



AYLESBURY COLLEGE

ADMISSIONS POLICY AND PROCEDURE 2016-17

Responsible Officer: Head of Student Services & Admissions
Date: December 2016
Review Date: September 2017
Policy authorised by: Executive & Corporation

Admissions Policy and Procedure

1. Strategic Overview

Aylesbury College is committed to providing a broad, balanced and coherent curriculum offer that provides choice and flexibility for students.

The Admissions Team will focus on converting enquiries and applications into enrolments to support achievement of College growth targets, enhancing the student experience through reducing interview turnaround time and supporting students from enquiry to successful completion and progression from learning.

To achieve the key strategic aims and values that underpin admissions within the College we will:

- Achieve external recognition for quality of services through maintaining Matrix accreditation for IAG
- Continue to work towards a customer-focused approach to the admissions process
- Work to continually improve and streamline admissions processes for students and staff by consulting regularly with stakeholders and updating processes
- Work to improve conversion rates from application to enrolment to 70%

2. Scope of Policy

The College provides a broad, balanced and coherent curriculum offer that provides choice and flexibility. This policy applies to applicants for all types of provision and qualifications.

The college adheres to the UK Quality Code for Higher Education (Part B, Chapter B2); therefore where the College's higher education courses are franchised from partner universities/institutions - applicants for these courses come under the scope of the admission guidelines of that particular organisation.

International Admissions are dealt with under a separate policy.

3. The Policy

3.1 Provision

All available provision, including, Study Programmes, full-time courses, short courses, full cost courses and business training details are published on the College website.

3.2 Enquiries

The Admissions Team will respond directly to all enquiries regarding the College's available offerings within a target time of 24 hours (excluding weekends).

3.3 Applications

The College welcomes enquiries and applications from all. The Admissions Team will attempt to process all applications the same day that they are received, up to before 4pm (excluding weekends). The college will not give priority to/discriminate against applicants based on details provided in their application. This is with the exception of Criminal Convictions (see 3.6)

3.4 Learning difficulties and/or disabilities

Applicants who have learning difficulties and/or disabilities and have indicated that they require support at the interview stage, are contacted to arrange an interview with a specialist from the learning support team to discuss needs and agree the support required.

For more details about the support and contacts available, refer to the Additional Learning Support Policy. The Additional Learning Support Team strives to ensure that the College is able to make adequate adjustment and provision for students with disabilities and additional needs.

3.5 DBS Checks

The College reserves the right to carry out a DBS check on any applicant. The outcome of this process will be taken into consideration when making a decision on admission to College.

The College will carry out DBS checks on those applying to courses where there is contact with children or vulnerable adults. The outcome of this process will be taken into consideration when making a decision about admitting an individual to one of these courses. The applicant will bear the cost of the DBS check.

3.6 Unspent Criminal Convictions

Where the applicant has stated they hold a criminal conviction, The Admissions Co-ordinator will confidentially request further details. The application will then be referred to the college's Safeguarding and Prevent Officer who will follow a risk assessment process which is designed to protect students and staff at the College whilst leaving scope for those with criminal convictions to seek admission a college course. The college reserves the right to refuse admission to applicants who are viewed as unsuitable after the risk assessment process.

3.7 Admission of students previously excluded from Aylesbury College

Students who have been previously excluded from the College must have evidence that they have addressed the issues leading to their exclusion and may be admitted on a Conditional Entry. Please refer to the College's disciplinary procedure. The College will attempt to offer an appropriate alternative course where possible.

3.8 References

All applicants are asked to provide a referee. By nominating a referee, the applicant is providing the college permission to contact and request information from the referee regarding the applicant on a professional basis.

The Admissions Team will send a reference request form to the nominated referee's e-mail address. If under 18, the college will contact the applicant's school for a reference.

4 - Entry Requirements

4.1 The College welcomes applications from all sectors of the community and the College's recruitment process ensures a good student/course match.

