



Gower College Swansea  
Coleg Gŵyr Abertawe

## **Admissions Policy**

<b>Issue</b>	<b>February 2015</b>
<b>Review Date</b>	<b>February 2018</b>
<b>Originator</b>	<b>Beth Hughes Learner Recruitment Manager</b>
<b>Location of Policy</b>	<b>BIZ-Sharepoint/Intranet/Policies &amp; Procedures/Learner Services &amp; Support</b>

**If you require this policy in an alternative format – please contact Admissions on 01792 284179 or 01792 890750.**

**Please note, this Policy has been translated and is available in Welsh.**

## **1. Context**

The aim of this policy is to ensure equality of treatment for all people seeking entry as learners to the College.

## **2. Scope**

This policy applies to all full time and part time learners who wish to enrol in the College.

## **3. Statement of Purpose**

The purpose of this policy is to ensure the fair treatment of all applicants.

The College welcomes applications from all sectors of the Community. We will consider all applications on their merit and ability and will not discriminate on the basis of gender, race, disability, age, religion or belief, sexual orientation, pregnancy and maternity, gender reassignment, marriage or civil partnership.

## **4. The Policy**

### **Applying to the College**

- 4.1 All enquirers can gain accurate and up-to-date information from the College by requesting a current prospectus or accessing the College website.
- 4.2 All full time and some part time courses will have an interview as part of the admissions process.
- 4.3 Individual programmes will have their own entry requirements, based on qualifications, experience and suitability. Learners will be informed of these at an early stage of the application process.
- 4.4 Falsification of entry qualifications by applicants may result in disciplinary action or the applicant being refused a place.
- 4.5 The College is committed to ensuring that people with disabilities, including those with learning difficulties, are treated fairly. All reasonable adjustments to provision will be made to ensure that learners and other people with a disability are not substantially disadvantaged. All disclosures of disability will be treated sensitively and used only for the potential benefit of the learner. Applicants are able to disclose their disabilities and learning needs on the full time application form.
- 4.6 The College can only run classes in courses and subjects where there are sufficient numbers of students. If a course or subject is not viable the learner will be advised on making an alternative choice.

#### 4.7 Applicants must:

- satisfy all pre-course requirements, including accurate completion of all associated paperwork by any deadline given, by attending all appointments arranged by the College and by submitting any evidence to support the application as required;
- meet the specific entry requirements of any programme or course
- where applicable, be supported by satisfactory references
- agree to pay any fees required
- agree to abide by the College's Student Code of Conduct
- confirm acceptance or rejection of any place offered by the date specified
- complete a medical disclosure and consent form if they are a full time student

#### 4.8 Places will be allocated on the basis of:

- the learner fulfilling the conditions for entry
- the availability of places

#### 4.9 *Full Time Programmes: Applicants under 16 years* – Normally applicants under 16 years will not be allowed entry onto full time programmes. In exceptional circumstances, where the applicants educational needs cannot be met in school, the application will be considered. All such applications must go through the 14-16 Coordinator who will liaise with the LEA, the school, the College faculties involved, the parents and the child.

All Key Stage 4 14-16 year old students from schools applying for courses at the College as part of their Year 10 and 11 studies must follow the 14-16 enrolment process (Appendix 4).

#### 4.10 *Full time ESOL applicants and applicants whose first language isn't English:* These applicants may be asked to provide evidence of their ESOL qualifications or to undertake an English Language assessment to establish whether their level of English is appropriate for the course.

#### 4.11 *Part Time Programmes: Applicants under 16 years* – Students under 16 years of age cannot be enrolled onto part time evening courses.

#### 4.12 *Full and Part Time Programmes: International Students* – International Students are admitted based on the following criteria: provided that their overseas qualifications are considered equivalent to the requirements of the particular programme being applied for.

- English language – ie IELTS score, this needs to meet the college entry requirements
- That their overseas qualifications are equivalent to the course being applied for

Students who do not meet the home student definition as set down in the immigration rules by UK Visas and Immigration will be classified as an international student.

### **The Right to Refuse an Application**

4.13 The College reserves the right to refuse admission to any applicant who:

- is unable to meet the required entry requirements;
- has a 'relevant' criminal conviction which is either not spent or can never become spent (see Section 5 below);
- has previously been excluded from this or another education institution. (Before any decision is made, reasonable effort will be made to obtain references from previous education institution/s. Where provided, references may be taken into account regarding the decision to offer a place) ;
- has previously attended this or another education establishment and not completed courses, including all external assessments, without good reason;
- has previously been subject to the College's Disciplinary Procedure and has not abided by the recommendations following the outcome of any such disciplinary. Learners re-admitted to the College may be subject to the conditions of a written final warning;
- could be a threat or a danger to others or themselves;
- has outstanding debts with the College;
- provides false or misleading information on an application or enrolment form.

