



ADMISSIONS POLICY

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SCOPE

The Admissions Policy applies to all applicants for further education, Higher Education and apprenticeship courses delivered by Dudley College at Dudley College of Technology, Dudley Sixth and the Black Country & Marches Institute of Technology.

I. PRINCIPLES OF THE POLICY

I.1 Supporting learners in the admissions process

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. We will do this through an open and transparent admission process that considers the individual circumstances of all applicants and gives them the best possible opportunity to study with us reflective of their abilities and aspirations.

I.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 2018 and General Data Protection Regulation and in line with the College's Data Protection and Information Security policy.

I.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. 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 disadvantaged.

1.4 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.

1.5 Residency and Fee requirements

All applications are dealt with in accordance with government legislation regarding eligibility to study in the UK and national, regional, and local rules regarding an individual's access to public funds to support the costs of their study.

2. ADMISSIONS CRITERIA

2.1 Full and part- time course admissions

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

2.1.1 Entry Criteria: The College publishes academic entry criteria for all full and part-time programmes and courses on its website. The criteria are established to ensure applicants have the academic ability to achieve and succeed on their chosen programme or course.

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

- An interview.
- Additional requirements such as a vocational aptitude assessment, the submission of a portfolio, an audition.
- Previous qualifications/experience.
- References (where appropriate).
- Successful accreditation by the Disclosure and Barring Service.

2.1.2 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.

2.1.3 Existing students applying to progress to another programme or course, or who are applying for an Apprenticeship, are required to fulfil the entry criteria for their chosen programme, course, or opportunity. Their prior pattern of attendance and record of behaviour will be taken into consideration in relation to the offer of a place on further study programmes or courses.

2.1.4 Overseas students who apply to study at the College will have the equivalency of their qualifications established through UK ENIC.

2.2 Higher Education course admissions

The College has the following admissions procedures for Higher Education courses to ensure that applicants are matched to the most appropriate courses, giving them the greatest chance of success.

- 2.2.1 **Entry Criteria:** The College publishes academic entry criteria for all Higher Education programmes and courses on its website. Where applicable, any prior learning will be reviewed and recognised through the College's Accreditation of Prior Learning procedure.
- 2.2.2 **Applicants via UCAS** for Higher Education courses may be offered a conditional or unconditional place. The College adopts UCAS Tariff points to describe academic requirements. Judgements on offers will be based on the UCAS application in its entirety where appropriate.
- 2.2.3 **Direct entry applicants** may be offered a conditional or unconditional place. Their offer will be based on the application in its entirety and their prior attendance and behaviour on other Dudley College courses will be taken into consideration.
- 2.2.4 The following will be considered when assessing an individual's application:
- Qualifications and grades already achieved.
 - Predicted grades on pending qualifications.
 - UCAS personal statement (where appropriate).
 - Relevant work experience.
 - Academic reference(s).
 - Assessment results from interview/audition/portfolio selection.
 - Exceptional circumstances (such as illness or personal difficulties).
 - References.
- 2.2.5 The College welcomes applications from those who have significant work or life experience and who may not necessarily meet the published academic requirements for their chosen course. Applicants will be required to demonstrate evidence of motivation, potential, knowledge, and ability to study, and the College must be satisfied that an applicant's work or life experience is equivalent to the qualifications of other applicants.

2.3 Apprenticeship admissions

The College has the following admissions procedures for Apprenticeship programmes to ensure that applicants are matched to the most appropriate programmes, giving them the greatest chance of success.

- 2.3.1 Potential candidates for Apprenticeship programmes may come via the following routes:

- Is a new applicant and has applied directly to an employer (including the College itself) and been appointed into the apprenticeship job role.
 - Is applying for a vacancy through the College's Apprentice Recruitment service.
 - Is an existing member of staff and is undertaking an Apprenticeship to develop significant new knowledge, skills, and behaviours, as part of their personal development.
- 2.3.2 All applicants, regardless of the route in which they applied, must meet the minimum entry requirements for all Apprenticeship programmes. These minimum entry requirements are published on the College website.
- 2.3.3 **Assessment Centres:** All applicants will be expected to undertake initial assessments to assess eligibility for funding prior to being offered a place on a programme. Where required by the Apprenticeship Standard an additional diagnostic assessment for occupational competence may be used to assess prior learning and experience.
- 2.3.4 **Careers Education Information and Guidance:** If an apprentice is not eligible for funding, does not meet the programme entry criteria, or is not successful in gaining employment via the Apprentice Recruitment Service, then information and guidance is offered to the individual about next steps. Alternatives such as full-time study and part-time courses are offered to support the individual and full-cost alternatives offered to support the employer.

