



Admissions and Enrolment Policy

Authors: Emma Talbot
Ed Whiteley

Version 2.0

Contents

Scope	2
Key Responsibilities.....	2
IAG and Recruitment	3
Purpose of the Admissions Service.....	3
Objectives of the Service	3
Responsibilities	3
Applicant	3
Student Services Team	3
Interviewing Staff	4
Course Leader.....	4
Core Skills and Progression Leader	4
Procedures	5
Principles	5
Procedure	5
Criminal Convictions.....	6
Additional Needs	6
Disability and Access Issues	6
Higher Education	6
Enrolment	7
Review and Development.....	7

Scope

To ensure that Confetti's admissions process for FE, from initial enquiry to enrolment, provides appropriate information, advice and guidance at each stage of the process and that applicants' interests and aspirations are matched to a suitable learning programme on which they stand the best chance of succeeding.

Once on programme, safeguards are in place to ensure the accurate and timely registration of students with the appropriate awarding body on the correct learning aim, and subsequently with the reporting and allocation of certificates of achievement. This is detailed in the Registration and Certification Policy.

To ensure that the process is open and transparent and that applicants and staff understand at each stage what requirements should be met.

This policy will reflect Confetti's Equality, Diversity and Inclusion policy and will ensure that no applicant will be treated less favourably on grounds of age, disability, gender, gender identify, parental or marital/ civil partnership status, race or nationality, religion or belief, sexual orientation, trade union activity or any unrelated criminal convictions.

Key Responsibilities

The admissions provision is managed by the Core Skills and Progression Leader, Student Services Manager, Curriculum and Course Leaders and is administered by the IAG Officer and the Student Data and Records Officer.

The registration provision is overseen by the MIS Manager and administered by the MIS Team. Certification provision is overseen by the MIS Manager with grade entry completed by Course Leaders and collecting and distribution of certificates administered by the MIS Team.

Line Managers have responsibility for ensuring staff understand and comply with the policy.

IAG and Recruitment

Purpose of the Admissions Service

The admissions service aims to:

- Consider applications from all potential learners, consistently and without prejudice
- Ensure that applicants have sufficient information to make an informed and appropriate application
- Ensure that applicants receive information, advice and guidance appropriate to their needs and aspirations
- Ensure that applications are dealt with to an agreed timeframe
- Ensure that Applicants who disclose a criminal conviction will be dealt with in accordance with the Rehabilitation of Offenders Act.

Objectives of the Service

- By placing successful applicants on an appropriate course, help to maximise their opportunity of achieving that qualification and progressing
- By providing a high quality service from enquiry, application to enrolment, reduce the number of students declining offers, or taking up offers at other institutions
- To provide a clear process for staff to follow, to enable fairness and consistency.
- To provide a clear process for external customers, to ensure fairness and consistency.

Responsibilities

Applicant

- The applicant will provide relevant, accurate and up to date information in support of their application.
- Where a reference is required, applicants must provide appropriate and correct contact details.
- Attend scheduled interview or contact the Student Services Team in advance of the interview if unable to attend.
- Return any required correspondence within timeframes given.
- Attend the dates given through the process, e.g. interview, enrolment, induction, taster events.

Student Services Team

- Create a database record when initial contact is made to log personal details and track the application. A minimum set of required information is collected at the application stage, which is supplemented with further data, as relevant, at later stages (e.g. NI numbers at enrolment)
- To provide initial impartial advice and guidance to all applicants and, with reference to the stated QOE and relevant support staff or managers, assess suitability for their course of interest

- Follow up any additional needs identified and refer to the appropriate support staff
- Update tracking records as necessary to include further details relevant to the application as it progresses.
- Arrange interviews and then follow up actions regarding guidance
- Maintain correspondence with applicants through the application process
- Undertake reasonable chasing up of non-attendees to re-offer interview times
- SST will (where possible) support tutors in contacting no-shows and / or late applicants.

Student Records and Data Officer

- Maintain correspondence with applicants through the post interview process
- Process offers and chase any outstanding information (e.g. return of QOE)
- Prepare information by course ready for enrolment

Interviewing Staff

- Provide SST with regular interview slots that meet the demand for the course
- Familiarise themselves with the interview format and the details of the applicant prior to the interview
- Explain in clear language the course details including assessments, hours of study, commitment etc. as highlighted in the application and interview documentation
- Investigate any additional needs and record on interview paperwork for follow up by SST or Additional Learning Support Team (ALS)
- Explore suitability of applicant for the course, through sensitive probing and questioning
- Make a recommendation to the Course Leader about whether to make an offer and outline any conditions or reasons for refusal
- Complete in full, and return the interview paperwork to Student Services on the same day as the interview takes place.

