

city college

brighton and hove

Admissions Policy for Full Time FE Courses 2011/12

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Scope of Guidelines

This policy applies to all applicants who are seeking admission to City College Brighton & Hove, for a full-time programme of study including those who are already at the College and wish to progress from one programme of study to another. These guidelines will be subject to annual review. The guidelines stated in this document apply to full time admissions for the 2011/12 academic year.

Key Principles

City College Brighton & Hove handles applications as guided by the principles laid out in this document and in line with the College's commitment to Equality and Diversity, its Single Equality Scheme and its Safeguarding duty for students studying at the College. The guiding principles for the college's approach are:

- To build a College community which celebrates its diversity and the contributions of a wide range of students and where all students believe they are welcome and safe.
- The operation of open and transparent procedures.
- The operation of procedures guided by a sense of 'fairness' and the aspiration to place the 'right applicant on the right course'.

Relevant Policies

Available on the College website

- Equality & Diversity Policy
- Single Equality Scheme
- Safeguarding Policy
- Child & Young Persons Protection Policy
- Protection of Vulnerable Adults Policy
- Equal Opportunities Statement
- Careers Education and IAG Policy
- Common Application Form Guidance

Policy Statements

Information, Advice

- The College will ensure that applicants receive information and advice from the Guidance & Admissions team and/or the Course Tutors in order to help them decide on the course of study best suited to their needs.
- The College will work with other agencies such as Connexions, schools, universities, employers and specialist support services to develop appropriate information sharing and referral processes and to ensure the information and advice provided to potential learners is accurate.
- The College will offer applicants the opportunity to view the College and its facilities prior to the commencement of a course by holding open days, taster events or by arranged visits.
- Disabled applicants (including those with learning difficulties) can access appropriate support from the College's Intensive Support and Learning Development teams and will be given the opportunity to disclose their support needs at application, interview and at enrolment.

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Applications

- Year 11 applicants in LSC Planning Area D (Brighton and Hove) should apply through a common application process shared with BHASVIC and Varndean Colleges. Applicants from Year 11 education providers in this planning area should complete only one application form and should send it to the Admissions Office for the College of their first choice. A second and third choice of College may be indicated on the form. Full details of the application procedure are given in the Guidelines that accompany the application form. These are available from the Guidance & Admissions team at City College.
- A specific City College application form is used to cover all other full-time applicants. This can be obtained from the Guidance & Admissions team, on the college' website to download and is included in the full-time course prospectus for school leavers.
- Applicants shall be made aware of the stage their application has reached and will receive replies to all correspondence within 5-10 working days of its receipt.

Late Applications

- Applications received on or after the 31st March 2011 will be considered as late applications. Subject to course places being available these applications will continue to be processed and course interviews will be arranged by agreement with each curriculum area.

Entry Criteria

- The College has published academic entry criteria for all full time courses with the exception of its Entry Level programme. The criteria will be guided by a commitment to ensure progression through levels of learning and to ensure that applicants have the academic ability to achieve and succeed on their chosen course. The entry criteria are in the Full Time Course Prospectus for 2011/12.
- Exceptions to the stated criteria may be made for applicants who are identified as being home schooled or Not in Employment, Education or Training (NEET). In these instances assessment of core competencies displayed at interview will be used. Additional consideration will be made for disabled applicants not achieving entry criteria.
- Adjustments to the stated criteria **may** be made for applicants who are assessed as having a disability or learning difficulty in line with the College's Disability Equality scheme.
- Existing College students applying to undertake a further programme of study are required to fulfil the relevant entry criteria and follow the admissions procedure for internal applicants.
- Applicants for whom English is a second language may be asked to complete an assessment of their reading, writing and comprehension as a condition of entry onto non-ESOL courses.

Interviews

Internal Progression Applications

- Priority will be given to applicants who are progressing from City College courses subject to their application being processed by 31st March 2011. The College will aim for these applicants to be interviewed and offered course places (subject to relevant conditions being met) before courses places are filled by new applicants who are not progressing from City College courses.