4.14 The above list is neither exhaustive nor exclusive. The College reserves the right to make the final decision on whether or not to accept an application or enrolment to the College.

4.15 In the event that the College offers a place and subsequently discovers that the candidate has committed an action that would constitute gross misconduct under the College's Disciplinary Procedure, the College reserves the right to withdraw the offer, whether or not the course or programme has commenced.

4.16 Applicants who are unsuccessful in obtaining a place on the course for which they have applied will be offered appropriate advice and guidance to discuss other options.

## **5. Criminal Convictions and DBS Checks**

5.1 Where the College has knowledge of a criminal conviction the College will follow the process outlined in the Ex-Offenders Policy (Students).

All students on courses involving placements with children or vulnerable adults are required to have a current DBS certificate, undertaken in the last three months (if by another organisation) or within the last three years if undertaken by the College.

## **6. Appeals**

- 6.1 Should an applicant dispute a decision not to admit them to the College, they may appeal using the College Appeals Procedure. The original decision will only be reconsidered if it did not follow the Colleges Admissions Policy or other relevant policy and/or the applicant provided evidence that was not revealed earlier in the admissions process.

## **7. Related Documents**

- 7.1 This policy should be read in conjunction with the following documents:
- Strategic Equality Plan
  - Student Code of Conduct
  - Student Disciplinary Procedures
  - Ex Offenders Policy
  - College Appeals Procedure

## **8. Policy Date And Review**

- 8.1 The date of this policy is February 2015. The policy will be reviewed every 3 years. The date of the next review is February 2018

## **9. The Welsh Language Scheme**

- 9.1 Gower College Swansea is committed to the promotion of the Welsh language scheme and will endeavour to address and support the needs of Welsh speakers in accordance with the College's Welsh Language Scheme. All applicants are asked if they would like their interview conducted in welsh.

## Appendix 1: Admissions Process for Full Time Applicants

Stages	Exceptions
<p>An Application form is received via UCAS Progress, the College website or on paper</p> <p>For paper applicants, A holding letter is sent out to the applicant within three working days advising them that an interview date will be arranged in due course.</p> <p>Applications received via the College website and UCAS Progress are acknowledged automatically.</p> <p>Applicants are able to disclose their disabilities and learning needs on the full time application form and can request adjustments to the interview process.</p>	<p>All applications for full time Higher Education courses are processed via the UCAS application system.</p> <p>If criminal convictions are disclosed the Ex Offenders policy is implemented.</p>
<p>Faculty Interviews are arranged with the appropriate member of staff.</p> <p>Interview letters are sent to the applicant notifying him/her of the date and time. They are usually given seven days notice</p> <p>An interview invitation is sent to the applicant giving a minimum seven days notice. Invites are usually sent by email unless the applicant has requested a letter.</p> <p>During the Admissions process the applicant receives the following information about the programme:</p> <ul style="list-style-type: none"> <li>• Entry requirements</li> <li>• Content and type of assessment</li> <li>• Progression opportunities</li> <li>• College expectations e.g. Student Code of Conduct</li> <li>• Pre-enrolment assessment</li> <li>• The learning support available for those applicants with additional needs</li> <li>• Information on financial assistance available</li> <li>• Any additional course costs e.g. equipment, books, etc.</li> <li>• Qualifications which will be achieved on successful completion of the course</li> </ul>	<p>If the applicant has been excluded in the past an interview is arranged with the appropriate Dean of Faculty</p> <p>Supported Studies arrange their interviews directly.</p> <p>Plumbing and Engineering: An aptitude test is organised before the faculty interview.</p> <p>Motor Vehicle and Engineering arrange an aptitude test if appropriate</p> <p>VAC &amp; PF: A written numeracy and literacy test is carried out before the interview and used to inform the interview</p> <p>Access to law – pre access process applies</p> <p>Beauty and Hairdressing – applicants have to write a short paragraph at the start of their interview on why they want to do the course. If necessary, they will be invited in for further screening at a later date</p>
<p>The applicant attends the faculty interview.</p>	<p>If an applicant is not offered a place on their chosen course an alternative faculty</p>