3. ADMISSIONS PROCEDURE

3.1 Full and part- time course admissions

- 3.1.1 Applicants for full-time Further Education programmes who make an application to study with us via the College's website will:
- **Receive an offer letter** which is either conditional on pending examination results or unconditional where entry requirements have already been met.
 - **Be invited to attend a Welcome Event** as part of the application process. For some programmes, attendance at these events will be part of the entry requirements; and applicants will be advised of this by the Student Services team.
 - **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.
 - **Be expected to continue to develop their English and maths** whilst at the College. Applicants may be asked to complete an initial assessment of their literacy and numeracy prior to the start of their programme and/or their prior attainment at GCSE or equivalent will be considered. The outcome of the assessment will be used to identify the appropriate level of programme or

course and any other support that may be required. It will not override any existing qualifications.

- 3.1.2 For part-time applications applicants will normally apply via the College website and their application will be dealt with in the following way:
- 3.1.3 For programmes or courses **that do not stipulate any entry conditions**, applicants will be invited to enrol via an online/telephony assisted process or by attending a face-to-face enrolment session.
- 3.1.4 For programmes or courses **that do stipulate any entry conditions**, a referral will be made to the appropriate curriculum team, who will assess the suitability of applicants for the course of study. In most cases this will be via a telephone conversation or a face-to-face meeting. **The entry criteria laid out in 2.1.1 will apply.**
- 3.1.5 Following the curriculum confirmation of an applicant's suitability to study their chosen programme or course applicants will be invited to enrol via an online/telephony assisted process or by attending a face-to-face enrolment session.
- 3.1.6 Admission may be conditional on one or more of the following:
- Where the individual is paying for the programme or course themselves the payment of the fee in full or the signing of a credit agreement to pay in instalments.
 - Where the fee is being paid for by a third party i.e. a sponsor such as an employer the provision of evidence that the third party intends to be contractually bound by this agreement.
 - Where an individual intends for the programme of study or course to be funded by public funds such as by an Adult Learner Loan or via a debit of their Lifelong Learning Account, they have applied to such funds and intend to be contractually bound by such an application.
 - The provision of evidence including benefit statements, wage slips, bank statements etc to establish the learners' eligibility to access public funds to cover the costs of their study programme.

3.2 Higher Education course admissions

- 3.2.1 Two types of Higher Education application will be received:
- Applications for full-time Higher Education courses that are directly funded and can include HND/C awards and Foundation Degrees. Such Higher Education applications are submitted via UCAS, the body that deals with HE applications across the UK.
 - Applications for part time HE applications that are not required to follow the UCAS process.
- 3.2.2 The College is committed to fair and equal consideration of all applications received directly to the College and by the UCAS deadline.

- 3.2.3 Applicants to courses may be invited to attend an interview, audition, or portfolio review as part of the selection process. All applicants who do not meet the academic entry requirements but have made an application based on significant work or life experience will be invited to attend an interview.

For HE programmes three offer outcomes exist.

- Conditional Offers – where prior qualifications are pending. It is crucial that these offers are made describing only the conditions relating to the entry requirement for the course.
- Unconditional offers – through previous qualifications or further evidence secured at interview the applicant is granted an offer to the course.
- Reject - where the candidate is deemed unsuitably in terms of actual or pending qualifications or previous work experience.

- 3.2.4 If UCAS notifies the College of the detection of plagiarism or in a personal statement, the College reserves the right to decline the application, or withdraw any offer made.