General Applications

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The College application deadline is Friday 3rd December 2010.

The College will hold three main Course Interview Days on:

- Friday 28th January 2011
- Wednesday 3rd March 2011
- Tuesday 10th May 2011 (afternoon only)
- Thursday 30th June 2011 (afternoon only)

Applicants will have equal priority if they have applied before the 30th June 2011. We do not prioritise applicants based on the interview date offered but by the date the application has been received.

Interview No Shows

Applicants who fail to attend their College interview and who do not contact the College, will be sent invites for a further two interview dates. If the applicant fails to attend by the third date or does not contact the College, their application will be withdrawn. The applicant will be sent a letter to say that we have had to withdraw their application within 21 working days. The College will endeavour to contact the individual either directly or via their school to ascertain the reasons for withdrawing their application. If the applicant is under 19 years old they will be referred to the local Connexions services in line with the September Guarantee requirements.

Initial Assessment

- All applicants (except internal progression applicants) will be asked to complete an initial assessment of their literacy and numeracy during the course interview process. The information from this assessment will be used to indicate potential learner support needs. Reasonable adjustments to the initial assessment process may be made for disabled candidates.

Supporting Disabled applicants (including those with Learning Difficulties)

- City College Brighton and Hove welcomes applications from disabled applicants as well as from people with literacy, numeracy and language difficulties.
- Where an applicant is identified as declaring a disability or a difficulty which may impact on her/his learning this will be followed up by the College's Intensive Support team. A disclosure form will be sent to the applicant asking for further details of the support or reasonable adjustments which may be needed.
- The Intensive Support team will provide:
 - Guidance and training for tutors on the disclosure of disabilities or learning difficulties at interview.
 - Provide support for applicants at interview if the applicant is identified prior to interview as requiring specific support.
 - Provide tutors with information on the differentiation required for learning.
- Any applicant with a disability who is not offered a place on a course will have this decision reviewed by the Head of Intensive Support to ensure that the appropriate consideration has been given to the application.
- Offers of places to disabled applicants (or to applicant who may need learning support) will also be reviewed by the Intensive Support Manager to ensure appropriate reasonable adjustments can be made to college services.

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Equality and Diversity

- City College welcomes applications from applicants irrespective of their disability, family responsibility, marital status, race, ethnicity, nationality, faith, gender or sexual orientation.
- City College has in place a Single Equality Scheme which will bring together its existing equality schemes into one plan and extend its scope to cover; disability, race, gender, age, faith and sexuality.

Risk Assessment & Safeguarding Duty

- City College has a duty to ensure all students and staff feel safe and protected whilst at the College.
- City College will work with statutory and other local agencies to ensure the safety of its students and staff.
- City College will undertake risk assessments on applicants or students who disclose potential risks.
- Where there is an identified risk, the College reserves the right to share information regarding the risk with statutory and other agencies in order to ensure the safety of its students and staff.
- City College reserves the right to refuse entry to the College, if following the risk assessment process the College feels the risk attached to an applicant is too high.

CRB Checks

City College requires applicants who apply for specific courses to undertake CRB checks prior to starting the course. This will normally be completed as part of the interview process. This process relates to courses where there is a work placement which requires the CRB check. All offers for courses where there is a CRB check requirement will be conditional to the successful CRB clearance.

Fees Assessment

If an applicant declares a non-EU nationality on their application form, or that their normal country of residence is outside the UK, or that they have not been living in the EU for the last 3 years they will need to attend a Fees Assessment. The Fees Assessment will determine if they should pay 'Home' fees or 'International' fees.

Course Offers

- Course offers may have conditions in addition to the standard academic entry criteria.
- No course offer will be made at interview. Course offers will be made in writing via the Guidance & Admissions team normally within 15 working days of the interview subject to relevant support information and references being received.
- If a course is thought not to be suitable, or the applicant does not meet the required course entry criteria, they will be invited in to see a member of the Guidance & Admissions team for support in looking at alternative courses. The College will make every effort to ensure it meets the requirements of the September Guarantee.
- Reasons not to offer an applicant a place would normally include:
 - Applicant not having the (predicted) academic requirements to meet the published entry criteria.

