



Admissions Policy & Procedures

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This policy and procedure is subject to The Equality Act 2010 which recognises the following categories of individual as Protected Characteristics: Age, Gender Reassignment, Marriage and Civil Partnership, Pregnancy and Maternity, Race, Religion and Belief, Sex (gender), Sexual orientation, Disability

This policy applies to all full time and part time applicants. Many of the College's higher education courses are franchised from partner universities/institutions and therefore those applicants come under the scope of the admission guidelines of that particular university.

It is the responsibility of the Customer Services Manager to ensure that this policy is effectively and fairly implemented, monitored and reviewed on an annual basis.

Entry Requirements

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.

The entry requirements published are indicative entry requirements which are used as a guide to suitability. Examples of indicative qualifications may be found on the College's website.

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

International Students - Overseas qualifications should be equivalent to the UK requirements. (See relevant section on 'How to Apply – Stages of application for International students in the College's full time prospectus).

Full Time Courses

The College has the following admissions procedures for full time courses to ensure that applicants are matched to the most appropriate courses.

The admissions process is tailored to each individual and may be based on the outcome of the following activities and information:

- Initial Assessment indicating levels of literacy and numeracy
- Interview
- Taster or portfolio interview
- Previous Qualifications / experience
- References

Applicants receive an offer in writing. Where applicants receive an offer conditional on obtaining a specific level of qualification, and fail to meet that level, the application may be considered on an individual basis.

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

All students on full time courses have an induction phase of up to six weeks. During this period a review is undertaken to ensure that the student is on the correct course and level, and if not, may be transferred to another course or level.

Part Time Courses

Some part time courses do not require an application form and applicants can enrol in person or by telephone. Some courses have specific entry requirements and these, together with the method of enrolment, are published in the part time prospectus.

Recruitment

Admissions

The Admissions Information & Enquiry Desk responds to all initial enquiries regarding the College's offer.

The College welcomes applications from students with additional needs. Applicants who indicate that they have learning difficulties / disabilities are contacted to arrange an interview with a specialist from the Inclusive Learning Team to discuss needs and agree the support required.

Where candidates with learning difficulties/disabilities apply for a place on specialist supported courses the Course Team will assess additional support needs as part of their assessment and interview process.

Details on the support available may be obtained from the Inclusive Learning Team. In a small number of cases, the College may ask candidates who have indicated a recent, recurring or serious health problem to give permission for the College to contact their health professional for advice and guidance. Such information does not form part of the admissions process but does ensure appropriate support and processes are in place to enable the student to access learning and achieve.

In some cases the Disability Manager may consider that a risk assessment to ensure the safety of the student and assess any implications on other students is advised. The Disability Manager strives to ensure that the College is able to make adequate adjustment and provision for students with disabilities / additional needs.

Any students with relevant unspent criminal convictions or who have previously been excluded from College are referred to the relevant separate Policy & Procedures (see 'Specific Admission Procedures').

Recruitment Process

The College's Recruitment Team provides impartial information on all full-time courses. The interviewer will explain the options available to match the applicant's interests, including apprenticeships where appropriate. The interview is an opportunity for applicants to discuss their options before making a decision.

The following is made available to applicants during the interview or assessment and recruitment process:

- ✓ FAQ Information – including information about course details, tutorials, assessment, placements and materials, course trips and career opportunities
FAQ information is held on the College website, applicants are directed to the website prior to interview
- ✓ Student Services – including information about Learning Support, Counseling, Connexions, Careers, Childcare Provision and Financial support
- ✓ General College Information – facilities, Student Council
- ✓ The College's Equal Opportunities Policy

Most full time courses will offer tasters as part of the recruitment process to support applicants in their decision making process.

Where courses are in great demand the College may place the applicant on a reserve list. There is no guarantee of a place on the chosen programme but should places become available they will be offered according to the reserve list.

Enrolment

All full time students are required to enrol in person. Learning agreements for these students will be produced and signed at enrolment, ID cards will also be provided at this time.

Part time students can enrol in person, by post, or by telephone. Those who enrol by post or telephone receive two learning agreements by post; a self addressed envelope is supplied for them to return one signed copy to the enrolment team. ID cards will then be issued on the day/evening that the course starts.

Enrolment of Applicants Under-16 years old to Full-time Courses

Full-time applicants who are under-16 can only access provision at College if they are referred by the LA or their School. These applicants are referred to the Director of Student Services, who confirms funding has been agreed.

Part time applicants who attend link courses run collaboratively with the College/Schools or other providers e.g. Increased Flexibility Programme, will be initially referred by the school to the relevant Co-ordinator at the College, who will provide an individual interview and taster experience.

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.

Specific Admission Procedures

1. CRB checks

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

The College will carry out CRB checks for applicants to courses where there is contact with children or vulnerable adults. The outcome of this process will be taken into consideration when making an admission decision.

2. Unspent Criminal Convictions

Where the applicant has a relevant unspent criminal conviction, the College will follow the Admissions Policy & Procedures for Applicants with Unspent Criminal Convictions. This involves 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 to a college course. The College reserves the right to refuse admission to applicants who after the risk assessment process are viewed as not ready to enrol at College.

3. Supported Entry

Applicants who have a history of disrupted education, exclusion or behavioural problems may be offered a place subject to the Supported Entry Contract. These conditions will be made explicit to the applicant. A decision to admit an applicant under these circumstances will be at the discretion of the Curriculum Manager of the Area concerned (refer to Supported Entry Policy).

4. Admission of Students previously excluded from Milton Keynes 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 Supported Entry Contract (refer to Policy & Procedures for Applications from Students previously excluded from College)

Cancellation of Courses

Where insufficient numbers have applied for a course it may be necessary for the College to cancel courses or where a course is over subscribed to close courses to new applicants. The College will endeavour to inform applicants as soon as they are aware that a course is full or cancelled. In the case of cancellation any fees paid will be refunded.

Data Protection

All students' personal data is held securely. Information may be shared with the applicant's consent.

Appeals

In the event of an applicant disputing a decision not to admit them to the College, the applicant may appeal using the College's Recruitment Appeals Policy & Procedures.

The College has a duty of care to students and staff and thus reserves the right to refuse admission to an applicant where there is evidence that they could be a threat or danger to others.

The College reserves the right to refuse admission to an applicant who has outstanding debts to the College.