



DERBY COLLEGE GROUP POLICY

PROCEDURE

Admissions

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Document Name:	Admissions Procedure
Procedure Originator:	Director of Services for Students

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POLICY - PROCEDURES - GUIDELINES - RELATED DOCUMENTS

1 Introduction and Purpose

The procedures described in this document refer mainly to prospective students intending to join programmes of study delivered on any of the main college campuses of DCG. *The Student Journey Flowchart: College Based Students* (see Appendix 1) provides further detail of the admissions process. Admissions for DCG apprentice, employment-based and higher education students have separate procedures which are also referenced in this policy and detailed in the flowcharts provided in the appendices.

2 Operating Procedures

NB: Due to the current COVID pandemic health and safety measures informed by government guidance, will be followed to ensure the safety of employees, students, parents and other partner agencies. During this period, face to face activities will be replaced by remote methods of communication eg remote admissions interviews/virtual information and taster events etc. DCG will keep these methods of communication under constant review and make adjustments to the Admissions Procedure accordingly throughout the admissions period.

The start of the student journey

Step 1: Initial enquiries – The Schools Engagement Co-ordinator, with support from the wider college team where relevant will attend and participate in many school events throughout the city and county. This may take the form of presentations to groups of students or being available to advise both prospective students and their parents/guardians at school events such as Parents Evenings, Industry Days and Options Evenings.

DCG also has a presence at venues in Derby and Derbyshire at selected times throughout the year to provide information and guidance directly to members of the community. Students are provided with the opportunity to make initial enquires about learning opportunities at DCG and complete an online registration form. This enables the college to send all enquirers the DCG prospectus and invitations to forthcoming information evenings and events.

Step 2: Attend a (Virtual) Information Evening – the DCG admissions process starts with an information evening. These events are held throughout the year (November to June) and they provide the opportunity for potential students to find out about career routes, programmes of study, college facilities and services available.

Student Services Advisers, College Careers Advisers and a wide range of teaching employees are available at the Information Evenings to provide information, advice and guidance. Details of the Information Evenings are published well in advance, in the full-time study prospectus, on the college website, in local schools and in the media.

Step 3: Apply to college – students can apply online via the college website at: www.derby-college.ac.uk. If students are unable to access the online system through schools or Connexions Centres, they can apply via telephone with the support of a Student Services Adviser who will complete the online application on their behalf. Following an online application submission, the student is sent an email acknowledgement. Following this, within ten working days from receipt of application, the Student Service Admissions Team will contact the student to invite them to attend an initial selection interview if necessary. Any student wishing to apply for A Levels is expected to submit a personal statement of no more than 300 words.

Step 4: Selection Interview All students applying for a place on a DCG **vocational study programme** (excluding full cost short courses) are invited for a selection interview with curriculum employees and take place from November to July. The employee carrying out the interview completes a standardised online selection interview record which is used by all programme areas. The interview record allows the interviewer the opportunity to score the students responses to the questions being asked. Applicants are given the opportunity to answer the interview questions prior to attending the interview in college by accessing an online interview record link provided by Student Services. Instructions on how to access the interview record are provided in the interview invite letter. In this instance the interview question responses will be reviewed and discussed in greater detail when the applicant attends their interview appointment.

During the selection process all full and part-time applicants may be required to undertake a screening assessment where deemed appropriate depending on grades (excluding applicants for full cost short courses); this is used to determine whether support is required for literacy and numeracy.

Decisions regarding college place offers will only be given when a selection interview has been undertaken and the results of literacy and numeracy screening (if applicable) have been received and considered by curriculum employees. Some faculty departments may decide to invite prospective students to undertake further selection methods, for example; undertake a taster session, complete a personal statement prior to the interview or undertake further skills assessment before making decisions to offer a place. Students applying for technical qualifications will undergo selection processes which mirror those adopted in the related industry.

