



education
training
collective

Policy Statement:

Admissions

Date approved:	July 2021	Review Date:	August 2022		
Approved by:	Senior Management Team				
Relevant to (please ✓):	<input checked="" type="checkbox"/> Vocational	<input checked="" type="checkbox"/> A Level	<input checked="" type="checkbox"/> HE	<input checked="" type="checkbox"/> NETA	<input checked="" type="checkbox"/> WBL
Signed (Lead Manager):	Erika Marshall				
Print Name:	Erika Marshall				

1. PURPOSE

The purpose of this procedure is to ensure that all applicants are dealt with fairly and efficiently throughout the admissions processes.

2. SCOPE

This policy covers the Governing Body and staff employed at Education Training Collective (Etc.).

3. STATEMENT OF ACTION

1.1 Etc. is committed to offering suitable learning opportunities to all.

1.2 This Admissions Procedure is designed to ensure that where possible learners are offered a course of learning which is appropriate to their aspirations, needs and academic abilities.

1.3 Etc. has a duty of care to ensure that everything is done that is reasonably possible to protect learners, staff and visitors from harm.

1.4 Etc. will ensure that its admissions policies and procedures are transparent and accessible to applicants.

4. LINKED POLICIES

Admissions Procedure

Single Equality Scheme

Learning Support Policy

Safeguarding Policy

Tuition Fees Policy

Advanced Learner Loan Funding Policy

5. LOCATION AND ACCESS

This Procedure is available on the Group Gateway and is accessible to the public via the College websites.



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Procedure: Admissions

2. ADMISSIONS PROCESS

- 2.1 Recruitment, information, interview and enrolment sessions will be delivered throughout the calendar year to optimise recruitment to all full and part-time courses and to provide opportunities for detailed advice and guidance.
- 2.2 A schedule of recruitment interviews will be in place at the start of each year and will allow regular interview slots for potential students.
- 2.3 For all courses, all applicants will complete an application form (hard copy or online) which will be processed by admissions. Applications will be entered to Pro-Solution within 5 working days of receipt.
- 2.4 Application forms will be confidentially destroyed in line with GDPR once entered on to Pro-Solution.
- 2.5 Applications received directly from the website will be stored electronically for 12 months and will then be deleted in line with GDPR. Applicant information will be stored in Pro Solution in line with data retention periods.
- 2.6 Admissions will arrange a date and time for an interview / assessment / information session with the applicant and a member of staff from the relevant curriculum team. Applicants will be offered an admissions interview within five working days of their application being received.
- 2.7 Because of the ongoing nature of the global pandemic, at the time of drafting this procedure, interviews may be held face to face or over the phone and could change medium at short notice, in line with changing Government advice.
- 2.8 Students who have declared criminal convictions or who have not been resident in the 3 or more years will be dealt with as detailed in Non-Standard Admissions.
- 2.9 If an applicant needs support to access the interview / assessment / information session the Admissions team will inform the Learner Support Team to arrange this as appropriate. This process is automated for online applications.
- 2.10 Admissions will identify an interview slot, enter the interview details onto the Pro-Solution system, and alert the applicant through post, text and email. For applicants under the age of 18 at the start of the course interview invite letters will be sent to parents/guardians. Interview letters will be saved within Pro Solution. If the applicant

invitation has been arranged by email/text, the message will be stored in 'message explorer' within Pro Solution for audit trail. (See point 2.7).

- 2.11 Admissions will provide the interviewer with the interview schedule and details of the applicant. These will be available to the staff within the web based Pro Solution system. (See point 2.7).
- 2.12 All applicants will be sent a text before their interview and follow up reminder texts will be sent to encourage attendance. Where possible applicants will be contacted via telephone the week before their interview to confirm attendance or rearrange where appropriate. (See point 2.7).
- 2.13 Within 2 days of the interview, the interviewer will return the completed interview decision to Admissions. This will be done via the online Pro Solution system. The tutor must include details of outcome and any further steps required by the applicant including any details of conditions that they have set. It is essential that the interview checklist is covered, in line with interview training, with each applicant at the point of the admission interview by the personal tutor.
- 2.14 If the interviewer offers the applicant a place, the admissions team update the MIS system with the offer and any additional information gathered from the interview. Admissions will confirm the offer within 5 working days of interview via post clearly outlining conditions of offer. The offer letter is stored using the Pro Solution system.
- 2.15 Where the interviewer requires further information about the applicant as a condition of offer, they can request this via the Admissions team.
- 2.16 Where the interviewer is not prepared to make an offer they must advise the applicant at interview along with the reason(s). Interviewers must advise the applicant of support and referral services available. On receipt of the non-acceptance admissions will discuss the decision with the Head of Department (HOD) or Programme Area Lead.
- 2.17 Following confirmation of non-acceptance from the HOD, admissions will send the applicant a non-acceptance letter providing information on support and guidance services available.
- 2.18 Applicants who fail to attend* interview will be re-invited in for interview. If an applicant fails to attend*, admissions will attempt to make contact via phone or email to determine the cause of non-attendance. Where the student does not turn up for

interview a Notification of Withdrawal letter is sent to the applicant. This letter requires the applicant to contact the college should they wish to arrange another interview.

*Attend can also mean be contactable via phone at the arranged time.

2.19 Where applicants wish to withdraw or fail to attend without notification they are withdrawn from the MIS. The reason for withdrawal is noted in the MIS system.

2.20 If an applicant has difficulty choosing a course, or has inappropriate progression aims the interviewer will arrange a session with the Careers Co-ordinator as appropriate. This may involve advising an applicant to consider another provider or college.

3. HIGHER EDUCATION ADMISSIONS

3.1 Applications for full-time higher education programmes leading to an Award of Teesside University (excluding PGCE/Certificate of Education) delivered at Etc., are made through the UCAS system. Automatic receipt of application is made to the applicant via the UCAS system.

3.2 Applications for PGCE/Certificate of Education and part-time higher education programmes (excluding UCCE modules) delivered at Etc. can be made on-line via the University's programme webpage. Automatic acknowledgement of an application is made via the University system.

3.3 Applications for Teesside University part-time programmes can also be made using the link on the College websites.

3.4 The weekly HEBP application status report from the University's e-Vision system is accessible for Programme Leaders and it is their responsibility to check this.

3.5 The Programme Leader will make initial and/or final decisions to offer a conditional place, an unconditional place or a rejection to applicants and will update the HEBP report and Admissions (as appropriate).

3.6 Admission decisions for all HE programmes are entered into the e-Vision system by Admissions. This triggers an automatic response to the applicant.

3.7 The process and response timescales for applications and admissions to all higher education courses is the same as for further education courses. Admissions will check the HEBP report weekly to ensure this.

3.8 Conditions for all PGCE courses are tracked on a spreadsheet which is available to both Etc. Admissions staff and Teesside University Admissions staff.

6. NON STANDARD ADMISSIONS

6.1 For those applicants who have recently arrived in this country, the College will request written confirmation of their official status, before continuing with the admissions process.

6.2 In cases of:

- Unsatisfactory references
- Medical reasons needing a risk assessment
- Exclusion from Colleges or other institutions
- Or exceptional circumstances other than safeguarding (refer to Section 11)
- Unspent criminal convictions

The student may be referred to an Admissions Panel. The Admissions Panel will consist of the Group management team.

7. RISK ASSESSMENT (SAFEGUARDING) – ALL SITES

7.1 Risks may become apparent at any stage of the recruitment process. This may be due to information disclosed by the applicant, information received in references or information received from other sources.

7.2 Applicants for courses that will involve a placement working with children and/or vulnerable adults are required to disclose their full offending history at interview and must also apply for DBS (Disclosure and Barring Service) disclosure. This will be made known to applicants as part of the application process, and interviewer/s will inform the applicant of these requirements and provide the standard form for applicants to provide details of any offence/s and the circumstances arising at the time/s if appropriate. Advice will also be provided by the interviewer at this stage regarding the risk assessment process that will be undertaken. They will log the need for an admissions panel and inform the safeguarding officer.

7.3 All applicants are required to confirm whether they have any unspent criminal convictions on enrolment forms. Applicants for courses that will involve a placement working with children and/or vulnerable adults are required to confirm whether they have any criminal convictions that have not been filtered under the Rehabilitation of Offenders (ROA) Act 1974 (Exceptions) Order 1975 (as amended in 2014) Applicants who declare they have convictions will be provided with a standard form to provide details of the offence/s, the date the offence/s was committed and the circumstances arising at the time/s, if appropriate

- 7.4 Applicants will also be provided with a letter that explains why the Group is asking for the information and the risk assessment process that will be undertaken. Disclosures will be treated confidentially and placed in a sealed envelope and passed directly to the Department Administrator for Higher Education, Health and Care who will log the information before passing it for review to the Group Designated Lead for Safeguarding
- 7.5 The Designated Lead for Safeguarding, and where required, in conjunction with the relevant head of department, will review the disclosure and make one of the following judgements:
- Approved: The offence/s disclosed is judged to have no implications for safeguarding of the College's communities or others in any placement the learner may undertake as part of their programme
 - Approved with restrictions/Conduct Action Plan: The offence/s disclosed may have implications for safeguarding of the College community or others in any placement the learner may undertake as part of their programme, however, with careful management these risks are low
 - Approved for this course only: The offence/s may be classed as a significant (e.g. sexual offences and those involving violence, terrorism and the supply of drugs) risk for safeguarding of the College community, however, the course is short and taking place at a time when the College has no learners (during holidays)
 - Approved with Careers Guidance: The offence/s disclosed are judged to have no implications for safeguarding of the College community, however, there may be some placement considerations or possible implications when applying for jobs in the sector (e.g. due to issues such as a history of theft).
 - Decline: The offence/s disclosed is significant (e.g. sexual offences and those involving violence, terrorism and the supply of drugs) and is judged to have implications for safeguarding of the College community or others in any placement the learner may undertake as part of their programme
- 7.6 Where an 'Approved' rating has been applied the applicant will be informed they can progress to the next stage of the enrolment stage as appropriate
- 7.7 Where an 'Approved with Careers Guidance' rating has been applied the applicant/learner will be informed that they can progress to the next stage of the application/enrolment stage as appropriate. They may be provided with appropriate IAG by the course team and the relevant head of department will review, and may amend planned placements or transfer to another more suitable course.
- 7.8 Where a 'Potential Decline' rating has been applied the Designated Lead for Safeguarding, or the Campus Principal in his absence, may invoke a safeguarding risk assessment. The panel will involve the relevant head of department and another

appropriate manager. Written records of the risk assessment panel and outcomes will be maintained by the Designated Lead for Safeguarding. The applicant/learner will be informed of the outcome of the safeguarding risk assessment panel, normally by letter.

- 7.9 Etc. reserves the right to conduct a risk assessment on any applicant or any learner at any time. When an applicant has already been made an unconditional or conditional offer of a place on a course and when learners are already on course. This may be in response to a range of circumstances including information on and EHCP, a Disclosure and Barring Service (DBS) certificate that was not disclosed at the application/enrolment stage and information received from social services, the police and other relevant agencies or organisations.
- 7.10 If the outcome is that an applicant is refused a place at an Etc. member College, an offer of a place to an applicant is withdrawn or a learner on programme is withdrawn, the decision will be communicated in writing to the applicant or learner. This letter will be copied to the parent/carer for a learner under the age of 18.

8. 14-16 Year Old Learners and Adults

8.1 The Further and Higher Education Act 1992 Section 52A (Duty to Safeguard Pupils Receiving Secondary Education) states:

- Where secondary education is provided to persons of compulsory school age by a further education corporation (college). The governing body of the corporation or institution shall secure that, except in such circumstances as may be prescribed by regulations, no education is provided to a person who has attained the age of nineteen years in a room in which any [persons of compulsory school age] are for the time being receiving secondary education.

8.2 Where a 14-16 year old learner is placed or is planned to be placed in a class with a 19 or over year old learner with an EHCP, the Safeguarding Lead must be notified. The Safeguarding Lead will convene a panel immediately. The panel will be made up of the Head of Department where the learners are based, the Head of Learner Support and/or The High Needs Manager.

The panel will consider the following;

- The adult learners EHCP and any risks identified within the EHCP
- The learning support which is allocated to the adult and is this support available in every session?
- The risk that the adult will pose to the 14-16 year old

- 8.3 If the panel deems the risk to be the same or greater than educating the 14-16 year old learner with other adults, i.e. support for the learner with the EHCP is not always in place, or the learner with the EHCP has complex, challenging or behavioural needs which may cause distress, disruption or be a danger to a 14-16 year old, then the 14-16 year old must be removed from the class.
- 8.4 The 14-16 learner should be transferred to another group where no adults are educated if available, or, offered an alternative programme where no adults are enrolled.

9. TIMESCALES

- 9.1 An initial review will be carried out within five working days of the information being received. Subsequent timescales will be dependent on a range of factors including the potential need to obtain further information from external sources (e.g. social services or previous educational providers) but the process will be carried out in a timely way to resolve application/enrolment status at the earliest possible opportunity. Please note a learner already on programme may be suspended during this process.

10. APPEALS

Applicants who have been refused a place at an Etc. member College or have had an offer of a place withdrawn; and learners on programme who have been withdrawn due to a safeguarding risk assessment panel, may appeal against this decision. Appeals must be made in writing and must be received by Etc. within 15 working days of the date of the panel outcome letter.

The appeal should be sent to the Executive Team and Secretariat Manager Cath Turner at the Etc. address: Harvard Avenue, Thornaby, Stockton on Tees TS17 6FB or by email to catherine.turner@the-etc.ac.uk. Appeals will be heard by a member of the Senior Leadership Team, usually the Campus Principal, who will consider each individual case and confirm their decision to the applicant or learner in writing.

There can be no appeal where a 14-16 year old is removed from a class or a course where an adult is also enrolled. The appeal would involve discussing the adult or the adult with an EHCP directly, therefore, any decisions made by the college is final.

For the purposes of this policy, an appeal is defined as a request for a formal review of the outcome of a safeguarding risk assessment panel. The appellant may appeal a decision regarding the outcome of the panel if they feel that the panel was not conducted in accordance with this policy or that the decision did not take account of the available

evidence or was unreasonable, given the evidence available. In making an application for an appeal, the appellant must state on which of these grounds the appeal is being made.

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