Course Leader

- Complete assessment of offer within 48 hours of the interview
- Check the interview form for any support issues and signpost for Support Assessment where relevant
- Provide a clear decision to the Student Records and Data Officer outlining any conditions and / or reasons for refusal
- To support during the enrolment period with late applicants and / or applicants who have failed to meet the conditions of their offer
- To re-route applicants with advice from the Core Skills and Progression Leader, who have not achieved places on their chosen course

Core Skills and Progression Leader

- To provide impartial guidance to uncertain applicants and to assess suitability for courses using the information provided.

- To re-route applicants who have not achieved places on their chosen course
- To assess baseline assessments from the completed interview form

Procedures

Principles

The following principles will underpin the admissions process:

- All staff involved in the admissions process will work to guidelines in this policy
- Initial Information will be accurate and will be easily accessible
- Guidance will be delivered by trained personnel and will be impartial
- Personal information will be treated sensitively
- Offers will be made in line with the course QOE, the curriculum plan and places available.

Procedure

- Confetti will provide clear, accurate and accessible information on courses that are being provided
- SST, in conjunction with Marketing, will ensure that potential applicants are aware of how to apply through various media, including website, prospectuses, telephone enquiries, open days and other Marketing events
- All admissions will follow a consistent approach to entry qualifications
- All applications will be entered into the database and be acknowledged within five working days
- Interviews, where applicable and where possible, will be confirmed within 10 working days from acknowledgement
- The interview will provide information to the applicant and enable staff to assess suitability
- Interviews will use standard paperwork and will follow an agreed format taking into consideration individual needs and curriculum requirements
- Wherever possible a decision on an offer will be made verbally at interview and will be followed up by a confirmation letter clearly stating the conditions of the offer / or reasons for refusal within 28 working days of interview
- If a decision cannot be made as a result of insufficient information, the applicant will be informed and made aware of what is needed
- If an applicant is considered unsuitable for the course applied for they will be informed of the reasons and, where possible, offered a suitable alternative or signposted for further advice
- If new information about an applicant comes to light which was not available when the original offer was made, Confetti reserves the right to change details of this offer to take into account this new information, striving to place applicants on a suitable programme
- Any appeals or complaints regarding a decision will be received in writing by the Student Services Manager and dealt with as per the Confetti Complaints Policy.

Criminal Convictions

- Applicants who declare previous criminal convictions will be dealt with in accordance of the Rehabilitation of Offenders Act
- Confetti aims to ensure fair treatment of applicants who declare a previous conviction whilst providing a safe environment for all learners and staff
- Confetti will work with the Youth Offending Team, Probation Service and other relevant agencies to assist in the admission of students who are supported by such services
- All applicants declaring relevant convictions will require references and satisfactory risk assessments.

Additional Needs

Applicants who disclose a disability, learning support or pastoral need will be referred to the ALS Manager, ALS Co-ordinators and the Pastoral Support Co-ordinator for support through the admissions process and subsequently on programme. Applicants may be referred to a Support Assessment (SA) meeting where a more detailed evaluation of specific and individual needs will take place.

Disability and Access Issues

If an applicant discloses a disability (e.g. mobility, visual impairment, hearing impairment), then a referral will be made to the SA process, to assess the extent of the support which may be needed. Confetti aims to make all reasonable adjustments necessary to allow fair access to education, although the completion of a SA is no guarantee that a course place will be offered.

Higher Education

See separate HE Admissions Policies.

Enrolment

Enrolment sessions will be arranged during the Summer break. These sessions will be compulsory for all students.

These sessions will be arranged by cohort, timetabled with support from the MIS team. Provision will be made for students who are unable to attend their specific session.

During the enrolment session all students will have their course offer confirmed (according to their grades). Students who do not meet the requirements of their course will be offered an alternative where possible. On the rare occasion there is not a suitable course they will be placed on a waiting list (where relevant) or offered IAG to find alternative provision elsewhere.

During the enrolment session students will be required to:

- Complete all relevant paperwork, including providing evidence as required.
- Undertake any additional activities which could include, but is not limited to tutorials, assessments, meetings with support or teaching staff.
- Pay fees, provide fee remission evidence or set up direct debits where needed.
- Have photo's taken for their student ID cards.

Review and Development

This policy will be reviewed annually by senior education managers and updated according to changes in legislation, good practice and to provide a continually improving service.