Prospective students are selected not only by their formal qualifications, but also their experience, motivation and interest in the course are taken into account.

4.2 The entry requirements published on the college website are standard entry requirements which should be used as a guide to suitability. Entry requirements will include English and Maths as a standard entry requirement.

4.3 Adults returning to education are welcome to apply to most College courses. The College may consider previous experience and training as an alternative to formal qualifications.

5 - Admissions Procedures

5.1 Applicant Journey

The College has the following Admissions procedures for all courses to ensure that applicants are matched to the most appropriate courses. The aim is to process all applications swiftly and minimize the time from initial enquiry to offer.

The Admissions Team will manage all communication between the college and the applicant throughout the admissions process until an offer has been given. Contact will then resume via the Curriculum Administrators This is with the exception of Work Based Learning applicants.

The Admissions Team will identify students who have indicated that they are Looked After, Leaving Care or a Young Carer and refer these applications to the Safeguarding and Prevent Officer who will ensure that support and IAG is provided prior to and after enrolment.

Application Referrals

Applications for Work Based Learning, Teacher Training and Counselling are initially processed by the Admissions Team, before being referred over to the relevant department. The relevant curriculum team member will then contact the applicant directly.

5.2 Offers

The offer will be based on an outcome provided by a member of curriculum staff after some or all of the following activities and information:

- Completion of online Application Form (paper application forms and MS Word forms are available on request)
- Interview
- Previous qualifications/experience
- References (where appropriate)
- Portfolio (where appropriate)
- Initial assessment indicating levels of literacy and numeracy
- Trade test (for Hair and Beauty courses only)

Applicants will be informed of their offer status by the interviewer at the end of the interview. They will then receive an offer confirmation from Admissions via E-mail.

5.3 Unconditional Entry

Applicants who meet all entry requirements and have completed a successful interview can be given an unconditional offer, these applicants will be invited in by the Curriculum Administrator once enrolment commences.

5.4 Conditional Entry

Applicants who do not quite meet all entry requirements and/or do not fully satisfy the interviewer can be given a conditional offer, allowing them entry provided they meet the given conditions.

Applicants who have a history of disrupted education, exclusion or behavioural problems may be offered a place subject to the Conditional Entry Contract. These conditions will be made explicit to the applicant. A decision to admit any applicant under these circumstances will be at the discretion of the Curriculum Manager for that area.

When an applicant has been given a conditional offer, dependant on achieving a specific level of qualification, and then fail to meet that level, the application will be considered on an individual basis, and further advice and guidance will be given.

If the College is unable to offer a place on the applicants chosen course, the College will try to make an offer on a similar course at an appropriate level which matches the applicant's experience, qualifications, abilities and interests and employability destinations.

6. Recruitment

6.1 Information, Advice and Guidance

If applicants are unsure about progression routes or have welfare or financial issues, they can discuss individual guidance with trained staff in Admissions or Student Services. The College also offers impartial Information, Advice and Guidance via our partnerships with Connexion and the National Careers Service who attend the College regularly.

6.2 Interview Process

Before the interview, the Admissions Team provides impartial information on all courses. The Advisor will explain the options available to match the applicant's interests, including apprenticeships where appropriate, and inform prospective learners of the progression opportunities from their chosen programme of study.

The interview is an opportunity for applicants to discuss their options further and learn more details about their chosen course before making a decision.

The following is discussed during the interview:

- Course details

- Tutorials
- Assessments
- Maths and English
- Directed Study
- Work Experience
- Materials, trips and other costs
- Progression routes and career opportunities
- General College Information
- Student Involvement

7. Enrolment

7.1 Full Time Enrolment

All full time and study programme students are required to enrol in person. Students under the age of 18 will have to provide mandatory contact details for their parent/carer. ID cards will be provided as part of this process. All students on full time courses have an induction period of up to six weeks. After this period a review is undertaken to ensure that the student is on the correct course and level, and if not, could be transferred to another course of level.