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- Applicant being supplied with a poor reference from their previous school or college. In some instances an applicant may be asked to complete a Code of Conduct as a condition of entry if a reference causes concerns about an applicant's behaviour.
- Applicants not displaying the core competencies expected for a programme of learning at the College at interview.
- Applicant not being able to meet the specific work placement requirements for the course.
- Where apprentices who need to have an employer in order to start an apprenticeship do not have this in place

Course Places

- The College will determine the total number of places available for admissions on an annual basis based on its funding agreement with the Young Person's Learning Agency and the availability of accommodation and other resources.
- The maximum number of offers made to students will be higher than the maximum target places for a course as stated on the College's Curriculum Plan. This level will be based on the historical take up of places for courses and agreed by the relevant Curriculum Head. This over-offering of places will aim to ensure that enrolments are in line with course targets. If an offer is unconditional or the conditions of a conditional offer are met, City College will honour the offer unless there are exceptional circumstances (e.g. where this may have a serious impact on health and safety or conflicts with other statutory legislation.)

September Guarantee

- When a course has reached its maximum level of course offers, applicants will be entered into the College's 'Clearing' process and will be invited to attend an interview to consider alternative courses. If the applicant does not want to pursue alternative course options their application will be withdrawn. If the applicant is under 19 years old the College will refer them to the local Connexions service in accordance to the September Guarantee.
- The College will not hold waiting lists for its courses.

Course Closure

- Where a course is under-subscribed or there is a significant change to how a course is funded, the College reserves the right to withdraw the course. In such cases, applicants will be offered advice and guidance on the availability of alternative courses, both at the College and with other local education providers. However the offer of a place cannot be guaranteed.

Course Acceptance

Applicants **must** accept or decline their place at College by returning the reply slip at the bottom of the offer letter or by telephoning the Guidance & Admissions team within the stated timescale as stated on the offer letter otherwise your place may be at risk.

Reservations on Admissions

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The college reserves the right to:

- Request references and/or school reports for applicants.
- Require Criminal Record Bureau checks prior to entry on courses that lead to careers where this is a requirement or where work experience providers have this as a requirement. Certain convictions may lead to a refused course offer.
- Review and refuse admission to an applicant/learner who has previously been excluded from this or any other educational institution. This will be subject to an interview with the relevant College Manager to assess suitability to study in a college environment and duty of care to other students and staff.
- Conduct risk assessments, review and refuse admission for applicants where there is evidence that they could be a threat or danger to others. This is in relation to the college's duty of care to learners and staff.
- Review and refuse admission to an applicant/learner who has any outstanding debt to the College.
- Require that learners are funded by a government body, themselves or another body in order that the College receives payment for the cost of studying.

Any review process will be conducted according to the Key Principles listed above. Information collected as part of the admissions process will adhere to the current legislation concerning data protection.

Joining the college

Every effort is made to ensure that joining the college is a positive experience for applicants. All applicants starting a course will be sent joining instructions during July and literature on financial support, the Student Centre and other relevant information about life at the college.

Early Induction Sessions (June / July 2011)

All applicants who have full time course offers will be invited to attend a mandatory course induction session during June or July 2011. Applicants will also be invited to pre-enrol at college. This includes applicants holding conditional course offers. Applicants will be sent details on this process from the end of March 2011.

Appeals and Complaints

- If an applicant wishes to appeal against a decision made by the College with respect to an application to study at the College, a letter should be sent to the Head of 14-19 and Recruitment at the College. An acknowledgement of an appeal will be sent within 3 working days. This appeal will then be presented to the relevant College Manager. The applicant should expect to receive a formal response regarding their appeal in writing within 15 working days.
- If an applicant is dissatisfied with the outcome of this appeal they can ask for a further appeal to be made to the Vice Principal for Recruitment and Admissions and subsequently to the College Leadership Team.
- Any dissatisfaction with any administrative or service delivery aspect of the admissions process can be addressed using the College's published Complaints Procedures.