

## Quality Assurance

<b>Procedure Title:</b>	<b>Admissions Procedure</b>
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<b>Approved By:</b>	<b>Karen Wilson</b>
<b>Responsible Person:</b>	<b>Catherine Wilson</b>
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### 1. Purpose

The purpose of this procedure is to outline the process by which applicants may access learning at Lakes College West Cumbria

### 2. Scope

The procedure applies to all staff involved with enquires, applications and enrolments at Lakes College West Cumbria.

Applicants will refer to both current students and members of the general public applying to the College for a place on a programme of study.

### 3. Responsibility

The administration of the applications system is the responsibility of the Careers and Recruitment and Careers Manager

The Policy is managed by Deputy Principal.

The College Curriculum Directors and Marketing Manager are responsible for ensuring the College offer and entry criteria are established and published accurately on the website. All applications to the college should be made through the college website unless there are specific reasons why a learner cannot access this.

## **4. Procedure**

### **4. Enquiries**

4.1 Email enquiries are received by the Cross College Administration team and either dealt with if a simple enquiry or forwarded to the recruitment and admissions team for more complex enquiries. This must be done in line with service standards and sent inter departmental, daily.

4.2 Phone enquiries are taken by the careers and admissions team

The Careers and Admissions team controls the enquiry by:

- Answering the query and directing to college website or sending out any links to apply electronically and standard letters or emails as applicable. Offer surface IAG re suitability of courses and offer.
- Contacting specific tutors, by email, phone or memo and getting necessary information to report back to the enquirer.
- Making an appointment with the colleges Recruitment/Careers adviser, or other specialist adviser as required (e.g. additional learning support).

4.3 Face to face enquiries, letters and emails will be directed to the Careers and Admissions team who will have responsibility to deal with these. Letters and emails will be responded to within 2 working days

## **5. Full-Time FE Applications**

### **5.1 Interview Schedules**

The College will have in place an agreed and complete Interview Schedule to cover the period for December to September in place by the October half term. This schedule will identify interviewing staff, times and the format of interview and will provide enough interviews slots to cover the application profile from the previous academic year with a 5% growth.

### **5.2 Interviews**

Applicants will receive a one-to-one careers based interview which will be recorded on the Interview Record Sheet on EBS by interviewing staff. The interview questions are standardised and will only be conducted by members of staff who have had appropriate interview

training. Offer indications should be returned to the Careers and Admissions team at the end of the session and completed electronically on ONTRACK when applicable

### 5.3 Entry Requirements

Entry requirements are important to ensure that the applicant has a good chance of succeeding on their preferred course of study. In some cases, the awarding body has pre course requirements.

Entry requirements are stated on the website. These may vary in exceptional circumstances, e.g. in the case of mature applicants who may have experience in place of some of the required qualifications.

Entry criteria will be confirmed by the Curriculum Operational Lead for all courses as part of the curriculum planning process. This will include entry criteria for transitioning learners.

### 5.4 Offer and Entry Criteria

Offers will be made in line with the published Entry Criteria. If an applicant is declined based on an External School Reference this will be recorded on the Interview Record Sheet which is located within EBS

If an applicant is declined based on their conduct and interest in the course at interview this will be recorded on the Interview Record Sheet located within EBS.

If a Vocational Area wishes to attach other entry criteria to their programme outside of the academic achievements such as Skills Tests, Aptitude Tests or Portfolio Reviews these must be part of the published Entry Criteria and agreed with the Assistant Principal Curriculum.

### 5.5 Differentiation

If the applicant declares a learning need, a member of the Additional Learner Support team is invited to the interview. Special requirements will be taken into consideration.

Any learners with additional needs will be highlighted to the ALS team at least 5 working days before the interview dates to enable suitable support to be in place.

If the applicant declares their faith, the details, will be taken into

consideration with regards to interviews and other requirements.

This will be co-ordinated prior to the interview by the Careers and Admissions team and relevant information communicated to the member of staff carrying out the interview

## 6. **Did not Attend (DNA)**

Applicants who fail to attend an interview will be contacted by phone in the first instance, offering an alternative interview slot. Applicants who fail to attend for the second time will be sent an email asking them to contact the college for a new appointment time. If no contact is made within 2 weeks their application will be closed.