7.2 Part Time Enrolment

Some Part time students can enrol in person or by telephone, depending on the specific course. Those who enrol online or by telephone will receive two learning agreements by post. ID cards will then be issued on the day/evening that the course starts or alternatively a collection time can be agreed with either the Enrolment or Admissions Teams.

7.3 Late Enrolment

There is a process in place to support all full time students who enrol late. The college will attempt to accommodate as many applicants as possible and will not close admission/enrolment for any course unless instructed to by a Curriculum Director.

7.4 Enrolment of Applicants under 16 years old to full time courses

Full time applicants who are under 16 are referred to the relevant Curriculum Director, who will provide an initial interview to determine the applicant's suitability for the College and will then support the applicant through the enrolment process.

7.5 Enrolment of Applicants under 16 years old to part time courses

Individual students under 16 who wish to attend a part time course in addition to their normal school timetable would be required to have parental consent and a supporting letter from the school before they can proceed with the normal application process. All applications will be dealt with on a case-by-case basis

7.6 Cancellation of Courses

Where insufficient student numbers have applied for a course it may be necessary for the College to close, cancel or change courses. The College will inform applicants at the earliest opportunity as soon as they are aware that a course is closed, cancelled or changed. Such situations will be dealt with personally by the relevant Curriculum Director and the Admissions Co-Ordinator.

Any such changes will be approved by the Deputy Principal for Learning and Quality.

In the case of cancellation any fees paid by students or employers will be refunded, and where possible alternative courses will be offered. All cancellations will be confirmed at least 1 week prior to commencement of the course, with alternative provision guidance.

8. Data Protection

All students personal data is held securely. Information can only be shared with the applicants consent. For further guidance see Data Protection Policy and Procedure and Data Protection Policy Statement for Students available from the Admissions team or at www.aylesbury.ac.uk.

9. Appeals

In the event of an applicant disputing a decision not to admit them to the college, the applicant may appeal. The appeal will be dealt with by the Head of Student Services & Admissions under the compliments, comments and complaints policy. A suitable person will be appointed to investigate the complaint and respond to the applicant. The target time to resolve a complaint is 2 working days. The compliments, comments and complaints policy and procedure is available from the admissions team or on the college website www.aylesbury.ac.uk.

For further guidance contact the Admissions Advisor Tel: 01296 588595, email admissions@aylesbury.ac.uk

Checklist:

Impact on Students/Staff:

Strategy relates to staff but impacts on the quality of the student experience

Impact on Diversity:

This is an inclusive policy

Impact on Health & Safety:

Fundamental to health and safety and safeguarding, through providing a safe learning environment

Impact on Data Protection/Freedom of Information:

This policy will be accessible to the public through the website and upon request through the College compliance with the requirements of the Data Protection Act

Link with Strategic Plan:

- Improve overall College performance to good or outstanding
- Embed a consistent whole College approach to continuous self-improvement to ensure innovative, effective and efficient solutions
- To deliver effective support and guidance services to meet individual needs in learning and career development
- Demonstrate an outstanding commitment to inclusion
- Enhance the working environment to value, develop and motivate staff at all levels
- Enhance the College's external reputation, with a focus on business and employer engagement
- Improve sustainability and effective use of resources

Communication/Consultation Plan:

The strategy will be accessible on the AC policies area on Cloud and on the College website. Consultation will take place through the cross-College Application and Enrolment Group, Learning and Quality Meetings, Admission Team Meetings and communicated through Team Briefings.

Process of review:

The Strategy will be reviewed and updated on an annual basis.

Process of review of effectiveness:

The impact of the strategy will be reviewed through application numbers, interview attendance rates, conversion rates, retention rates and student satisfaction and monitored at Quality Review Panels.

Responsibility for maintaining this strategy rests with:

Curriculum Director for Student Success