<p>At this stage most applications will be offered a place on their chosen course and given a July or August enrolment/interview date and time.</p> <p>Confirmation of offer is sent by email or letter for those that have requested. The applicant accepts their course offer and completes the medical disclosure and consent form.</p> <p>For applicants with no email the offer and forms will be sent by post.</p>	<p>interview is arranged if appropriate.</p> <p>If an applicant does not attend the first faculty interview then they are automatically rescheduled a new one. If they fail to attend the second interview they are sent a letter/email asking if they would like one. applicants are asked if they would like another interview or written to with details of another interview date.</p>
<p>After GCSE results (not for July enrolments) the applicant attends an enrolment interview and, if they have achieved the entry requirements, is enrolled on their course.</p> <p>If the student has not met the entry requirements but the lecturer is supporting enrolment of the student onto the course, the Dean of Faculty or LAM must sanction the decision.</p> <p>At this stage applicants are encouraged to disclose any medication they are taking which may impact on their studies e.g. Asthma inhaler, Ritalin for ADHD. Depending on the medication the College may need to keep the medication in a secure place.</p>	<p>If the applicant does not attend the enrolment interview they are contacted by the faculty staff to re-arrange the interview or find out why they have not attended.</p> <p>If the applicant does not achieve the entry requirements then they are referred to a lower level course in an appropriate area.</p> <p>If the applicant decides they do not want to enrol on the course they originally applied for then they are referred back to the Advice and Guidance team or Careers Wales.</p>

## Appendix 2: Admissions Process for Part Time Students

(Including HE students not applying through the UCAS system)

Stages	Exceptions
Where the course does not require an interview the applicant will go straight to enrolment. Applicants can also enrol directly through <a href="http://www.gowercollegeswansea.ac.uk">www.gowercollegeswansea.ac.uk</a> for courses not requiring an interview.	
<p>Where interviews are required they will be held by the faculty staff. The decision on whether an interview is necessary for the course is decided by the faculty team. The courses could include:</p> <ul style="list-style-type: none"> <li>• All advanced professional programmes from Level 3 upwards</li> <li>• All part time Higher Education programmes</li> </ul> <p>During the Admissions process the applicant is entitled to the following information about the programme:</p> <ul style="list-style-type: none"> <li>• Entry requirements</li> <li>• Content and type of assessment</li> <li>• Progression opportunities</li> <li>• College Expectations e.g. Student Code of Conduct</li> <li>• The learning support available for those applicants with additional needs</li> <li>• Information on financial assistance available</li> <li>• Any additional course costs e.g. equipment, books, etc.</li> <li>• Qualifications which will be achieved</li> </ul>	<ul style="list-style-type: none"> <li>• If the student has been excluded in the past an interview with the appropriate Dean of Faculty is arranged.</li> </ul> <p>If criminal convictions are disclosed the Ex Offenders Policy is implemented.</p>
At this stage most students will be offered a place on their chosen course.	
A Part Time Enrolment Form and payment (if appropriate) is received by MIIS.	

### Appendix 3: Admissions Process for International Students

Stages	Exceptions
<p>All International applicants will be processed by and referred to the International Office.</p> <p>An enquiry is received by telephone, face to face, email or online application.</p>	
<p>An application form is received by the International Office with copies of qualifications.</p>	
<p>Dependant on the courses applied for e.g. English language courses or subject specific courses, the International or Faculty Office send out a conditional offer letter.</p> <p>During the Admissions process the applicant is entitled to the following information:</p> <ul style="list-style-type: none"> <li>• Entry requirements</li> <li>• Content and type of assessment</li> <li>• Progression opportunities</li> <li>• College expectations e.g. Student Code of Conduct</li> <li>• Pre-enrolment assessment</li> <li>• The learning support available for those applicants with additional needs</li> <li>• Any additional course costs e.g. equipment, books, examination and registration costs (if applicable)</li> <li>• Qualifications which will be achieved on successful completion of the course</li> </ul>	<p>If the student is already in the UK a pre course interview can be set up.</p>
<p>Applicants whose first language isn't English: These applicants may be asked to provide evidence of their ESOL qualifications or to undertake an English Language assessment to establish whether their level of English is appropriate for the course.</p>	

