



QUALITY ASSURANCE

ADMISSIONS – Policy Ref: GLS/11/2

This Procedure relates to the above policy.

1. Procedures

1.1 Warrington Collegiate 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

1.2 Learner & Learning Services will:

- Provide high quality information, advice and guidance in-line with the matrix quality kite mark
- Provide high quality course information sheets and prospectuses
- Operate within all College policy guidelines
- Process all full time applications and relevant part time applications via the central admissions system
- Liaise with schools for all school leavers to ensure suitable references are sought
- Liaise closely with Curriculum Managers, staff and clients 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 Connexions, local schools and other agencies where appropriate e.g. UCAS
- Refer applicants to the College careers staff, where appropriate, to receive further advice and guidance
- Refer applicants to the College Guidance & Welfare 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 full time students follow the college-wide entry requirements (Appendix A)

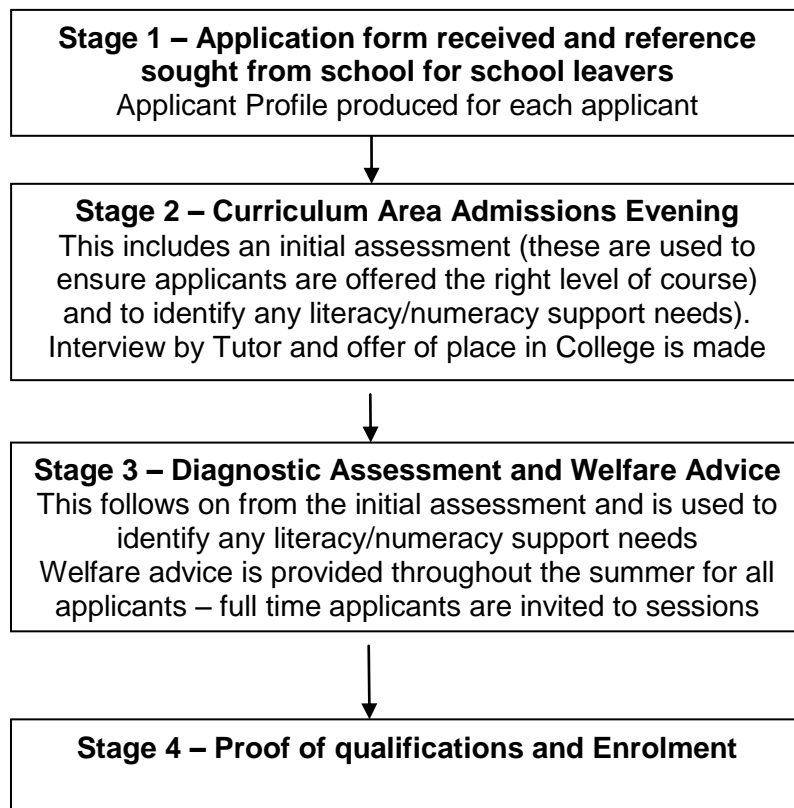
1.3 The Marketing Directorate team will:

- Operate a 'keep-warm' strategy for potential students including regular contact by text-messaging and newsletters

1.4 At interview, Tutors will:

- Provide high quality, impartial advice and guidance to clients within a 30 minute interview
- Will liaise with their Curriculum Managers to ensure that course information is up-to-date and relevant (on EBS Intranet system)
- Ensure clients are referred to Learner & Learning Services if a particular course or area of study is unsuitable. Learner & Learning 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 students have the agreed entry requirements (Appendix A)
- 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

2.0 16-18 admissions process



3.0 19+ admissions process

All courses at the College are colour coded:-

Green – Applicants can be enrolled by Learner & Learning Services

Amber – Applicants must attend a Curriculum Area Advice Session

Red – Applicants must follow the full time admissions process

Courses coded green can call into Learner Services between 8.30am – 5pm Monday and 8.30am - 7pm Tuesday to Thursday and 8.30am – 4.30pm Friday. Applicants enquiring about an amber course are required to attend a curriculum led advice session pre entry.

4.0 Entry Requirements

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

What if entry requirements are not met?

The applicants Initial and Diagnostic Assessment results will be taken into account if they are a mature learner, as follows;

- 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 Manager. The Director of Learner & Learning Services or the Recruitment Manager can be consulted at any time.

It is important that all staff involved in the admissions process, including Learner Services and Tutors, follow these guidelines.

5.0 Refusing Entry / Delaying Offer

Applicants can be refused entry to the college based on the following:

- Unsatisfactory reference – the Recruitment Manager will liaise with the Director of Learner & Learning Services to make the final decision. All school leavers must supply a school reference.
- The applicant 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 Deputy Principal.

Applicant can be refused entry to the course based on the following:

- Not met entry requirements - if the applicant has not met the entry requirements, then they can be advised to apply for a more suitable level of course which may include a guidance session with the Careers team in Learner Services.

An offer of a place on a course can be delayed based on the following:

- Not demonstrated readiness to learn - if the student has not demonstrated that they are 'ready to learn', either at interview or from their reference, the Tutor may decide to re-interview the student. This can only be done with another member of staff (including Welfare if appropriate). Rejection can only be made after the 2nd interview.

The student will be informed of this decision including the reasons why, and invited back into College for the 2nd interview (subject to numbers).

All 2nd interviews must be approved by the Recruitment Manager or Director of Learner & Learning Services.

Refusal procedure

Any refusals must be approved by the Director of Learner & Learning Services. Refusals are normally only made in exceptional circumstances (e.g. safeguarding concerns).

6.0 Overseas Applications

Applicants apply in the same way as full / part time learners. Once they have received an Offer Letter from the college, they need to apply to the UK Border Agency for a Certificate of Acceptance to Study. Once the college has received a copy of this, the applicant can enrol. Overseas students need to bring in their passport, visa and any other appropriate documentation.

7.0 Applications from Ex-Offenders

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

A rigorous risk assessment will be conducted by the college's Safeguarding Officer and Health & Safety Officer 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 Deputy Principal who has the authority to accept or decline the application based on the findings of the risk assessment.

8.0 Appeals

If an applicant wishes to appeal, then they must do so in writing to the Recruitment Manager, and provide a second school reference [following the Warrington Collegiate pro forma] within 10 working days of the date on the refusal letter.

The Director of Learner & Learning Services will consider all appeals and inform potential students of the decision within 5 working days of receipt of letter.

9.0 Quality Assurance

The admissions policy is quality assured via the Recruitment Manager, internal inspections, audits and recorded observation of the interview/advice session.