
Student Admissions Policy 2016 – 2017

1.0 Policy Statement

The College sets its own admissions policy in line with the strategic plan, vision and values of the College, promoting a fair and transparent admissions process. As a strategic partner with the University of Sunderland for the provision of Higher Education - Foundation Degree programmes, this policy is in conjunction with the admissions policies and UK Quality Code for Higher Education of the university. The College ensures that this policy meets any funding requirements associated with the recruitment of learners including Education Funding Agency, Skills Funding Agency, Higher Education Funding Council for England, Advanced Learning Loans, Higher Education Loans and other external funding received into the College.

All admissions to the College will be handled confidentially and as guided by the principles laid out in this document and the College's associated procedures, service commitments and recruitment strategies. The College is committed to Equality and Diversity, the Single Equality duty and its duty of care for students studying at the College. All staff involved in admissions interviews and decision making process are recognised as professional and appropriately trained.

The College will:

- Recruit learners with integrity and to the most suitable course
- Be guided by a sense of fairness and a transparent process
- Provide accurate and timely impartial information advice and guidance at all stages in the pre entry learner journey
- Ensure that at all times the safeguarding of learners is embedded into admissions process

The College accepts that it is not possible to plan for every situation that might arise in the admissions process but will strive to ensure that a fair and equitable service is provided to all potential students.

The College requires that learners are funded by a government body, in receipt of an Advanced Learning Loan, Higher Education loan, have secured other funding, or are self funding in order that payment for studying is received.

2.0 Scope of the policy

This policy applies to all applicants who are seeking admission to the College. This includes new full time, part time, Apprenticeship and Higher Education learners. The policy also includes those learners who are already at the College and wish to progress from one course of study to another.

This policy does not include flexible learning and learners studying with an organisation working in partnership with the College for which separate arrangements exist.

This policy does not include learners under 16 who may be admitted to the College via a partnership with the school or other agencies. Individual requests for admission for potential students under 16 are required to be forwarded in writing to the Director of Curriculum.

The College is not registered with the UK Border Agency and as such cannot support admissions from non EU applicants for both further and higher education courses.

3.0 Related documents

- 3.1 Strategic Plan 2013 - 2016
- 3.2 University of Sunderland Admissions policy and procedures
- 3.3 QAA UK Quality code for Higher Education Part B: B2 Recruitment, selection and admission to higher education
- 3.4 Safeguarding Policy

- 3.5 Equality and Diversity Policy
- 3.6 Criminal Convictions, Reprimands and Final Warnings procedure
- 3.7 Recruitment Strategy and associated plans
- 3.8 Fee policy
- 3.9 Customer Complaints procedure

Copies of the documents can be found on the College website: www.bishopaucklandcollege.ac.uk or upon request direct to the college telephone 01388443000

4.0 Context

4.1 Pre entry

At enquiry stage all potential learners will receive accurate and up to date course information, including entry requirements, fees and funding information to enable informed choices to be made. This will be promoted to prospective learners, parents/carers employers and other organisations through:

- College open evenings and recruitment events
- Full time, part time and higher education course guides
- Online course information
- College website: www.bishopaucklandcollege.ac.uk
- Access to pre entry impartial information advice and guidance to make informed choices
- Specific information available in community languages, large print or audio tape

4.2 Making applications

4.2.1 New Applicants

Applications for the following courses are to be made via the Colleges application form available online (www.bishopaucklandcollege.ac.uk) or direct from the college:

- All full time
- All full time Higher Education courses (Higher National Diplomas)
- All part time Higher Education courses (Foundation Degrees, Higher National Certificates)
- All part time courses requiring an admissions interview

Where an application is made for a Higher Education course, applicants are required to satisfy the following criteria:

- Be at least 18 years of age on the published start date of the course
- Satisfy or be exempted from the General Entrance Requirements set out in the college course information or guides
- Be demonstrably proficient in spoken and written English to the satisfaction of the College before commencing the programme of study
- Satisfy or be exempted from additional entrance requirements where prescribed for individual programmes

Part time courses that do not require an admissions interview and for which direct enrolment can be processed will be clearly stated on the college website, college course guide publications and course information leaflets.

4.2.2 Apprenticeship programmes

Applications for Apprenticeship programmes have a differentiated approach depending up on the age and employment status of the applicant as follows:

- Applications for apprenticeship courses from potential students currently at school or sixth form or other secondary education will be processed in line with full time admissions procedures
- Applications from potential students holding an offer of employment are directly handled by the College Apprenticeship team with admissions paperwork completed by this team and returned for processing to the Colleges central admissions services
- Applications from potential students' post 16 but not in receipt of an offer of employment will be invited in for an initial assessment. Following which, the applicant will either be offered a place on an apprenticeship programme subject to securing appropriate employment, traineeship or referred to the Careers team for further guidance

The Apprenticeship team may from time to time advertise employer vacancies and will directly recruit to employment utilising admissions systems and procedures upon commencement of Apprenticeship programme.

