

# Admissions and Enrolment Policy

Policy Details	
<b>Policy Owner</b>	Head of Registry and Examinations
<b>Date produced</b>	May 2019
<b>Approved by</b>	Policies and Procedures Committee
<b>Date approved</b>	June 2019
<b>To be reviewed</b>	June 2020
<b>Publication</b>	4Policies and USP College Website

## **1. Introduction**

- 1.1. USP College is committed to ensuring that our Admissions and Enrolment processes are fair and enable students from all backgrounds and abilities to access Further and Higher Education.

## **2. Statement of Intent**

- 2.1 USP College intends to attract and recruit students in a way that is fair, consistent, transparent and confidential and are in the interests of the student. The college will:
  - a. Ensure that potential students have access to impartial advice and guidance tailored to the needs of the individual.
  - b. Ensure that when applicants have accepted a place, the arrangements for the enrolment, registration, induction and orientation of new students are explained to them, and to ensure that these arrangements promote their efficient and effective integration as students.
  - c. Provide clear feedback to unsuccessful applicants on request.
  - d. Admissions Inform prospective students, at the earliest opportunity, of any significant changes to a programme made between the time the offer of a place is made and enrolment is completed, and advise them of the options available in the circumstances. Higher Education (HE) students will be informed of any changes/cancellations of programme 6 weeks prior to the course start date.

## **3. Introduction and Purpose**

- 3.1 All applicants are considered for admission on the basis of educational performance and/or professional experience that provides evidence of ability to meet the demands of the chosen course. In addition to academic qualifications the college will consider whether the applicant is suitably motivated to successfully complete their chosen course. The college considers the application, interview and any additional supporting information.
- 3.2 The college is committed to providing accurate and appropriate pre-entry information to support prospective students in order to ensure that they are able to make an informed decision regarding their application. The college's website and printed publications provide clear information and guidance on all academic entry requirements and where appropriate, desirable experience.
- 3.3 The admissions process for all courses commences when the college has received a completed application form. Application forms are available to be collected in person, by post and on the college website. Some Higher Education courses require applications via The Universities and Colleges Admissions Service (UCAS).
- 3.4 The college welcomes applications from students with additional needs. Applicants who indicate that they have learning difficulties and/or disabilities are contacted to arrange an interview with a specialist from the Additional Learning Support team to discuss needs and agree the support required.
- 3.5 Where candidates with learning difficulties and/or disabilities apply for a place on specialist supported courses the Foundation Learning team will assess additional support needs as part of their assessment and interview process.

- 3.6 Applicants who are under 16 years can only access provision at the college if they are referred and financially supported by the Local Authority or their School. These applications must be approved by the Vice Principal Partnerships, Funding & Business Planning and communicated to the Head of Facilities & Estates.
- 3.7 The college will administer Disclosure and Barring Service (DBS) checks for applicants to courses where there is contact with children or vulnerable adults ensuring compliance. The outcome of this process will be taken into consideration when making an admission decision.
- 3.8 Where an applicant has a relevant unspent criminal conviction, the college will take steps to ensure the safety of the student and all users of the college. This may involve an inclusive risk assessment process which is designed to protect students and staff at the college whilst leaving scope for those with criminal convictions to continue their education. As a result of this the college reserves the right to refuse admission to applicants who are deemed high risk.

#### **4. Linked Policies**

- a. Adult & Higher Education Loans Policy
- b. Fees & Refunds Policy
- c. Safeguarding Policy
- d. PREVENT Policy
- e. Data Protection Policy
- f. Appeals Policy

#### **5. General Principles**

##### **Full Time Courses**

- 5.1 All applicants to full time courses will be invited to an interview to discuss their course choice and access impartial advice and guidance; applicants will be advised of the outcome at the end of the interview. Applicants receive an offer in writing within 7 calendar days of their interview.
- 5.2 Where applicants receive an offer conditional on a specific level of qualification, and fail to meet that level, the application may be considered on an individual basis. In this instance, the college will endeavour to provide an alternative programme of study.
- 5.3 All full time students are required to enrol in person and bring evidence that they satisfy the eligibility criteria as defined by the Education and Skills Funding Agency.

##### **Courses – Part Time**

- 5.4 Some courses have specific entry requirements and these, together with the method of enrolment, are published on the college website and in our printed course guides.
- 5.5 All applicants for part time courses receive information, advice and guidance; this usually takes place at the college; however, for some courses this will be by telephone.
- 5.6 Apprenticeship applicants will also be assessed for their suitability for employment; this may include an interview with an employer.

##### **Higher Education**

5.7 Applications to Higher Education programmes and Higher Nationals follow the same procedure as all other college students. Applicants can also contact Admissions who will advise whether the application process is via UCAS or directly to the college.

