelines for processing international learners can be found in the following document: International Student Admissions (guidance notes)

Enrolment - Derby College enrolment arrangements have been designed to be as user-friendly as possible, with minimum form filling. Most of the information necessary for enrolment is recorded directly into a computer database via the on-line application process.

All information about a learner is recorded at enrolment with his/her consent and is subject to the Data Protection Act 1998 and Human Rights Act 1998.

Derby College reserves the right to refuse an application or enrolment. Applications from prospective learners who fall into this category will be given full consideration before any such refusal.

The College reserves the right to refuse admission to any applicant who:

- has previously been subjected to the Derby College Managing Learner Behaviour and Disciplinary Policy and Procedure and has not followed the recommendations following the outcome of this process
- it is believed is not capable of achieving the qualification applied for
- has outstanding debts to the College
- provides false or misleading information on an application or enrolment form
- Is not deemed fit to study

Appeals - Learners who wish to appeal against any decisions made during the admissions or enrolment process should contact the Vice Principal. The nature of the appeal should be set out in writing, clearly explaining the grounds for appeal.

Right of appeal against decision to refuse admission

Where applicants are refused a place at the College (or refused a place on the course or programme applied for), they have a right of appeal against the decision. This right must be exercised within (five) working days of the applicant being refused admission by writing to the Vice Principal setting out the grounds of their appeal. The unsuccessful applicant will then be invited to an appeal meeting with the Vice Principal at which they will have the right to be accompanied.

The appeal meeting will normally take place within ten working days of the College's receipt of the unsuccessful applicant's grounds of appeal. The College will write to the individual within ten working days of the appeal meeting to confirm the College's decision. This decision is final and there is no further right of appeal.

Date: 19.7.15	Doc Name: Admissions	Ref: HJ/V2
Originator: Helen Jefferson	Area: Learner Journey	Page 15 of 15