4.2.3 Existing students

- Full and Part Time learners (excluding Foundation Degree programmes) wishing to progress from one course to another can move directly to enrolment upon the production of a Student Progression Record signed by both outgoing and incoming tutor. Students not progressing will be referred to the Careers Team for guidance on other opportunities.
- For learners on Foundation Degree programmes a 'pass to proceed' will be agreed facilitating progression to the next year.

4.3 Interview stage

For courses that require an admissions interview the following will apply:

- All applicants will be invited to attend an interview with the curriculum tutor or designate for their chosen course within the colleges recruitment process.
- All applications received for full time courses where more than one choice has been selected will be invited to attend for an interview and have a discussion with a Careers Adviser in the first instance. Following which, an admissions interview will be arranged for the most suitable programme
- All admissions interviews will follow set criteria and are designed to ensure that a good match between the abilities of the applicant and the demands on the programme are achieved and students are selected who can reasonably be expected to complete their studies successfully
- Any applicant that discloses learning support needs may require additional discussions to establish the most appropriate action required to meet their individual needs to support successful achievement. The College will determine the level of support required in readiness for commencement of the programme. Applicants for Higher Education will be asked to give details of any disability or Specific Learning Disability so that the College can advise them provisionally on the level of support available. Information provided will be to support the learner and will not be included in any assessment for admission to the College.
- All applicants are requested to disclose any criminal convictions at the interview stage. These are then processed in line with the Colleges Criminal Convictions, Reprimands and Final Warnings quality procedure. The College recognises its duty of care to learners and staff and reserves the right to refuse entry to the college.

- Within recruitment processes for full time courses applicants will be required to undertake an assessment of English and Maths to enable the college to establish the most appropriate provision that meets learners needs

4.4 Decisions

All decisions relating to admissions will be made by course tutors or designates and will be based upon:

- Meeting the set entry criteria
- Ability to complete and achieve the qualification.
- Outcomes from initial assessments to determine level of maths and English
- Head Teachers' reports
- References
- Other supporting information from external agencies
- Outcomes from panel meeting for criminal conviction disclosure
- Outcomes from DBS checks
- Availability of places
- Work related experience if applicable
- Equality and Diversity
- Ability to secure appropriate funding

In making decisions with respect to Higher Education programmes the following criteria will also apply:

- Qualifications presented for consideration must be in approved subjects
- Where an applicant does not possess the required entry qualification the college will seek evidence that the applicant can study at the required level and has achieved the specific learning outcomes, including professional competencies
- Proficiency of spoken and written English must be at a level required for admission to the programme
- The applicant has a broad general education

4.5 Making an offer of a place.

Offers made for courses may be conditional or unconditional depending on the above outcomes from the admissions interviews.

All applicants will be advised of the outcome of the admissions interview in writing. Where applicants are required to apply for an Advanced Learning Loan or a Higher Education loan, information to support a loan application will be included within the written offer of a place at the College. The offer of a place will also include the College terms and conditions set out for loan applications.

Places on courses can be limited due to funding. If courses are full the applicant will be informed and waiting lists may be established depending on curriculum planning and availability of funding.

If an applicant is not offered a place at the college they will be informed in writing and if requested feedback will be provided. A referral will also be made to the Careers Team for alternative provision as appropriate.

Where applicants have accepted offers on courses which incur a fee the applicant will be expected to secure funding prior to course commencement and agree a payment plan in the event of funding declined.

All late applicants will be entitled to an admissions interview where applicable subject to availability of places.

In the event of changes to course programmes i.e. start dates all applicants and directly enrolled students will be advised of changes prior to the start date of the programme.

4.6 Registration and Enrolment

Places for full time courses are finalised at the College Results and Enrolments Days held post examination results when applicants for full time courses holding offers are invited to attend. Following a discussion with the course tutor enrolment is completed on the agreed course and level.

Part time and Higher Education Learners are invited to complete and finalise enrolment following the course offer. Payment is collected upon enrolment where learners are self funding. Where learners have applied for funding, evidence of funding secured will be required at the point of enrolment. In exceptional circumstances the college may complete enrolment without funding secured on the condition that the learner accepts the responsibility that payment will be required if funding is unsuccessful.

All applicants enrolling for college programmes do so in accordance with the procedures, terms and conditions as published on the colleges learning agreements. Applicants enrolling for Higher Education Foundation Degrees do so in accordance with the College and the University of Sunderland's procedure, terms and conditions.

Applicants may not enrol for a course that they have previously completed and achieved.

4.7 Appeals procedure

If an applicant is not offered a place at the College they have the right to appeal.

A letter is required to be sent to the Head of Student Services who will investigate the decision and provide feedback on the outcome within 10 working days.

Appeals are to be directed to the following address
Head of Student Services
Bishop Auckland College
Woodhouse Lane
Bishop Auckland
Co Durham
DL14 6JZ

If the appeal is in relation to a Higher Education course which is provided in conjunction with the University of Sunderland the appeal will be handled in accordance with the University's appeals procedure.

An applicant also has the right to make a complaint with respect to the Colleges admissions services in line with the Colleges complaints procedure.

4.8 Policy review

This policy will be reviewed annually by the Head of Student Services responsible for student admissions services. The College reserves the right to vary any part of the admissions processes to ensure that it upholds its duty of care for staff and learners.