## **6. Procedures and Timings**

6.1 Students can expect:

- a. Acknowledgement of their application within 5 working days
- b. To receive a letter of invitation minimum 14 calendar days prior to interview date, to attend a pre-course interview to discuss their course
- c. To receive an Offer letter confirming a place at the college, which outlines details of the conditions, within 7 days of the Interview. HE students this will also receive a Pre Contract
- d. To receive an invitation to attend a Welcome Day Event (16-19 courses only)
- e. For HE students that do not require an interview, a Pre Contract and Conditional Offer letter will be posted to the student
- f. To receive an enrolment invitation

## **7. Conditions of Enrolment**

In consideration of your acceptance of the offer of a place and subsequent enrolment as a student at the college you agree as follows:

7.1 Payment of fees (where funding is not available and payment of fees is required);

- a. It is your obligation to make arrangements at the beginning of your course for the payment of your fees.
- b. To make the required payment of your course fees at enrolment, unless you have either:
  - i. financial support via Student Finance England, including evidence of your application. (please note, if you are enrolling on the basis that you are applying for tuition fee loan, if your loan has not been approved within 2 weeks of your course start date the college reserves the right to review your status of enrolment which may include withdrawal from the course or you may be required to make a payment of 50% of the course fee.
  - ii. an official letter from an employer or a sponsor indicating responsibility for the payment of your fees in full or part.
- c. It is your responsibility to ensure that where applicable, a copy of the appropriate funding documentation as referred to above, is submitted to the Finance Office at enrolment.
- d. If you are self-funding and have to pay your own fees, payment can be made through the Finance Office

## **8. Withdrawal of Courses**

- 8.1 The college reserves the right to withdraw a course. For example, if there are insufficient numbers of students or unforeseen circumstances. The college also reserves the right to suspend applications for courses which are full. If this is the case the college will communicate with all affected learners as soon as the decision is made. The college will endeavour to support learners to find an alternative option. Higher Education applicants will receive notification of course cancellations minimum 6 weeks prior to the course start date. Risks and mitigations are covered through the HE Student Protection Plan.
- 8.2 Disclaimer; the college will do all that it reasonably can to provide educational services as described on its website or in the prospectus or other documents issued by it, to appropriately enrolled students. Sometimes circumstances beyond the control of the college mean that it cannot provide such educational services.
- 8.3 Examples of such circumstances include:
- a. industrial action by staff or third parties
  - b. the unanticipated departure of key members of staff
  - c. power failure
  - d. acts of terrorism
  - e. damage to buildings or equipment
  - f. the acts of any governmental or local authority; or
  - g. where the numbers recruited to a course are so low that it is not possible to deliver an appropriate quality of education for students enrolled on it.
- 8.4 In these circumstances, the college will take all reasonable steps to minimise the resultant disruption to those services and to affected students, by, for example, offering affected students the chance to move to another course or institution, or by delivering a modified version of the same course, but to the full extent that is possible under the general law the college excludes liability for any loss and/or damage suffered by any applicant or student as a result of those circumstances.
- 8.5 The college will use all reasonable endeavours to deliver the course in accordance with the description applied to it in the college's prospectus for the academic year in which the course begins. However, the college will be entitled to make reasonable changes to the course (including to the content and syllabus of the course, or the location of the course or the method of delivery or assessment of the course) where that will enable the college to deliver a better quality of educational experience to students enrolled on the course. In making such changes, the college will aim to keep the changes to the minimum necessary to achieve the required quality of experience and will notify and consult with affected students as appropriate. If the college changes the course and the student is not satisfied with the changes, they will be offered the opportunity to withdraw from the course and, if required, reasonable support to transfer to another course at the college or to another provider.

## **9. Appeals Procedure**

- 9.1. Applicants who are not offered a place and feel that the above criteria have not been applied can appeal. Appeals must be in writing to the Principal & Chief Executive Officer within 10 working days of the rejection. The Principal & Chief Executive Officer will communicate their decision within 10 working days thereafter.

- 9.2. All HE appeals against actions/decisions taken in accordance with this policy and the Partnership University's policy must be made in writing and addressed to the Deputy Principal Quality and Curriculum within 7 working days of the decision.

## **10. Data Protection**

- 10.1 The college takes privacy seriously and will only use student personal information to administer an application and to provide the services that have been requested from us. For more information on how data is used and stored please read our Privacy Statement.



## Equality and Diversity Impact Assessment

This form should be used by managers and policy authors within their area of responsibility to carry out Equality and Diversity Impact Assessments (EDIAs) in relation to protected characteristics including: Marriage/Civil Partnership, Age, Disability, Gender Reassignment, Race, Religious Belief and Sex.

The word 'policy' is taken to include strategies, policies, procedures and guidance notes; both formal and informal, internal and external.

The Impact Assessment may be carried out on any policy, service, function or plan you are engaged in, or are about to commence. All policies should be clearly stated. However, in reality, some policies are built into everyday procedures and customs therefore not all policies are open to inspection and review.

Any assessment of a policy should include these customs and practices as well as the formal written policy. 'Functions' means your duties and powers and includes internal and external functions, including service delivery.

**1. Name of Policy**

Admissions & Enrolment Policy

**2. What is the aim (s) objective (s) and/or purpose of the policy?**

Ensure all students have equal access to Further and Higher Education at the college.