3.3 Apprenticeship admissions

- 3.3.1 Apprenticeships are jobs with training. To apply for an apprenticeship, you need to have an apprenticeship placement. The Employer Engagement Team facilitate the initial process of application, and applicants will undertake an initial assessment which will determine the suitability of the apprenticeship, the starting point and any prior learning, and any maths and/or English and learning support requirements.
- 3.3.2 For those who want to undertake an apprenticeship but need to find a placement, the Employer Engagement Team will assist with identifying opportunities for learners to apply for.
- 3.3.3 If the College is unable to offer a place on the applicant's chosen apprenticeship, the College will try to make an offer on a similar full-time or part-time course at the appropriate level in the chosen competency skill area, which matches the applicant's experience, qualifications, abilities and interests. This may occasionally result in the applicant being recommended an alternative course at another College or educational institution.

4. SPECIFIC ADMISSION PROCEDURES

4.1 Supporting Students with Additional Support Needs

The College welcomes students with disabilities and learning difficulties, and they will not be refused a place on the grounds of their disability, unless under exceptional circumstances as defined by the SEND code of practice, where the College is not able to reasonably meet the student's needs.

All students with an Education, Health and Care Plan (EHCP), will be required to share their plan with the College and attend a support interview, prior to admission, so that an assessment of need can be made in relation to the specific course of study for which they have applied. This will allow the College to provide guidance on an individual's suitability for chosen courses and make an assessment of any necessary reasonable adjustments.

4.2 Safeguarding

The College has a duty of care to all students and staff, to make sure they feel safe and protected whilst at the College.

As a safeguarding measure, the College may conduct a risk assessment or fitness to study assessment on any applicant, student, or apprentice. The College may share information with other statutory agencies to gather information to inform that process.

The outcome of such a process will be taken into consideration when deciding on admission to College.

The College reserves the right to refuse admission to an applicant where the College feels the risk attached to the applicant is too high and the College believes that they could be a threat or danger to others.

4.3 Criminal Convictions

Applicants are asked to disclose relevant and unspent criminal convictions or court proceedings through the enrolment process. Where they do so, further information will be sought from the applicant and a risk assessment or fitness to study assessment will be undertaken.

This process 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.

4.4. DBS Checks

The College requires applicants for certain types of courses to undergo a DBS check prior to them starting the course. This relates to programmes where work placement is

mandatory and requires a DBS check. All offers for courses where there is a DBS requirement will be conditional on the successful DBS clearance.

4.5 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 their representative.

4.6 Admission of students previously excluded from Dudley College of Technology

Applicants 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 their representative.

4.7 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 their representative. Applicants who have been previously excluded from any other educational institution may be required to attend an additional interview to allow the College to assess their suitability to study.

4.8 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.

4.9 Applications from debtors to the College

The College reserves the right to refuse admission to an applicant who has outstanding debts to the College. Where an applicant pays in full all outstanding debts prior to the commencement of their application, it will be allowed to proceed.

4.10 Issuing of Identity (ID) Cards

Enrolment will take place via online enrolment or face-to-face depending on the nature of the enrolment. 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. The agreement to use and display an individual ID card when on College premises is a condition of admission.

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.
- Two photographs will be taken, one with the niqab and one 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.

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.

5. COURSE CANCELLATION OR CLOSURE

- 5.1 Where a course is under-subscribed or there is a significant change to the way a course is funded or the mandatory course content, the College reserves the right to withdraw the course. In such circumstances, applicants will be offered support and advice on the availability of suitable alternative courses.
- 5.2 In the case of cancellation or closure any fees paid will be refunded if the course is cancelled within 3 weeks of the start date.
- 5.3 Where there is significant high demand for a course resulting in it being over-subscribed and where it would be impossible to accommodate students safely or appropriately, the College reserves the right to close the course to further applicants. In some circumstances prospective applicants will be added to a waiting list.
- 5.4 Where a course is closed due to oversubscription, the Learner Services Team will invite those students who have accepted their place on a course and met all relevant criteria, in order of date of application to enrol first. If there are any remaining places all other applicants who have not accepted a place will be invited in order of date of application first.

6. ADMISSIONS PROCESS APPEALS

- 6.1 If an applicant wishes to appeal against a decision made by the College not to offer them a place on a course of study or not to admit them to enrol following such an offer, an appeal can be made in writing to the Vice Principal Curriculum and Quality. An acknowledgement of an appeal will be sent within three working days.

The appellant will receive a formal response within 15 working days.

- 6.2 Any dissatisfaction with any administration or service delivery aspect of the admissions process can be addressed using the College's complaints procedure.