## 7. **Part-Time FE Applications**

7.1 Identified substantial part time courses will require an on-line application form to be completed. Part-Time applications requiring the completion of an application form will be expected to be interviewed and offered in line with the procedures for Full-Time applications.

7.2 All other part-time applicants, following initial IAG will be allowed to enrol without the requirement to apply and be interviewed (for example short commercial programmes)

## 8. **HE Applications**

All HE courses (FT and PT) are required to complete an on-line application form

Procedures for the holding, recording and post-interview including Service Level Agreements for HE applications will be the same as Full-Time. HE interviews will take place bi-monthly commencing in January

HE interviews will be held at a time/date distinct from the Full-Time FE applicants. HE interviews are differentiated to include essential Office for Students Information which must be discussed with applicants prior to enrolment

## 9. **Apprentice Applicants**

All apprentice applicants will be asked in the first instance whether they have an employer in place. If the answer is yes, they will be transferred to the colleges Sales team who will progress their application directly with the employer.

## Apprenticeship Recruitment

All applicant who do not have an employer in place will apply to Lakes College Apprenticeship academy. The applicants with complete the process which includes, IAG, Aptitude tests and interview. Following this process, successful candidates will enter the talent pool. The sales team will then endeavour to find them a suitable position. Applicants who have not been successful will be offered IAG

### **10. 14-16 Applications**

Applications from pre-16 applicants will be in the first instance be referred to Recruitment and Admissions.

Once Careers and Admissions have gained approval from Cumbria County Council and School, R&A along with the relevant Director or designate will complete a 14-16 Application Approval Form (ADM2) for the applicants to attend College.

The application will be progressed in the same manner as a Full Time FE Application.

### **11. Internal Applications**

- 11.1 Any learner attending a multi-year course will not be required to apply through the College Admissions process. These learners will be enrolled for the full duration of their course.
- 11.2 Any learner who expresses an interest in progressing from one level to another will apply and be interviewed to assess the students' suitability to progress in alignment with transitional entry criteria. Any learner who does not meet the entry criteria based upon engagement, behavioural or academic achievement concerns will be referred to the inclusion panel as set out in section 16.

### **12. Criminal Convictions**

- 12.1 If an applicant declares a criminal conviction more details will be requested by the Admissions team and the applicant will be required to complete a Criminal Conviction Disclosure Form (ADM3). The application will be put on hold and marked on EBS as a separate stage.
- 12.2 A risk assessment will be carried out by the colleges Safeguarding Officer. The Criminal Conviction Risk Assessment Form (ADM3) will be

completed. If the assessment is agreed as 'low risk' the application will continue. If the application is agreed to be 'medium' or 'high risk' the application will be progressed to the Inclusion Panel

- 11.3 Disclosures made on application, at interview or at enrolment will all be referred to the Recruitment and Admissions Department.

### **13 Fee Assessment**

- 13.1 Applicants disclosing a non-EEA nationality or residence outside of the EEA in the past three years will have to be interviewed and formally fee assessed by the Recruitment and Admissions Leader. These interviews will be recorded on a Fee Assessment Form (ADM4).

- 13.2 Home students will be processed in accordance with their mode of study. International students will not be able to progress their application until the College has its Tier 4 licence validated.

### **14. International Applications**

- 14.1 The college does not have a Tier 4 licence from the UKBA and therefore does not have 'highly trusted status' The College is currently reviewing its application for a Tier 4 licence The College will need to maintain it's a Grade Tier 4 licence for one year before being granted 'highly trusted status' allowing it to take pre-Level 4 learners. Consequently, the College does not usually accept applications nor approve enrolment of anyone who cannot be treated as a home student.

### **15. Additional Learning Support**

- 15.1 Applicants are encouraged to disclose any difficulties or learning disabilities so that we can offer effective support. Our Additional learning support team provide advice and support to learners, parents / guardians, and members of staff.

- 15.2 Additional Learning Support will assess applicants support requirements for interview and on programme. Disclosures made at application, at interview or at enrolment will all be referred to Additional Learning Support.

- 15.3 Applicants with learning difficulties and disabilities can request a confidential interview to discuss their particular needs. They may choose to bring an advocate to that meeting.

### **16. Inclusion Panel**

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- 16.1 Applicants with Criminal Convictions, complex additional support needs or who have been declined for reasons outside of the agreed Policy will be referred to the College's Inclusion Panel.
- 16.2 The Panel will be chaired by the Assistant Principal and core members in attendance will be the Recruitment and Admissions Leader, H&S Officer and Learner Support Manager.

If the applicant has declared or received Additional Learning Support a Coordinator may be invited to join the panel.

Written evidence will be submitted by the member of the Panel who has asked for the applicant to be referred.

The Inclusion Panel may ask a COL (Curriculum Operational Leader) to attend, who may choose to bring teaching staff with them, to present further information about the applicant and the course. Where applicable, the student and their parents will be invited to the inclusion panel.

Note for 2021/22 intake onwards, the inclusion panel will be called to review the application and offer for progressing students where there is concern over their suitability for the course applied for. Any learners not able to progress will be offered the opportunity to have an IAG appointment to discuss their options.

## **17. Joining Instructions and Welcome Letters**

- 17.1 Recruitment and Admissions will provide Cross College Support with a report of all applicants on the stage codes Offer or Accept. These applicants will be sent information by the end of July informing them of the arrangements for Enrolment and start date of course, which will include all times and places to report to. Correspondence will be stored on the student record on EBS.

Returning students will receive confirmation of their offer and be invited to enrol on confirmation of achievement of their offer conditions. Any learners not able to progress will be offered the opportunity to have an IAG appointment to discuss their options.

- 17.2 Any applicants interviewed and offered during the late summer Interview/enrolment schedule will be provided with information on their start arrangements.

## **18. Enrolment**

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## 18.1 New Full time, HE and Substantial Part Time learners.

Careers and Admissions, Learner Support and CIS teams will enrol the learner by supporting the completion of the required documentation on-line or at scheduled enrolment sessions. This will include transitional learners.

As part of this, we will check proof of the learner identity (usually via Passport, Driving Licence, ID card or alternative) although this can also be carried out using centralised records such as the LRS for 16-18 learners.

## 19. Service Level Agreements

All Service Level Agreements (SLA) will be monitored by exception through EBS. The agreed SLA for the Admissions process will be

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|--|-----------------|
| • Acknowledgement of Application           | 5 working days  |
| • Invitation to Interview                  | 10 working days |
| • Decision of interview to Admissions      | 1 working day   |
| • Decision of interview to Applicant       | 5 working days  |
| • Referral for Careers Guidance            | 1 working day   |
| • Referral for Additional Learning Support | 1 working day   |
| • Assessment of Fees                       | 10 working days |
| • Assessment of Criminal Conviction        | 10 working days |
| • Arrange an appeal hearing                | 7 working days  |

## 20. Appeal Procedure

20.1 In accordance with these procedures an appeal may be submitted to the college in relation to the decision taken. Any appeal must be made in writing within ten working days from the original decision of the inclusion panel and must set out the grounds for the appeal.

20.2 If deemed appropriate, the college will, within seven working days of receipt of the written appeal, arrange an appeal hearing. This hearing will be chaired by a member of the college executive team, who will not be the member who agreed to the original decision of the admissions panel. The college will have a representative of the inclusion panel present.

- 20.3 The applicant to the college is required to attend and may be accompanied by a parent(s), guardian, other family member, or friend, and representation by appropriate agency or agencies.
- 20.4 The chair will ask the member of the inclusion panel to summarise the original decision. The chair or applicant/applicant's representative(s) may ask for any points of clarification regarding this decision. The chair will then invite the applicant/representatives to provide whatever additional evidence or information they believe to have a bearing upon that decision.
- 20.5 The chair will consider the basis of the appeal and may ask for further information/reports.
- 20.6 Following this the chair will make a decision, either at the end of the appeal meeting, or at a later date if appropriate. In any event, the chair's decision will be provided in writing within seven working days of the appeal hearing. Any other parties involved in the grievance will also be informed of the appeal decision. Such decision will be final.

## **21. Complaints**

Complaints about the admissions process can be made through the college complaints procedure.

## **22. Short Courses**

Students on short courses do not make formal applications to the College and are placed on courses as the result of referrals to either the Careers and Admissions team or the Sales Team from Employers, Job Centre Plus and agreed referral agencies (including Inspira, Probation, Work Programme providers and specialist local support agencies, e.g. Adaction, Wise or Housing providers) Key processes such as criminal convictions declaration still apply to this group of learners and will be assessed by the department taking the referral or passed to the Careers and Admissions team if appropriate.