

Admissions Policy

Policy No. STS/005	POLICY OWNERSHIP AND ALIGNMENT: Designated Owning Department: Corporate and Student Service Owning Strategy: Careers Advice Strategy		User Group: Derby College employees Relevant to: All Derby College employees involved in the management, delivery and review of the admissions process.	
Executive Owner: Director of Services for Students	Approval Authority: Admissions Leadership Board Corporation	Approval/Re-approval Date: 25 Sept 2018 22 October 2018	Implementation Date: July 2011	Next Review Date: June 2019

POLICY OVERVIEW: Purpose, accountability and ownership, implementation, monitoring arrangements and legislative/authoritative referencing.

Policy Title: <i>Name of Policy</i>	Admissions Policy	
Synopsis: <i>(Policy Section 1)</i>	To ensure that all individual students seeking a place at college are appropriately matched to a suitable programme of study	
Designated Accountable Executive Owner:	Deputy CEO Strategy & Corporation Services	
Lead Policy Owner/Author:	Director of Services for Students	
Contributing Policy Author/s:	Team Manager Student Support	
Policy Implementation: <i>(Policy Section 5 & 6)</i>	Director of Services for Students. Team Manager Student Support	
Policy Monitoring and Compliance: <i>(Policy Section 7)</i>	Admissions Leadership Group	
Empowering/related legislative and/or authoritative references:	DFE Careers Strategy – December 2017	
Impact Assessment (EIA):	Mark if applicable <input type="checkbox"/> <i>(if applicable)</i>	

Policy Classification and Publication *Policy Controller / Office Use only*

Policy Classification: <i>Policy Controller confirms policy classification</i>	Essential Authority (EA) <input checked="" type="checkbox"/>	Strongly Recommended (SR) <input type="checkbox"/>	* Other / College Requirement (other) <input type="checkbox"/>	Desirable (D) <input type="checkbox"/>
*For other / College requirement classification - specify details	Other / College Requirement Insert details if applicable			
Policy Publication: <i>Policy Controller arranges policy publication</i>	Intranet - Policy portal <input checked="" type="checkbox"/>	Student VLE (Moodle) <input checked="" type="checkbox"/>	Website <input type="checkbox"/>	Other (specify)

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POLICY REVIEW /CHANGE HISTORY: Version control, review date, modification and revision details, advisory committee/group review (if applicable)

Version	Review Date (Month/Year)	Reviewed /Modified by: (title, name)	Change History <i>Revision details, modification and changes</i>	Advisory committee / groups or specialists (name/s)	Review / Meeting Date/s (00/00/0000)
V2	Feb 2016	Head of Ilkeston and Student Support Services Helen Jefferson	Amendments to flowcharts	Anita Straffon	Feb 2017
		HE Quality and Widening Participation Manager Sharon Colegate	HE Guidance Doc added	Anita Straffon	Feb 2017
V2	July 2016	Head of Ilkeston and Student Support Services Helen Jefferson	Annual review – minor update/amends	Anita Straffon	July 2017
V3	July 2017	Head of Ilkeston and Student Support Services Helen Jefferson	Annual review – minor update/amends	Heather Simcox	July 2018
V4	July 2018	Director of Services for Students	<ul style="list-style-type: none"> Job title updated from Head of Ilkeston and Student Support to Director of Services for Students 	Heather Simcox	July 2019

POLICY APPROVAL RECORD: Policy owner, accountable executive and approval authority.

Version	Approval Submission Date (00/00/0000)	Policy Owner Approval (title)	Approval Date (00/00/0000)	Accountable Executive Approval (title) <i>Deputy CEO Deputy Principal</i>	Approval Date (00/00/0000)	Approval Authority (Insert as policy requirement) <i>Executive Board Corporation Committee Corporation Board</i>	Approval Date (00/00/0000)
V4	July 2018	Director of Services for Students	July 2018	Deputy CEO Strategy & Corporate Services	October 2018	Admissions Leadership Board Corporation	October 2018

POLICY REVIEW TIMELINE: This policy will be reviewed annually

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1. POLICY STATEMENT

Derby College is committed to a fair and open admission system that considers all applicants on their individual merits. The College is committed to raising student aspirations, widening participation and promoting equal access to programmes of study. Derby College aims to offer a broad range of courses to students of all abilities and to ensure that students are appropriately matched to a programme of course or study. The College will apply the principles inherent in this policy to all applicants, including applicants for full-time and part-time further education and higher education courses and applicants for apprenticeship programmes. The underlying principle of the Admissions Policy is that all individual students seeking a place at college are appropriately matched to a suitable programme of study.

2. DEFINITIONS

This Admissions policy and procedure refer to all elements of the student journey admissions process. This includes the procedure in place from initial student enquiries, information advice and guidance (IAG) provision, formal application, selection interview, offers, welcome to college and enrolment events.

3. PRINCIPLES

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. This policy governs the admission of individuals to the college as students.

