



**Coleg Gŵyr Abertawe**  
**Gower College Swansea**

## **Admissions Policy**

<b>Issue</b>	<b>June 2018</b>
<b>Review Date</b>	<b>June 2021</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>
<b>Policy Approved by:</b>	<b>College Management Team – 28 June 2018</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, faith, socio-economic status, responsibility for dependents, 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 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 Welsh language Standards

- Applicants wishing to discuss their application in Welsh can do so with a Welsh speaking member of the Admissions/A&G team.
- All applicants will receive bilingual correspondence.
- Applicants who have identified themselves as fluent Welsh speakers or are from a Welsh medium comprehensive school will be given the option to have their interview in Welsh.
- A Welsh/bilingual culture and ethos is actively promoted at the college.
- Courses/modules that can be taught through the medium of Welsh/bilingually are listed on the website and are indicated in the prospectus.

4.7 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.

#### 4.8 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

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

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

4.10 Applicants under 16 years – Normally applicants under 16 years will not be allowed entry onto full time programmes. In exceptional circumstances, where the applicant's educational needs cannot be met in school, the application will be considered. All such applications must go through the Schools Manager 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).

Students under the age of 16 cannot be enrolled onto part time evening courses.

- 4.11 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.

Overseas qualifications – these must be equivalent to the course specific entry requirements (UKNARIC used to compare)

- 4.12 International Students – International Students are admitted based on the following criteria:

- IELTS for UKVI score, this needs to meet the course specific entry requirements
- Overseas qualifications - these must be equivalent to the course specific entry requirements (UKNARIC used to compare)
- Students must meet all of the criteria set out in the UKVI tier 4 policy guidance which is updated regularly:

<https://www.gov.uk/government/publications/guidance-on-application-for-uk-visas-as-tier-4-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 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 Action Plan
- Equality and Diversity Policy Statement
- Student Code of Conduct
- Student Disciplinary Procedures
- Ex Offenders Policy
- College Appeals Procedure
- College Privacy Notices

## **8. Policy Date and Review**

8.1 The date of this policy is June 2018. The policy will be reviewed every 3 years. The date of the next review is June 2021.

9. Mae Coleg Gŵyr Abertawe yn ymrwymedig i hyrwyddo'r iaith Gymraeg, yn unol â Safonau'r Iaith Gymraeg a Mesur y Gymraeg (Cymru) 2011.

Gower College Swansea is committed to the promotion of the Welsh language, in accordance with the Welsh Language Standards and the Welsh Language (Wales) Measure 2011.

## 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>At this stage applicants are asked if they would like future correspondence in Welsh. 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>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 they will follow the re-admission after exclusion process.</p> <p>ILS department arrange their interviews directly. The process has been adapted and is flexible to meet the needs of the individual students.</p> <p>Plumbing and Construction: An aptitude test is organised following the faculty interview.</p> <p>Motor Vehicle and Engineering arrange an aptitude test if appropriate.</p> <p>Access to law – applicants have a screening test, free writing exercise and an interview.</p> <p>Beauty and Hairdressing – A paper based screening test is taken prior to interview.</p> <p>Access to Health professions – all applicants are invited to an <i>access information session</i></p>

<p>The applicant attends the faculty interview.</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>If an applicant is not offered a place on their chosen course an alternative faculty 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>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

Stages	Exceptions
<p>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>	
<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.</p> <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 applicant has been excluded in the past they will follow the re-admission after exclusion process.</li> </ul> <p>If criminal convictions are disclosed the Ex Offenders Policy is implemented.</p>
<p>At this stage most students will be offered a place on their chosen course.</p>	
<p>A Part Time Enrolment Form and payment (if appropriate) is received by MIIS.</p>	

## Appendix 3: Admissions Process for International Students

### Stages

- Prospective students must fully complete an international application form.
- Students must provide evidence to satisfy course entry requirements – Level 2 equivalent & IELTS for UKVI Certificate.
- Qualifications are checked by the international team (UKNARIC/IELTS verification service). Translations provided if applicable.
- Students must provide a copy of their passport and any visa pages.
- If satisfied that the student meets our academic requirements and has provided genuine identification documents, the International Manager conducts the first Skype interview using a pre written list of credibility/interview questions.
- If satisfied that the student is credible, we then arrange a second Skype interview with the relevant curriculum staff.
- If curriculum staffs are satisfied, we then issue a conditional offer to be agreed and signed by the student. Conditions include: full payment of first year tuition fees; proof of maintenance funds; parental consent to travel and live independently in the UK and any other specifics required by UKVI i.e. TB certificates. We also state our refunds policy on the conditional offer letter which states that any students deemed not to be genuine by the UKVI will not be entitled to a refund. This is to deter any 'non genuine' applications.
- Once conditions are met and the offer is formally signed by the student, we then issue a CAS which forms our unconditional offer.
- Visa application support is provided to all students if required.
- If visa is acquired, students are then assigned a homestay accommodation provider (we have a portfolio of risk assessed and DBS checked host families). We also issue a pre arrival pack which provides guidance on studying in the UK and travel options to ensure their safe arrival in Swansea.
- If the student's visa is accepted we will become their tier 4 sponsor.