## Appendix 4: Admissions Process for 14-16 Curriculum

Stages	Exceptions
<p><b>April/May:</b> The application form is received and an ID created.</p>	<p>If the student has been excluded in the past an interview with the 14-16 Coordinator and course CL is arranged.</p>
<p><b>May/June:</b> The 14-16 Coordinator arranges interviews for students in consultation with the school contact and the faculties. The faculties undertake <b>entry interviews</b>.</p> <p>During the admissions process the applicant is entitled to the following information about the course:</p> <ul style="list-style-type: none"> <li>• Course information card</li> <li>• Clothing &amp; costs</li> <li>• Qualifications gained</li> <li>• Progression opportunities</li> <li>• Content and type of assessment</li> <li>• Any special arrangements for support needs</li> </ul>	<p>Individual students applying to infill on post 16 provision. These will be interviewed by the 14-16 Coordinator and CL. Places only awarded if space is available in September.</p>
<p><b>June:</b> The faculties <b>undertake induction interviews</b>. The faculties also undertake induction activities in consultation with the 14-16 Coordinator</p> <p>The re-enrolment of year 10 to 11 on 2 year programmes.</p>	
<p><b>June/July:</b> Confirmation of places. The 14-16 Coordinator and CLs liaise to confirm places for students. The 14-16 Coordinator to send the list of students to the school contact.</p> <p>The faculty office sends welcome letters, course specific costs (prepared by Faculty) and parent information packs. The parents to return any forms to faculties prior to starting the course.</p>	<p>If the student is not accepted the reason must be given to the school first. The school may appeal with further references to the 14-16 Coordinator and CL. The letter is then sent to the parent and the student.</p>
<p><b>July:</b> The 14-16 Coordinator to agree terms and conditions with schools</p>	
<p><b>September:</b> Enrolment of new 14-16s</p>	

## Appendix 5: Admissions Process for Full Time Higher Education Students

Stages	Exceptions
An application form is received from UCAS. Details of the applicant are entered onto QL and a student ID is created.	<p><i>For non UCAS part time HE courses the part time admissions process is followed.</i></p> <p><i>If criminal convictions are disclosed the Ex Offenders Policy is implemented.</i></p>
<p>The tutor gives the applicant a conditional or unconditional offer based on the application form.</p> <p>The tutor may arrange an interview if appropriate.</p> <p>During the admissions process the applicant is provided with the following information about the course:</p> <ul style="list-style-type: none"> <li>• Costs incl. Examination and registration costs</li> <li>• Qualifications gained</li> <li>• Progression opportunities</li> <li>• Content and type of assessment</li> <li>• Information on financial assistance and the learning support available</li> </ul>	<p><i>Spa Management and Advanced Therapies – led by Gower College Swansea, details on UCAS etc</i></p> <p><i>NB: recruitment for the following courses is led by the franchising university</i></p> <p><i>Mechanical Eng</i>  <i>Electrical &amp; Electronic Eng</i>  <i>Building Services Eng</i>  <i>Sports</i>  <i>Development/Management</i>  <i>Early Childhood</i>  <i>Care and Support</i>  <i>IT Management for Business</i>  <i>Forensic Science</i>  <i>Learning Support</i></p>
After A-Level Results Day applicants who have had offers and achieved the appropriate qualifications are invited to enrol at the College (if appropriate) or with one of the local universities in partnership with the College.	

## Appendix 6: Admissions Process for Work Based Learning Students

Stages	Exceptions
An Application form is received. Details are entered onto QL and a student ID is created.	<p><i>Applications received by the Work Based Learning Team from non school leavers are processed by the WBL Team.</i></p> <p><i>The WBL Team arrange the interviews with the faculties and input the details onto the MIIS system.</i></p> <p><i>If criminal convictions are disclosed the Ex Offenders Policy is implemented.</i></p>
A telephone call is made to those with contact numbers to enquire whether the learner has a placement secured	<i>An email is sent if there is no contact number.</i>
<p>If the applicant has a placement the details are taken and passed along to WBL mentor and the appropriate person in the curriculum area.</p> <p>Screening is arranged by WBL mentor and the necessary Health &amp; Safety checks are carried out on the potential employer.</p>	
If the applicant has not secured a placement then they are told they have to find one themselves. They are sent an email with further information and links to websites to aid looking for a placement.	<i>Applicants for Motor Vehicle without a placement have their details passed along to Tutor/Assessor who calls them to discuss any Motor Vehicle placements they may be suitable for.</i>
<p>Once an applicant has secured a placement the details are taken and passed along to WBL mentor and the appropriate curriculum leader.</p> <p>Screening is arranged by WBL mentor and the necessary Health &amp; Safety checks are carried out on the potential employer.</p>	
<p>If an applicant is unable to secure a placement then they are offered a full-time interview for the area they have expressed an interest in.</p> <p>At the full-time interview they will be made an offer for an appropriate course, subject to them meeting the entry requirements.</p>	<i>UCAS progress applicants for apprenticeships are automatically given a faculty interview.</i>