A Level offers in the main will be based on the application details, predicted grades, and content of the interview record and personal statements submitted by candidates. However, A Level candidates may be invited for an interview if further discussion is required to inform whether an offer will be made.

Students who wish to apply to college but are unsure of their career and programme choice can request advice and guidance from the Student Services Team. This is available via telephone or face to face in college. When the student is able to make a programme choice, they will submit an online application and the Student Services Admissions Team will write to the prospective student with an invitation for a selection interview.

Step 5: Receiving an offer – Following an offer being made, the Student Services Admissions Team will contact the prospective student to inform them of the outcome. The offer letter (electronic) will include a reply function to enable the student to confirm acceptance of the place.

Applicants declaring a support need will be contacted by the Inclusion and Support Team prior to enrolment and be offered support at their interview. The resulting support plan and any specific resources or specialist equipment can be in place as early as possible in a Study Programme.

If it is not deemed appropriate that a student is offered a place on the programme they have applied for, the applicant will be offered further advice and guidance from the Student Services/Careers Team so that alternative progression routes at College can be considered. The Student Services Admissions Team can arrange further selection interviews when appropriate.

Step 6: Faculty Events - During the year the College has a number of faculty events where current students display work and/or skills. Applicants to a college programme will be invited

to these events to provide the opportunity to visit the college campus and meet with current students.

Step 7: IAG and Enrolment Events – Following GCSE results day in August, offers will be confirmed via the Online Enrolment System. Applicants will be asked to upload their awarded GCSE (or other qualifications grades) to enable curriculum teams to review if conditional offers have been met. Consequently, offers will then be confirmed or adjusted. If students do not meet the conditions of their offer, they may be offered an alternative programme of study or referred to the IAG Team to seek further support in choosing an appropriate study option. Advice and Guidance events will be available during August and September to enable students and parents to access support in making career and progression choices.

Residency checks – any applicant who has not been a resident within the UK/EEA for the preceding three years must provide evidence of their eligibility to reside within the UK. Evidence must be presented in person unless otherwise stated in order to confirm authenticity of the evidence. Enrolment will not be allowed until this evidence is confirmed. Evidence that an applicant may provide includes a Residency Permit, VISA within a passport, national identity card, immigration letter, letter from a local county council confirming care or living arrangements, a letter from a solicitor. All evidence provided must have a valid date and not be expired. Any evidence such as letters from the council or UK government will be dated within 1 year, and in some instances such as a residency application, not more than 6 months old. Out of date evidence, such as expired residency permits, VISAs or passports will not be accepted as proof of residency. A DCG Residency Form must be completed to accompany the evidence an applicant provides. A copy of the residency form along with a copy of the submitted evidence (eg a scan or photocopy of a residency card) must be taken and kept for future audit purposes.

Late Applicants - open enrolment events (onsite/remote) at the end of August/start of September enable late applicants to enrol on college programmes. However, applicants are still required to go through a robust admissions process in order to assess their suitability for the career route and course of study. Late applicants will be required to undertake a selection interview, taster (if applicable) and screening assessment (if applicable) before a decision is made to accept an applicant onto a programme.

Returning students to DCG (years one to two/two to three) will undertake a 'Next Steps' interview and complete a roll over enrolment form at the end of their previous academic year, in order to confirm their intention to return. Students wishing to apply for a next level up programme will have a 'Next Step' interview with the curriculum team. Progression on to year two or three of a programme or the next level up programme will be subject to satisfactory performance and behaviour by the student at the end of their first year/completion of study. *The process is detailed in the Next Steps flowchart (see appendix)*

Existing DCG students who wish to progress onto a programme of study in a different curriculum area to their current one at college, are required to complete the online application form and will be invited by the Student Services Admission Team to attend an interview with curriculum teams. Students who are applying for another programme of study at college will also be expected to undertake a selection interview. *The process is detailed in the Next Steps flowchart (see appendix)*

Admissions procedure for apprenticeship applicants – applications for DCG apprenticeship programmes are processed by the Apprenticeship Team. Applications can be made online via the DCG website. The admissions procedure for employed and non-employed applicants are detailed in the *Student Journey Flowchart: Apprenticeship Students* (see Appendix 2).