**3. Who is the policy lead?**

Head of Registry & Exams

**4. Which of the following groups could be affected by this policy?**

*(Tick all that apply)*

<b>Students</b>	<input checked="" type="checkbox"/>
<b>Staff</b>	<input checked="" type="checkbox"/>
<b>Wider Community</b>	<input type="checkbox"/>

**5. Team**

Names and positions of Impact Assessment Team (minimum of 3 people and preferably from areas across the College):

Name	Position
Linda Hull	Head of Registry & Exams
Scott Bowak	Associate Director Management Information Systems
Stuart Coussins	Head of Adult Education

Date EDIAs undertaken:

EDIA undertaken as a result of: Renewal  Revision of Policy  Procedure  New Policy/ Procedure

SAR Process

Other

Please state:

Date of Last EDIA (if applicable):
------------------------------------

**6. Complaints**

Have complaints been received from anyone with one or more protected characteristic about the service provided? If yes, then please give details.

No
----

**7. The Impact**

Four possible impacts should be considered as part of the assessment:

- a. **Positive Impact** - Where the policy might have a positive impact on a particular protected characteristic.
- b. **None or Little Impact** – Where you think a policy does not disadvantage any of the protected characteristics
- c. **Some Impact** – Where a policy might disadvantage any of the protected characteristics groups to some extent. This disadvantage may be also differential in the sense that where the negative impact on one particular group of individuals with protected characteristic is likely to be greater than on another.
- d. **Substantial Impact** – Where you think that the policy could have a negative impact on any or all of the protected characteristics. This disadvantage may be also differential in the sense that the negative impact on one particular protected characteristic is likely to be greater than on another.

Use the guidance provided above and complete the following table:

Gender/Age	Positive Impact	No or Little Impact	Some Adverse Impact	Substantial Adverse Impact
Woman		✓		
Men		✓		
Age		✓		

x

Disability	Positive Impact	No or Little Impact	Some Adverse Impact	Substantial Adverse Impact
Visually Impaired	✓			
Hearing impaired	✓			
Physical Disability	✓			
Specific Learning Difficulties	✓			
Global Learning Difficulties	✓			
Autistic Spectrum Disorder	✓			
Any other disability – Various	✓			

<b>Race or Culture</b>	Positive Impact	No or Little Impact	Some Adverse Impact	Substantial Adverse Impact
White		✓		
Other minority groups		✓		

<b>Other Factors</b>	Positive Impact	No or Little Impact	Some Adverse Impact	Substantial Adverse Impact
Religious Belief		✓		
Sexual Orientation		✓		
Trans		✓		

Please comment on any areas where some or substantial impact is indicated. Any resulting actions must be added to the attached action plan.

**8. Is there anything that cannot be changed?**

What cannot be changed?	Can this be justified?	If so, how?
Not applicable		
E.g. Disabled people can be treated more favorably under the 2005 DDA. If a policy appears to treat disabled people more favorably than other equality groups, the disadvantage may be justifiable		

Please list the main actions that you plan to take as a result of this assessment in your area of responsibility. (Continue on separate sheets as necessary)

**DIVERSITY IMPACT ACTION PLAN FOR INCLUSION IN QUALITY IMPROVEMENT PLAN FOR INCLUSION IN QUALITY IMPROVEMENT PLAN**

Area for improvement and expected impact (linked to Corporate Objectives)	N/A
SMART actions/ activities	N/A
Staff development or resources required	N/A
Timescale including milestones	N/A
Success indicators and evaluation	N/A

Distribution: Copies of the final EIA should be sent to:

To those whom this Impact Assessment will cause to have further work to do in either changing processes or re-writing the policy(s) concerned.

All actions recorded here should be carried forward into the QIP, so that actions can be monitored and evaluated to measure the impact. There will be random sampling of action plans through the Equality and Diversity Forum.

## Communications Plan

Title of College Policy:	Date Approved by Policies and Procedures/ Corporation
Non-examination Assessment Policy	

Audience (tick appropriate)					
Managers	✓	Curriculum Teams	✓	Business and Learning Support Teams	✓
All Staff	✓ ✓	Suppliers		Partners	
Other(please state)					

Channel (tick appropriate)					
<b>Policy and Procedures</b>	✓	<b>Quality Improvement Team</b>		<b>Marketing Team</b>	
e.g. Meeting, Email, 4Policies	✓	e.g. Meeting, Email		e.g. Managers Update ,Staff Newsletter, Intranet, Website	✓
<b>Individual Team</b>		<b>Suppliers</b>		<b>Partners/External</b>	
e.g. Document, Library, Noticeboards, Team Meeting, Email		e.g. Letter or Email, Meeting		e.g. Letter or Email ,Board	
<b>Senior Management Team (SMT)</b>	✓	<b>Corporation</b>			
e.g. Meeting, Email ,Message Board		e.g. Meeting, Email ,Clerk			

Communications Plan Activated By:		
Name:	Job Title:	Date: