

<b>Policy Title:</b>	<b>Admissions Policy</b>
<b>Policy Description</b>	<b>The aim of this policy is to ensure that Dudley College of Technology applies fair and equal practices to all applicants for further education and higher education courses. The college is committed to providing impartial advice and guidance where required in the admissions process to assist applicants in choosing the course or programme of study which is right for them. The college is committed to the principle of ‘the right student for the right course at the right time’</b>
<b>Policy Number:</b>	<b>POL-031</b>
<b>Approved By:</b>	<b>Corporation</b>
<b>SLG Responsibility:</b>	<b>Debbie Goode</b>
<b>Date Issued:</b>	<b>10.11.2020</b>

## **1.0 Scope of the policy**

The Admissions Policy applies to all applicants for further education and higher education courses at Dudley College of Technology and the Black Country & Marches Institute of Technology.

## **2.0 Principles of the policy**

### **2.1 Advice and guidance**

Dudley College of Technology is committed to providing impartial advice and guidance where required in the admissions process, to assist applicants in choosing the course or programme of study which is right for them. The college is committed to the right student for the right course at the right time.

### **2.2 Confidentiality**

Dudley College of Technology is committed to ensuring confidentiality during the admissions process to comply with the requirements of the Data Protection Act 1988 and GDPR Regulation and in line with the college's Data Protection procedure.

### **2.3 Equality and Diversity**

Dudley College of Technology is committed to creating a culture in which equality of opportunity and diversity are actively promoted and in which discrimination is not tolerated.

Dudley College of Technology is committed to increasing and widening participation in education and training. Applications to attend Dudley College of Technology courses are actively encouraged from all interested individuals in the local community and beyond.

The college is committed to ensuring that the admissions process is open and transparent and that no individual or group receives less favourable or different treatment by virtue of age, disability, economic status, faith, gender, marital status, sexuality, race, colour, nationality, citizenship, ethnic or national origin. The college welcomes the wearing of religious and cultural dress.

Dudley College of Technology will actively combat discrimination, in all its forms, by implementing effective policies and empowering staff and students to take appropriate action.

The college is committed to ensuring that any individual with learning difficulties or disabilities are treated fairly. All reasonable adjustments to provision will be made to ensure that any individual with a learning difficulty or disability are not substantially disadvantaged.

The college actively works to extend the diversity of its student population through the development of an inclusive learning environment.

## 2.4 Quality

The quality and effectiveness of the admissions policy is monitored and evaluated during the year. The college is accredited through MATRIX and the Gatsby Benchmarks for the provision of information advice and guidance to all students. Compliance with the admissions policy is monitored through learner feedback and internal audit systems.

## 2.5 Entry requirements

Dudley College of Technology welcomes applications from all sectors of the community and the college's recruitment process is underpinned by the philosophy of the right students on the right course. 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 through all channels, are standard entry requirements which are used as a guide to suitability.

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. For international students, their overseas qualifications should be equivalent to the UK requirements. In addition, Dudley College of Technology is a sponsoring organisation linked to the UK Border Agency and all international students will have to satisfy the requirements of the UK Government for studying in the UK as well as meeting the entry requirements of the college in terms of qualifications and/or experience.

## 3.0 Admissions procedures

### 3.1 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.

All admission offers will be made on a conditional basis dependent on examination outcomes or one or more of the following:

- Interview.
- Assessment (where appropriate).
- Previous qualifications/experience.
- References (where appropriate).

Initial assessment indicating levels of literacy and numeracy may take place at the time of enrolment for specific courses and may be used to determine the level of study if qualifications on entry are not achieved in line with entry requirements.

Applicants for Higher Education courses via UCAS may be offered a conditional or unconditional place. Judgements on offers will be based on the UCAS applicant in its entirety where appropriate.

Applicants receive an offer in writing which is either conditional on pending examination results or unconditional where entry requirements have already been met.

Where applicants receive an offer conditional upon obtaining a specific level of qualification, and fail to meet that level, the application may be considered on an individual basis but a place is offered at the college's discretion.

If the college is unable to offer a place on the applicant's chosen course, the college will try to make an offer on a similar course at the appropriate level which matches the applicant's experience, qualifications, abilities and interests. This may occasionally result in the applicant being recommended an alternative course at other college or educational institution.

### 3.2 Part time courses

Many part time courses do not usually require an interview or assessment. Where courses have specific entry requirements these are published on the college website.

### 3.3 Higher education admissions

Please refer to [POL-009 Higher Education Admissions policy](#) and [HE Admissions procedure](#) for details.

## 4.0 Recruitment process

### 4.1 Information, advice and guidance

The learner services team responds to all initial enquiries regarding the college's offer. If applicants are unsure about which course to study or progression routes they can access individual course guidance appointments with the Matrix accredited team who offer impartial advice.

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 learning support team to discuss needs and agree the support required. With the exception of Dyslexia which is supported separately after enrolment.

Where candidates with learning difficulties / disabilities apply to specialist supported courses the college will assess additional support needs as part of their assessment and interview process.