Admissions procedure for employment-based students – applications for DCG employment-based programmes are processed by the Business Development Team. The admissions procedure for employment-based students are detailed in the *Student Journey Flowchart: Employment Based Students* (see Appendix 3).

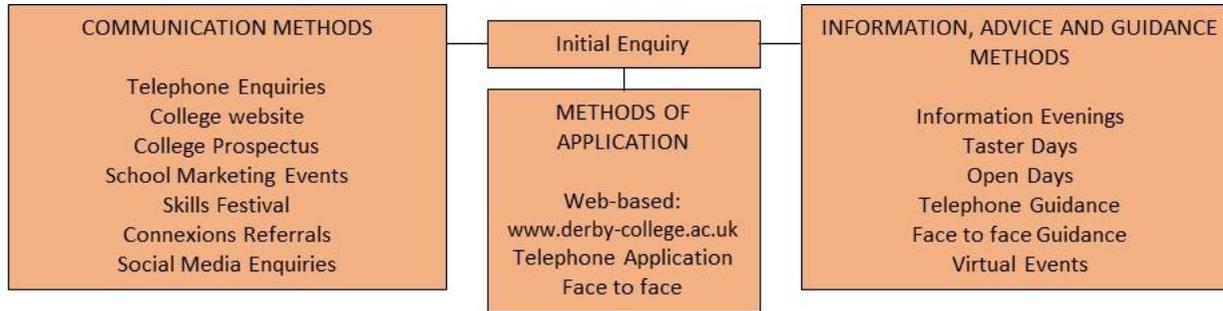
Admissions procedure for higher education applicants – applications for higher education courses are processed by the Student Services Admissions Team in liaison with the Team Manager, Higher Education.

The procedure for admissions to higher education courses delivered by DCG and higher education courses which are delivered in collaboration with partner universities/awarding bodies are detailed in the *Student Journey Flowchart: Higher Education Students* (see Appendix 4). Further guidance notes can also be found in the following document - *Higher Education Admissions Policy*.

Full cost short courses - applications can be made online via the DCG website or via telephone. The Administrator for short courses operates an immediate booking system which involves processing payments in direct liaison with all applicants for short courses.

Appendix 1 - The Student Journey Flowchart: College Based Students

**STUDENT JOURNEY
COLLEGE BASED STUDENT**



Course Preference Known
Selection Screening/Interview
(if applicable)

Offer

Enrolment Event

Induction

Programme Delivery

Progression Day
(Swap Don't Drop)

On Programme Support

Welfare Team

Careers Advice

Financial Support

Progression
Coach

Student Services
Advisers

PROGRESSION

Apprenticeship

Employment

Higher Education

Volunteering

Course Progression
at DCG

No Offer IAG Referral
Alternative Course Selection
Interview

Offer

**Move to
Enrolment Event**

No Offer
External Agency Referral

**APPLICATION FORM
COMPLETED**

Course Preference not known
Advice and Guidance Request
IAG support followed by
specific Course Application

Selection Screening/Interviewing
(if applicable)

Offer

**Move to
Enrolment Event**

Alternative Course Selection Interview

Offer

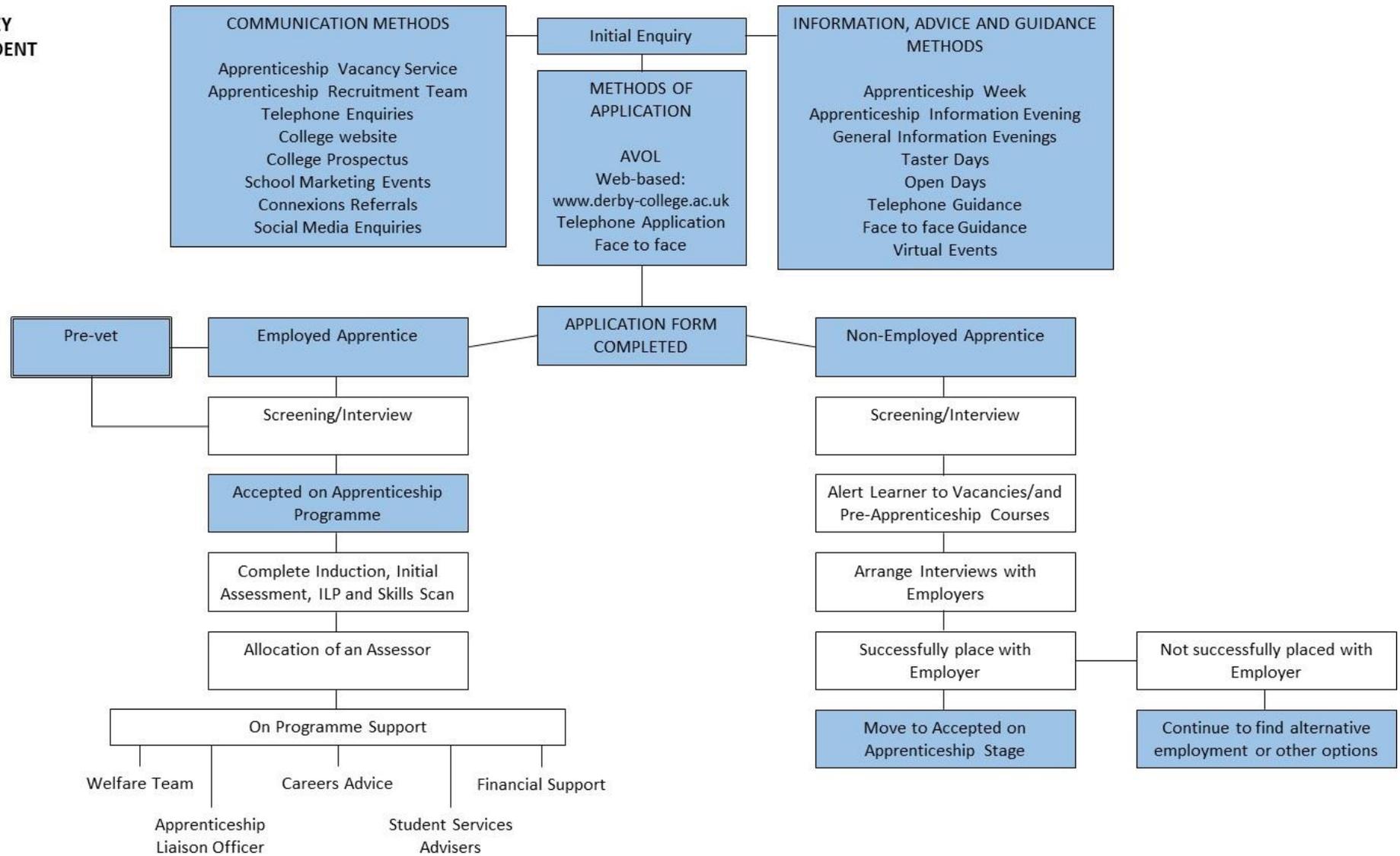
**Move to
Enrolment Event**

No Offer IAG Referral

No offer
External Agency Referral

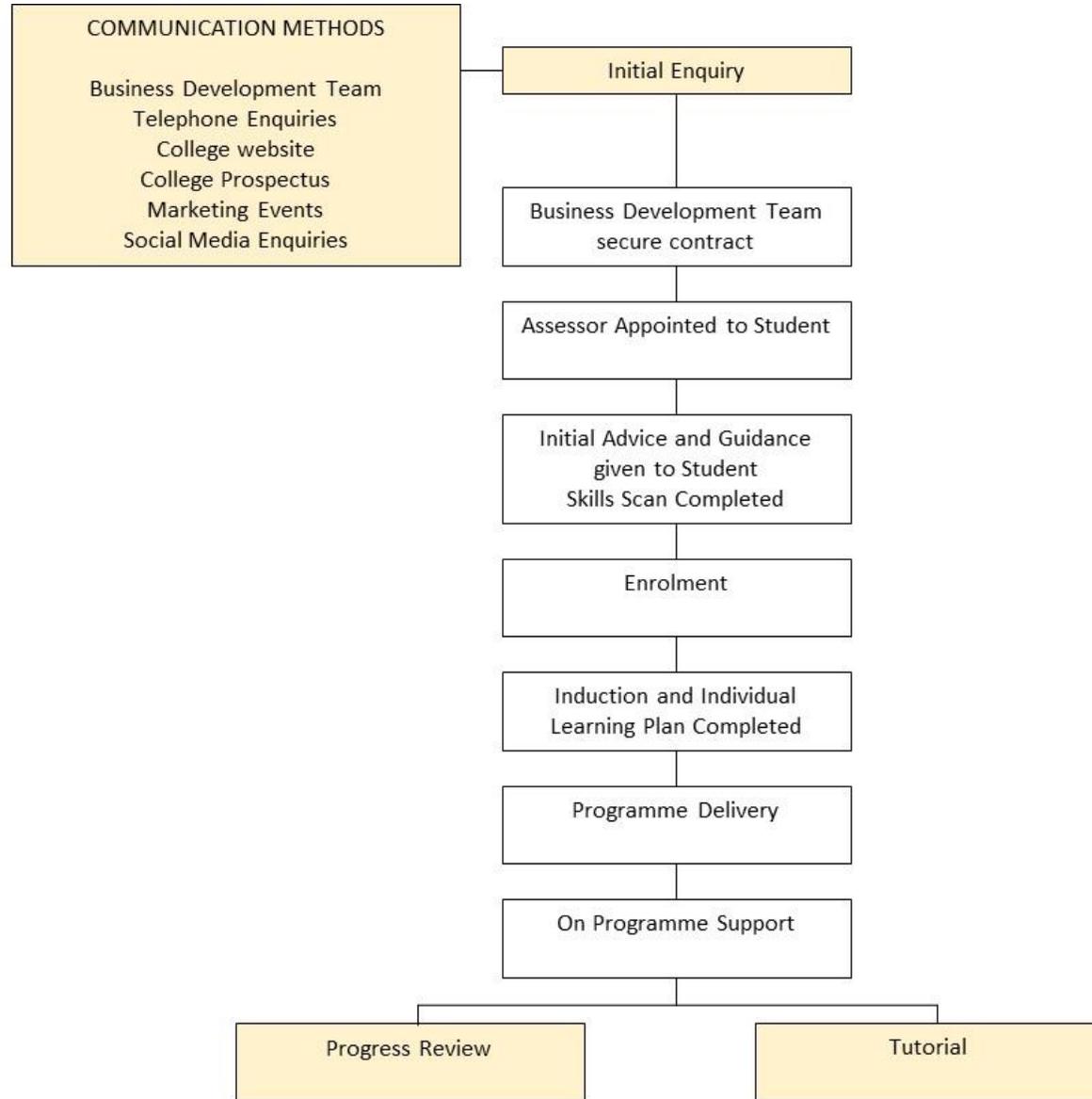
Appendix 2 - The Student Journey Flowchart: Apprenticeship Students

**STUDENT JOURNEY
APPRENTICE STUDENT**

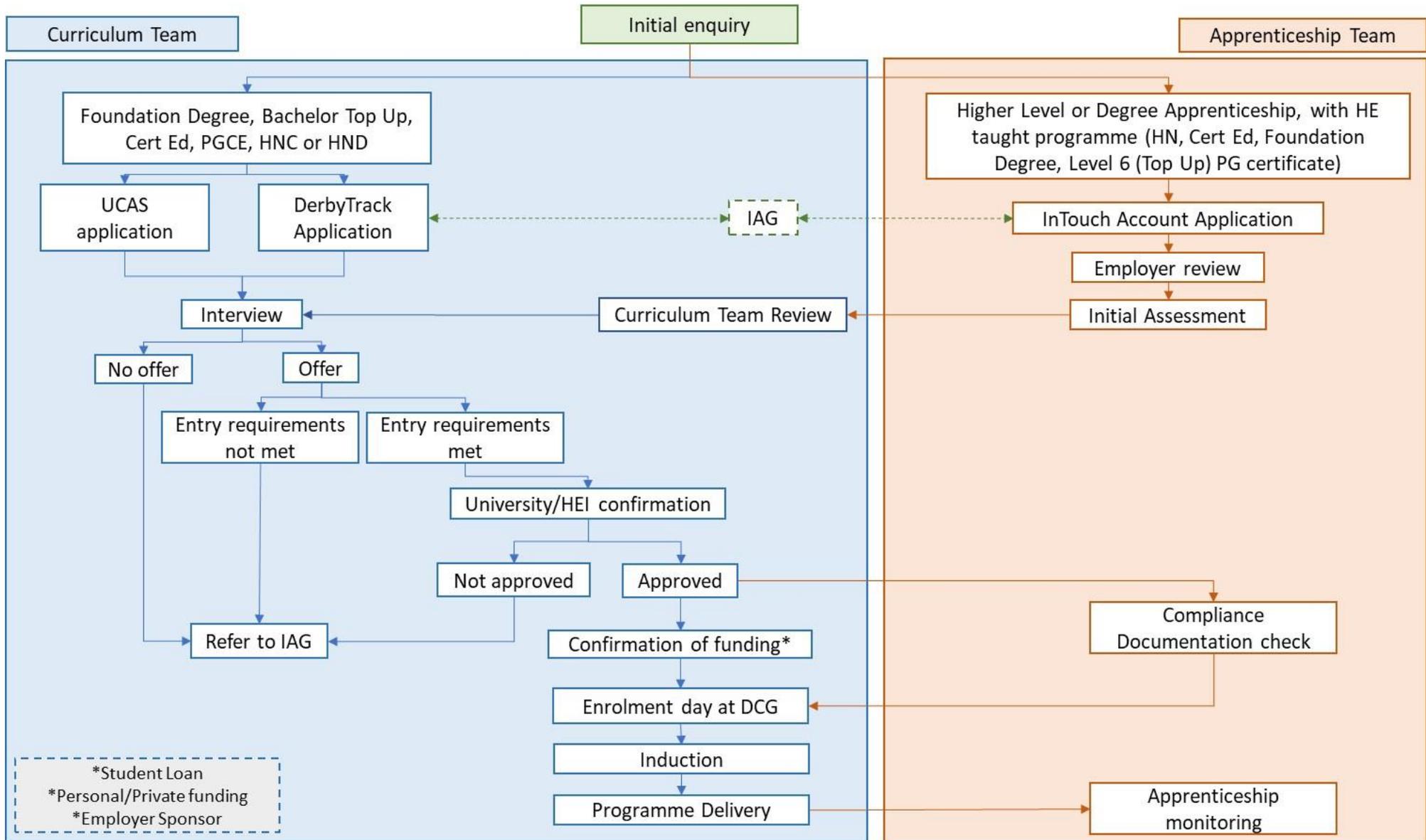


Appendix 3 - Student Journey Flowchart: Employment Based Students

**STUDENT JOURNEY
EMPLOYMENT BASED STUDENT**



Appendix 4 - Student Journey Flowchart: Higher Education Students



Appendix 5 – Next Steps Process

Next Steps Process (formerly known as Moving Up)

March to June

NB: Complete the process for all full-time college-based students – Entry Level to Level 3 excluding A Levels/Apprentices

