



POLISI DERBYNIAD ADMISSIONS POLICY

Section

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Paragraph No.

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Date of publication: March 2022

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1. Context

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- 1.1 The College's mission is 'Inspiring Learning, Enriching Lives, Delivering Success'. To realise the mission statement the College seeks to provide a curriculum that is accessible at all levels, to all students and to be an inclusive College.
- 1.2 A transparent and equitable Admissions Policy is part of the process of ensuring students can fulfil their learning potential and consequently for the College to achieve its mission and strategic aims and objectives.
- 1.3 This policy and associated procedures comply with the relevant legislation and regulations.
 - Data Protection Act 2018
 - General Data Protection Regulation (GDPR) 2016
 - Equality Act 2010
 - Welsh Language (Wales) Measure 2011
 - The requirements of UKVI
- 1.4 If any member of staff requires assistance with understanding or implementing this policy, particularly where the reasons for this are related to disability, religion or belief, sex, gender reassignment, sexual orientation, pregnancy or maternity, marriage or civil partnership, age or race they should contact the Senior Officer: Diversity or HR Unit, in the first instance for advice.

2. **Status**

- 2.1 This policy was first approved by the College's Senior Management Team in April 2009. The policy was then updated post-merger in 2013 to include procedures that applied to the Group of colleges. In 2015 the policy was revised further to take account of the details of the Equality Act 2010 and the 'protected characteristics' within. The Equality and Linguistic Impact Assessment was first carried out in 2015, in May 2017, June 2019 and March 2022.
- 2.2 The policy applies to applicants and current students in Further Education, Adult Learning and Work-Based Learning. It extends to any college site of NPTC Group of Colleges.

3. **Policy**

- 3.1 The aim of this Policy is to ensure equality of treatment for all applicants seeking entry as students to the College through compliance with best practice and appropriate legislation. The major relevant legislation is the Equality Act 2010.
- 3.2 This Policy should be read in conjunction with the following documents which are available on the College's website, Moodle and SharePoint:
 - Equality and Diversity Policy
 - Privacy Standards Policy

- Student Disciplinary Policy
- Fees Policy
- Welsh Language Scheme
- Procedure for handling Criminal Convictions disclosures from applicants and enrolled students
- Fitness to Study
- Safeguarding Policy
- Complaints Policy
- Student Entitlements and Code of Conduct

4. Procedure

4.1 The College welcomes enquiries and applications from all sectors of the community.

4.2 The College is committed to ensuring a safe environment for all staff, students and other clients. The College adheres to the principles enshrined in the Rehabilitation of Offenders Act 1974. Applicants will have the opportunity to disclose if they have any unspent criminal convictions/pending court cases. Disclosure will be handled sensitively and in confidence. Students disclosing a criminal conviction/pending court case will need to go through the appropriate risk assessment before the conditional offer is made or the enrolment is processed.

4.3 The College is committed to ensuring that individuals with disabilities, including those with additional learning needs, are treated fairly. All reasonable adjustments to provision will be made to ensure that such students and other people using the College facilities with a disability are not disadvantaged. All disclosures of disability will be treated sensitively and used only for the potential benefit of the student.

Applications will only be considered from applicants over the age of 14 years and special attention will be paid to the area of study chosen in relation to health and safety of those students. Applications from young people under the age of 14 can only be considered in very exceptional circumstances. The application must be fully supported by the LEA and Welsh Government and be in the best interest of the student.

4.4 Applicant's information will be treated in accordance with the Data Protection Act 2018 and the General Data Protection Regulations 2016.

4.5 The College is proud to be a signatory to the Armed Forces Community Covenant and works with partner organisations to ensure that serving and retired members of the Armed Forces can access appropriate support, advice and guidance to assist their return to education.

4.6 Individual programmes have their own entry requirements, based on qualifications, experience and suitability. Applicants will be informed of these at an early stage of the application process. This information is available on the College's website and in printed information. The information when published is accurate. However, as

printed material is produced months in advance of courses commencing, applicants should always refer to the College website for the most up to date information on admissions criteria, financial matters, course content and procedures

