

# Guidelines

## Admissions Guideline

**Owning Policy:**  
Admissions Policy

**Designated Owning Department:**  
Student Support

## OPEN ACCESS AND COURSE ENTRY REQUIREMENTS

**Entry Requirements** – Through its admissions policy, Derby College is committed to equality of access to learning for all, and to widening the participation of students from under-represented, disadvantaged and previously excluded groups. As a part of this commitment, Derby College seeks to avoid any unnecessary or artificial barriers to access.

However, this policy does not mean that the College will automatically endorse any and every programme choice indicated by prospective student. Sometimes, good course guidance means that the College may recommend a programme of study which is different from the one the student first had in mind and which is believed to be more appropriate to his/her needs.

For example, it is known that most young people leaving school with fewer than 4 or 5 GCSEs A/9 to C/4 are unlikely to cope with the demands of a GCE A Level programme and so it would be irresponsible to recommend such a programme to someone who is likely to fail. Similarly, the College needs to be mindful that many awarding bodies have their own statements concerning expected entry requirements.

Derby College advice and guidance employees work within an entry requirements ‘framework’ for new entrants to full-time and part time programmes. Entry requirements will vary between programmes of study. However, each course will have a clear statement about entry requirements which will be stated in the Derby College prospectus.

The College reserves the right to request references for a potential student.

### Information, Advice and Guidance

Information and guidance on studying at Derby College is made widely available throughout the community and by a variety of means;

**Prospectuses** - Each year Derby College produces a separate prospectus for part-time and full time study. These prospectuses are distributed widely in the local community with copies sent to a variety of venues such as schools, Connexions centres, libraries, employers, doctors’ surgeries and so on. All prospectuses can also be obtained, free of charge, upon request from the Student Services team or the free phone College Contact Centre. In addition to the prospectus, course information is advertised throughout the year in the local press and other local media.

**Derby College Website** – found at [www.derby-college.ac.uk](http://www.derby-college.ac.uk) and a variety of regularly updated information including:

- All of the programmes published in the full-time and part-time prospectus
- New short courses not available at the time the prospectuses were published
- Email facilities to request further information or copies of prospectuses
- Main college contacts, maps of how to get to Derby College

**Student Services** - Student Services Advisers will provide impartial information and advice concerning programmes of study and support available to students including additional student support, financial support and child care. Advisers are available at each of the main Derby College campuses. Any member of the public and existing students can drop into Student Services to discuss the options available at Derby College.

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Alternatively an appointment to talk to a Student Services Adviser can be made at any time by telephone or email. Student Services are available at a range of events to support applicants decision making including; information evenings, school and community events, IAG days, Welcome to College and Enrolment events.

**Initial Assessment** - Derby College guidance employees will use available, relevant information about a prospective student's aptitude, ability and previous experience in order to recommend the most appropriate level and programme of study. This information will include any recent examination results and other relevant experience as recorded in documents such as the individual's Progress File, Career Action Plan or Individual Learning Plan.

For some groups of students, and for some programmes, an initial assessment of skills will be carried out to assist the guidance process. The initial assessment process involves screening of literacy and numeracy standards for students applying for all full time and part time programmes of study.

**Applicants identified as having a learning difficulty and/or disability, or support needs**

- As a result of the initial assessment process and/or in the light of other information about a student, such as an Education Health and Care Plan (Statement of educational need, Learning Difficulty Assessment or section 139a assessment) it may be appropriate to provide enhanced support. The College will consider applications from all applicants who declare a disability and/or an impairment and/or condition on the same criteria as all other applicants. In deciding whether to accept an applicant, account may need to be taken of any overriding health and safety concerns, barriers relating to professional requirements or the College's ability to make reasonable adjustments. Applicants will be invited for an admissions interview where additional requirements or concerns will be addressed sensitively and constructively.

Any study programme offer made, can be subject to approval and agreement of High Needs Funding from the relevant commissioning Local Authority (LA). Where timely applications are made and the Inclusion Service is able to negotiate with the LA prior to enrolment the LA will agree funding in principle. Where late applications are made curriculum and the Inclusion Service will work together to ensure appropriate support is in place and LA agreement is sought as soon as possible.