In a small number of cases, the college may decide that a risk assessment would need to be carried out to ensure the safety of the student and assess any implications on other

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students. The college ensures that there is adequate adjustment and provision for students with disabilities/additional needs. If in exceptional circumstances the college is unable to offer appropriate adjustments and/ or provision to meet a prospective student's disabilities/additional needs, every effort will be made to refer to other more appropriate educational provision.

## 4.2 Interview process

Where it is deemed necessary an interview will take place. 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 will be discussed during the interview or assessment process:

- Course information and the student's suitability for the course.

Enrolment will take place in via online enrolment and face-to-face depending on the nature of the enrolment. The college is committed to moving enrolments to a digital service. ID cards will normally be issued to enrolled students following the completion of the enrolment process. Part time students should enrol prior to the start of the course and be issued with an ID card. When part time students do not enrol until their first day of attendance ID cards will be issued on a day/evening as soon as possible after the student starts their course.

4.3.1 ID cards incorporate a photograph of the student taken by the college soon after enrolment. Due regard is given to cultural and religious dress requirements. Students who wear a niqab will wear an ID card in accordance with college policy. Special arrangements will be made as follows:

- A private room/situation will be provided for the photograph to be taken.
- 2 photographs will be taken, 1 with the niqab and 1 without the niqab. The one without will only be shown when requested by appropriate, approved members of staff, e.g. security, duty manager, in a private viewing area.

4.3.2 For students under 18 in gender transition an ID card in their chosen name will be available on request in addition to their ID with their legal name.

## 4.4 Learners aged under 16

Full-time applicants who are under 16 may be able to access provision at college. Admission is normally subject to funding.

## **5.0 Specific admission procedures**

### **5.1 Disclosure and Barring Service (DBS) checks**

As a safeguarding measure, the college reserves the right to carry out a DBS check on any applicant. The outcome of such a process will be taken into consideration when making a decision on admission to college.

### **5.2 Unspent criminal convictions**

Where an applicant has a criminal conviction, the college will refer all applicants to the college Principal, or his representative, for consideration. This involves a risk assessment process which is designed to safeguard the welfare of all 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 unsuitable.

### **5.3 Conditional entry**

Applicants who have a history of disrupted education, exclusion or behavioural problems may be offered a place subject to conditions, which will be outlined to the applicant at the time of the offer. A decision to admit an applicant under these circumstances will be at the discretion of the college Principal or his representative.

### **5.4 Admission of students previously excluded from Dudley College of Technology**

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 subject to conditions, which will be outlined to the applicant at the time of the offer. A decision to admit an applicant under these circumstances will be at the discretion of the college Principal or his representative.

### **5.5 Admissions of students with unsatisfactory references**

The college reserves the right to request references and/or school reports for applicants. Unsatisfactory references will be reviewed by the relevant manager for the curriculum. A decision to admit an applicant under these circumstances will be at the discretion of the Principal or his representative. Applicants who have been previously excluded for any other educational institution may be required to attend an additional interview to allow the college to access any additional needs.

### 5.6 Admissions of students who have previously enrolled, but have withdrawn early or not completed

The college reserves the right not to admit an applicant who previously attended the college, but failed to make sufficient effort towards successfully completing their studies.

### 5.7 Cancellation of a course by the college

The college may find it necessary to close or cancel courses. 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 if the course is cancelled within 3 weeks of start date.

### 5.8 Cancellation of a course by a student

When cancelling an enrolment on a course by a student, refunds will only be considered if the prospective student acts in line with the guidelines laid down in the [College Fee Refund Policy](#) .

### 5.9 Withdrawals and refunds

Refunds after enrolment are only made under exceptional circumstances, in line with [College Fee Refund Policy](#) .

The college may require appropriate evidence (e.g. doctor's certificate) to be provided. In this event any refund would be calculated on a pro-rata equivalent of the weeks remaining on the course.

### 5.10 Safeguarding staff and students

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.

### 5.11 Applications from debtors

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

## **6.0 Admissions Process Appeals**

In the event of an applicant disputing a decision not to admit them to the college, the applicant may appeal in writing to the college CEO/Principal.

## **Associated Documents**

[\*\*POL-004 – Discipline – Student\*\*](#)

[\*\*POL-006 – Fitness to Study\*\*](#)

[\*\*POL-009 – HE Admissions\*\*](#)

[\*\*POL-016 – Safeguarding\*\*](#)

[\*\*POL-034 – College Fee Refund\*\*](#)

[\*\*Discipline – Students\*\*](#)

[\*\*Enrolment/Tuition Fee Refunds\*\*](#)

[\*\*Fitness to Study\*\*](#)

[\*\*HE Admissions\*\*](#)

[\*\*Marketing Services\*\*](#)

[\*\*Safeguarding \(Children and Adults\)\*\*](#)

[\*\*Fitness to Study Form \(QS/I38\)\*\*](#)

[\*\*Guidelines on Refusing Entry to a Particular Course or to the College \(QS/083\)\*\*](#)

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