- 4.7 Falsification of entry requirements by applicants may result in the applicant being refused a place, or disciplinary action taken.
- 4.8 The College's Admissions Team will respond to requests for information within 3 working days and applicants will be informed of the outcome of interviews within 5 working days.
- 4.9 As part of the Welsh Language Scheme applicants may request any information or communications to be provided in Welsh language. Information and communications can also be provided in a variety of formats and applicants should request different formatting from the Senior Officer: Diversity.
- 4.10 All FE full time programmes, substantial part time programmes and work-based learning programmes will have an interview as part of the admissions process. Other programmes will be subject to an interview at the admissions stage at the discretion of the College.
- 4.11 During the interview, staff will complete an interview checklist with applicants and Student Services will be available to discuss support offered.
- 4.12 Applicants are encouraged to declare additional support needs as soon as possible in the admissions process to ensure reasonable adjustments can be made prior to starting the course whenever possible.
- 4.13 Students are expected to adhere to the student entitlements and code of conduct.
- 4.14 All programmes involving placements with children or vulnerable adults will require students to undertake Disclosure and Barring Service (DBS) checks. The College will request a Basic DBS check for anyone aged 25 years old and over applying for a full time Further Education course for Safeguarding purposes.
- 4.15 The College reserves the right to refuse entry to an applicant who has previously enrolled with the College and whose attendance and/or general behaviour has been unsatisfactory or an applicant who has previously been excluded from the NPTC Group of Colleges or other education establishments, see the Fitness to Study policy.
- 4.16 Applicants who do not meet all the entry requirements for a particular course may be given a place, subject to specified conditions, at the discretion of the appropriate academic school. These conditions will be made explicit to the applicant.
- 4.17 Applicants who are unsuccessful in obtaining a place on the course for which they have applied will be offered appropriate advice and guidance and to discuss other options.

- 4.18 During the admissions process the applicant is entitled to the following information:
- costs associated with the programme (including enrolment, examination, awarding organisation registration fees and any refunds policies, as well as ~~equipment~~ uniforms or protective clothing, mandatory college trips)
 - qualifications gained from the programme
 - progression opportunities
 - outline of the content of the programme
 - type of assessment
 - sources of financial assistance relevant to the programme of study
 - childcare facilities
 - study support
 - special arrangements for applicants with learning difficulties and/or disabilities and health needs
 - complaints procedure
- 4.19 Any changes made to the material information about the course will be made known to the applicants as soon as possible, including changes to the content, title, fees, additional costs, or cancellations
- 4.20 The College recognises the need to keep applicants informed about their application and will provide updates and reminders at various stages of the application process. All applicants will have an acknowledgement of their application on the College's online application. Applicants will also have confirmation of their offer, confirmation of meeting their offer and enrolment and introductory information. Applicants may also receive communications from Student Recruitment and School of Study.
- 4.21 The College welcomes international applications to Level 3 full-time courses. International students should apply by downloading the international application form on the website, completing and returning it to the admissions department. International students must satisfy the course entry requirements by providing proof of their qualifications with translations if necessary and must provide proof of meeting the English Language requirements of the course, a UKVI IELTS score of 5.5.
- 4.22 If international applicants meet the conditions they will be issued with a conditional offer, which also explains what they need to do next. Once all conditions are met and payment accepted, an unconditional offer will be made. International applicants will then have to satisfy the UK Visa and Immigration requirements in order to gain the appropriate visa to study at the College. Further information can be found on the international section on the website.
- 4.23 The College has the right to cancel courses that do not meet the recruit minimum student numbers, applicants would be immediately informed and offered an alternative course at the college if available.

Partnerships

- 4.24 The College will work in conjunction with other internal and external organisations, which may include:

- Local schools and colleges
- Careers Wales
- Probation Service
- Training providers
- Disclosure and Barring Service (DBS)
- University Central Admission System (UCAS)

Parent / Guardian / Carer Entitlements

- 4.25 Parents/guardians/carers of full-time students under 19 years old can expect to be involved in:
- College interviews (if appropriate)
 - GCSE results day interviews (if appropriate)
- 4.26 Additionally, parents/guardians are welcome to contact the College at any time throughout the application process.

5. Monitoring

- 5.1 It is the responsibility of the Assistant Principal: Student Recruitment to ensure that this Policy is effectively and fairly implemented, monitored and reviewed. Admissions procedures will be assessed and developed regularly by the Student Recruitment Strategy Group which will report to the College's Senior Management Team.
- 5.2 Continual monitoring of the Policy will take place through meetings of the Student Recruitment Strategy Group.
- 5.3 Student evaluation of the admissions procedures will be monitored through induction survey, seeking views of partner schools and focus groups.

6. Review

- 6.1 The Policy will be reviewed every two years by the Assistant Principal: Student Recruitment and the Student Recruitment Strategy Group.
- 6.2 The policy will be reviewed biennially.
- 6.3 The date of the next review will be March 2024