Derby College is able to provide a range of different personalised Inclusion and Support services to meet the varying educational needs of its students. The Derby College prospectus and website describes in greater detail the types of additional support available.

**Mature applicants with complex needs** - The College welcomes applications from mature students and each student is considered on individual merit

**Disclosure of unspent criminal convictions** - The majority of students studying on full time courses are between the ages of 16 to 19 years and the College is aware of its responsibilities to provide a safe working environment.

A conviction does not mean someone cannot come to college, but the college does need to be aware of convictions and will carry out risk assessments. Convictions that are spent (as defined by the Rehabilitation of Offenders Act 1974) are not considered relevant and therefore do not have to be disclosed, unless the applicant is applying to a course involving working with children or vulnerable adults, in which case all previous convictions must be disclosed. An applicant with unspent convictions will be required to complete a disclosure form 'Additional details of unspent convictions'.

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This enables the College to identify the level of risk the applicant may pose to the College, its employees and students and decide if the application can proceed. Certain convictions may lead to refusal to enrolment. If the Risk Assessment Panel believes it necessary, the College may also ask the prospective student to agree and pay for a DBS (Disclosure and Barring Service) disclosure being carried out. Refer to 'Criminal Conviction Policy, Guidelines and Procedure' for further detail.

**International students** - Derby College welcomes overseas applications. Some students are classed as having overseas status and need to have further checks undertaken before their application can be processed. Those students should be identified through the application form which requires applicants to provide information regarding residency. All international applications will be referred to the International department to undertake residency checks and assess their eligibility for financial assistance before the application can proceed.

**Enrolment** - Derby College enrolment arrangements have been designed to be as user-friendly as possible, with minimum form filling. Most of the information necessary for enrolment is recorded directly into a computer database via the on-line application process.

## General Data Protection Regulation (GDPR)

GDPR is a regulation in EU law on data protection and privacy for all individuals within the European Union. This legislation was introduced on 25<sup>th</sup> May 2018 and replaces the Data Protection Directive. All personal data collected in relation to Admissions will be stored in accordance with the GDPR regulations.

Derby College reserves the right to refuse an application or enrolment. Applications from prospective students who fall into this category will be given full consideration before any such refusal.

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

- has previously been subjected to the Derby College Managing Student Behaviour and Disciplinary Policy and Procedure and has not followed the recommendations following the outcome of this process
- it is believed is not capable of achieving the qualification applied for
- has outstanding debts to the College
- provides false or misleading information on an application or enrolment form
- Is not deemed fit to study

**Appeals** - Students who wish to appeal against any decisions made during the admissions or enrolment process should contact the Deputy Chief Executive Officer. The nature of the appeal should be set out in writing, clearly explaining the grounds for appeal.

## Right of appeal against decision to refuse admission

Where applicants are refused a place at the College (or refused a place on the course or programme applied for), they have a right of appeal against the decision. This right must be exercised within (five) working days of the applicant being refused admission by writing to the Deputy Chief Executive Officer setting out the grounds of their appeal. The unsuccessful applicant will then be invited to an appeal meeting with the Deputy Chief Executive Officer (or their representative) at which they will have the right to be accompanied.

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The appeal meeting will normally take place within ten working days of the College's receipt of the unsuccessful applicant's grounds of appeal. The College will write to the individual within ten working days of the appeal meeting to confirm the College's decision. This decision is final and there is no further right of appeal.

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## The Derby College Group

**The Roundhouse**  
**Technical & Professional Skills College**  
Roundhouse Road  
Pride Park  
Derby  
DE24 8JE

**The Johnson Building**  
**Motor Vehicle Academy**  
Locomotive Way  
Pride Park  
Derby  
DE24 8PU

**The Hudson Building**  
**Construction Skills Academy**  
Locomotive Way  
Pride Park  
Derby  
DE24 8PU

**The Joseph Wright Centre**  
**Post-16 Academic & Arts College**  
Cathedral Road  
Derby  
DE1 3PA

**Broomfield Hall**  
**Land-based & Leisure College**  
Morley  
Ilkeston  
Derby  
DE7 6DN

**Ilkeston College**  
**Technical Skills College**  
2 Pimlico  
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