The College aims to provide:

- A fair, open and transparent admission process
- Impartial advice and guidance to potential applicants
- A process where individual learning needs are identified and effective support mechanisms are in place to ensure applicants and students are appropriately matched to a career programme or course of study
- A process which is consistent with the College's need to ensure its obligations regarding child protection and safeguarding are met and that's its duty of care to employees, students and third parties are discharged
- A process which is accessible and understandable to all applicants and is consistent with the College's commitment to equality and diversity.

Specifically, prospective students of Derby College are entitled to:

- A response from the College following the receipt of an application. An automatic email response is sent to applicants and within 10 working days a letter/or email send inviting the applicant in for an interview
- Impartial information and guidance concerning programmes of study, student support arrangements and other services provided by the college
- Opportunities to discuss individual options on a one to one basis
- For applicants with an Education Health and Care Plan (Statement of Needs, LDA, Section 139a) a suitable taster/transition plan will be in place to meet their individual needs (possibly prior to application)
- Opportunities to visit the College and view locations of study and relevant facilities
- Specialist guidance for those needing inclusion and support services
- Well-organised, efficient and responsive enrolment arrangements
- An induction to the College and their Career programme or course of study

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All applicants must:

- Satisfy the requirements for admission to the proposed Career programme or programme of study, including any admission requirements set by the validating higher education institution in respect of higher education courses
- Demonstrate a strong commitment to further study and the ethos of the college
- Provide evidences of the previous achievements at the current school, college or workplace
- Undertake further assessments of provide information as necessary to allow the college to support any leaning needs
- Agree to adhere to the College's Student Code of Conduct and Managing Student Behaviour and Discipline Policy and procedures

Right to refuse admission:

The College may in its absolute discretion refuse an application to study at the College on the following non-exhaustive grounds:

- If an applicant is unable to demonstrate the minimum entry requirement for the career programme or course of programme applied for
- If the career programme or course of study applied for its undersubscribed (with the result that's its deliver in not viable for the College or its students) or oversubscribed or if the college is, for whatever reason, unable to deliver the course or programme applied for
- If an applicant has a criminal conviction which prevents him/her from undertaking the course or career programme applied for
- If the College considers, in its reasonable opinion, that the applicant may endanger or pose a risk of harm to employees or students of the College
- If the applicant has specific physical, medical, social or curriculum need which the College considers, in its reasonable opinion, that is unable to meet
- If an applicant is not deemed Fit to Study

The above is a non-exhaustive list and there may be other reasons or circumstances from which the College may consider an applicant is unsuitable to study on a particular pathway or at the college generally. If the College considers that it is unable to admit an applicant to the course or career programme applied for (whether for one of the above reasons or otherwise), the College will explore with the applicant any suitable alternatives and offer appropriate advice and guidance to enable applicants to make alternative choices.

4. SCOPE AND LIMITATIONS

The procedures in relation to this document refers mainly to prospective students intending to join full time and part time career programmes of study delivered on any of the main college campuses of Derby College. Application procedures for Derby College Apprenticeship programmes and for Higher Education courses in affiliation with partner universities are also outlined. For some of the admissions process, separate arrangements exist for groups of students enrolled through Derby College franchise and enterprise activities, for example full cost short courses.

5. RESPONSIBILITIES

The Deputy Chief Executive Officer (Deputy CEO) has the executive responsibility and strategic oversight of the admissions policy.

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The Director of Services for Students is responsible for the effective development, implementation and review of the policy and procedures.

The Student Services team are responsible for the day to day administration and implementation of the procedures and guidelines described in this document.

The Senior Leadership Team, College Heads and Team Managers all have a responsibility to give full and active support to the policy by ensuring the policy is known, understood and implemented.

6. IMPLEMENTATION ARRANGEMENTS

The arrangements that are outlined below build on previous good practice and seek to provide additional impetus and coherence.

The Admissions Leadership Group - chaired by the Director of Services for Students. This group will lead on the strategic direction and development of the admissions process. Group membership will consist of the Senior Leadership Team; Faculty Heads, Faculty Assistant Heads, and senior support managers.

Information Advice and Guidance (IAG) - with a professional team of IAG advisers qualified to at least NVQ3 standard, IAG will be delivered through a variety of contexts and will be embedded across all key transition points in the student journey.

7. MONITORING AND REVIEW

The Admissions Leadership Group will maintain oversight of the effectiveness of these arrangements. This policy and the implementation arrangements which underpin it will be reviewed annually by the Deputy CEO and the Director of Services for Students

8. GUIDELINES

[Admissions Guideline](#) document
[Higher Education and International Admissions Guidance](#)

9. PROCEDURES

[Admissions Procedure](#) document

10. TEMPLATES/FORMS

There are no specific templates or forms in relation to this policy

11. RELATED DOCUMENTS

- Careers Advice Strategy 2017-2020
- Careers Education & Guidance Policy 2017-2018
- Student Engagement Strategy 2017-2020
- Student Criminal Convictions Policy
- Fitness to Study Policy
- Apprenticeship Policy

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The Derby College Group

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Technical & Professional Skills College

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The Johnson Building

Motor Vehicle Academy

Locomotive Way
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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

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Broomfield Hall

Land-based & Leisure College

Morley
Ilkeston
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Ilkeston College

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