## Appendix 4: Admissions Process for the schools programme

Stages	Exceptions
<p><b>April/May:</b> The application form is received and an ID created.</p>	<p><i>If the student has been excluded in the past an interview with the Schools Manager and course CL is arranged.</i></p>
<p><b>May/June:</b> The schools Manager arranges interviews for students in consultation with the school contact and the facilities. The faculties undertake <b>entry interviews</b>.</p> <p>During the admission processes 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><i>Individual students applying to infill on post 16 provision. These will be interviewed by the Schools Manager and CL. Places only awarded if space is available in September.</i></p>
<p><b>June:</b> The faculties undertake induction activities in consultation with the schools Manager</p> <p>The re-enrolment of year 10 to 11 on 2 year programmes.</p>	
<p><b>June/July:</b> Confirmation of places, the Schools Manager and CLs liaise to confirm places for students. The schools Manager will 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><i>If the student is not accepted the reason must be given to the school first. The school may appeal with further references to the Schools Manager and CL. The letter is then sent to the parent and the student.</i></p>
<p><b>July:</b> The schools Manager 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 and Part Time Higher Education Students

Stages Full-Time	Exceptions Full-Time
<p>An application form is received via UCAS. Details of the applicant are entered onto QL and a student ID is created.</p> <p>The application form is sent to the course leader via PDF for a decision.</p>	<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><i>For University of Gloucestershire franchised courses the applications in UCAS are accessed directly by the university's admissions team. A PDF of the application form is sent to HE admissions (GCS). The application is sent to the course leader for a decision. The decision is then emailed back to UoG admissions to add onto UCAS</i></p>
<p>The course leader gives the applicant a conditional or unconditional offer based on the application form. This is entered onto UCAS by HE Admissions.</p> <p>An interview is arranged if appropriate:</p> <p>Eg FD Spa Management and FD Fashion and Textiles an interview is arranged. HE Cert Musical Theatre applicants have an interview and audition.</p> <p>During the admissions and enrolment process the applicant is provided with the following information</p> <ul style="list-style-type: none"> <li>• Course fees and information on SFW</li> <li>• Entry requirements</li> <li>• Qualifications gained</li> <li>• Progression opportunities</li> <li>• Student Code of Conduct – College expectations (medical disclosures and consents completed at enrolment)</li> <li>• The learning support available (for those applicants with additional needs)</li> <li>• Any additional course costs</li> <li>• University and College Terms and Conditions</li> </ul>	

<p>When the applicant makes a firm or insurance choice, the stage code is changed on QL.</p> <p>If an applicant accepts their offer (firm choice) they are emailed an electronic HE course offer booklet.</p> <p>In August the applicants are emailed a September enrolment date and time.</p>	
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<b>Stages Part-Time</b>	<b>Exceptions Part-Time</b>
<p>PT HE students need to apply for their course of study via the part time HE application form on the college website. The application form is received by HE Admissions automatically via email and the information is imported onto QL. An interview is arranged with the Course Leader, If an offer is made then the applicant can enrol directly by completing a HE enrolment form and paying the course fees.</p> <p>During the Admissions and enrolment process the applicant is entitled to the following information about the programme:</p> <ul style="list-style-type: none"> <li>• Course fees and information on SFW</li> <li>• Entry Requirements</li> <li>• Qualifications gained</li> <li>• Progression opportunities</li> <li>• Student code of conduct – college expectations</li> <li>• The learning support available (for those applicants with additional needs)</li> <li>• Any additional course costs</li> </ul> <p>When an applicant is made an offer to join a PT HE course they are emailed an electronic HE course offer booklet.</p>	<p><b>Higher Apprenticeships</b></p> <ul style="list-style-type: none"> <li>• All Higher apprentices must apply via the online PT HE application form – this ensures that we have their details on the system</li> <li>• Once applications come through via email HE admissions will liaise with the programme leaders to check if the applicants are PT learners or if they are apprentices. If they are apprentices the programme leaders will inform HE admissions if an offer has been made and if the applicant has been signed up onto the apprenticeship programme.</li> <li>• An offer email will be sent which will contain information they need to know as HE students.</li> <li>• Enrolment will continue as it currently works on an ad-hoc basis – all apprentices must complete a HE enrolment form.</li> </ul> <p><i>If criminal convictions are disclosed the Ex-Offenders Policy is implemented.</i></p>

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

Stages	Notes
<p>An Application form is received by Admissions via the website/UCAS progress or paper form. Details are entered onto QL (if paper or UCAS progress) or imported if via the web and a student ID is created.</p>	<p><i>If criminal convictions are disclosed the Ex Offenders Policy is implemented.</i></p>
<p>If the applicant identifies on the application form that they have a placement then the details are passed to the WBL Learner Coaches.</p> <p>WEST screening is arranged and the applicant is enrolled. (this is needed so they can complete WEST)</p> <p>Health &amp; Safety checks are carried out on the potential employer.</p>	<p><i>All Motor Vehicle apprenticeship applicants are interviewed by the WBL MV team, they have an aptitude test and are offered a place if they meet the requirements. The team also help find placements.</i></p> <p><i>The FT Motor Vehicle are informed of when the interviews are taking place so they can give information about the FT options.</i></p> <p><i>If appropriate they are referred back to the Admissions team for a FT interview.</i></p>
<p>If the applicant is a non - school leaver and does NOT have a placement then their details are passed to the Better Jobs Better Futures team to contact and offer support.</p> <p>Admissions keep a spreadsheet of all applicants passed to the Better Jobs Better Futures team. Applicants are referred back if they want an interview for a FT course.</p>	
<p>If the applicant is a school leaver and does NOT have a placement they are contacted by Admissions for Advice &amp; Guidance and are offered an interview for a FT course.</p> <p>They are also given advice on how to find a placement and sent links to websites. Admissions keep in touch with the applicant so if they do decide to have a FT interview one can be arranged.</p>	
<p>Once an applicant has secured a placement the details are taken and passed along to WBL Learner Coaches. WEST screening is arranged.</p>	