

Admissions Policy & Code of Practice

South & City College Birmingham

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Updated June 2015
South and City College Birmingham
Customer Liaison – Admissions

Admissions Policy

1. Admissions Policy Principles

- 1.01 South and City College Birmingham values and seeks to recruit students from a diverse community.
- 1.1.2 The college will endeavour to abide by the principle aims of the Admissions Policy and the admissions code of practice to ensure that all students are given the opportunity to achieve their potential in relevant subjects at appropriate levels. In accordance with the objective, the college is committed to delivering quality teaching and learning to all students.
- 1.1.3 The College welcomes applications from individuals from all backgrounds. We recognise that student potential is not always demonstrated merely by formal academic qualifications and will accept applicants from backgrounds that are underrepresented within post-16 education.
- 1.1.4 The admissions policy and code of practice aims to support students at each stage of the admissions process and to ensure that potential applicants succeed in their chosen programme of study.
- 1.1.5 The college is committed to promoting equal opportunities for all students, recognising that our provision is enriched by a diverse student body that is reflective of the wider community, and welcomes applications from all communities.
- 1.1.6 In accordance with our commitment to fair admissions, selection is made on the basis of a range of criteria. Evidence of suitability to study includes academic achievement, professional and personal experience, and the potential to succeed on the intended programme of study.
- 1.1.7 The Admissions Policy aims to be fair and impartial to all applicants and to ensure the college meets the obligations reflected in current college policy.

1.1 References and Signposting

- 1.1.1 This policy is informed by and complements other college policies, charters and codes of practice including:

- College Mission Statement
- College Core Values
- College Student Code of Conduct
- FE Fair Access Policy
- College Safeguarding Policy
- College Single Equality Scheme and Equality Objectives

1.2 Aims

- 1.3.1 The aims of the Admissions Policy are to ensure that:
 - i. Applicants are treated fairly and with dignity and respect
 - ii. Applicants are appropriately guided and supported through the admissions process
 - iii. Informed and sound decision making by the applicants and the college is assured
 - iv. External, regional and college strategic objectives are recognised and considered
 - v. Information relating to entry criteria is up-to-date, accurate and accessible to applicants and college staff.

1.3 Admissions Criteria

- 1.3.1 The admissions of any applicant will be determined by an assessment of their potential to contribute to and benefit

from their proposed programme of study. Admissions will be based on the assessment of a range of criteria and will include personal circumstances, course entry criteria, academic qualifications and professional experiences.

- 1.3.2 Individual programmes of study may specify entry requirements in addition to this minimum requirement and can include specific subject elements.
 - 1.3.3 No potential student will be excluded from entry as a result of discrimination on the grounds of the protected characteristic of race, age, sex, disability, sexual orientation, gender reassignment, religion and belief and pregnancy and maternity
 - 1.3.4 Applications from prospective students with disabilities will be assessed on the basis of the meeting the course requirement
 - 1.3.5 Recruitment and admissions decisions for applicants with learning and support needs will be undertaken by Student Services, in consultation with the Curriculum areas. The college will make reasonable adjustments to accommodate applicants with support needs. However, if the college is unable to meet these additional needs or can only do so by compromising the learning experience of the student in question, or other students, the college will inform the applicant as soon as the situation becomes apparent.
 - 1.3.6 Applications from candidates with criminal convictions will receive careful consideration by Senior Curriculum Staff, consulting as necessary with an appropriate member of the Senior Management Team. Applicants must, upon request, provide full details of any/or all convictions they may have.
 - 1.3.7 The college reserves the right to refuse entry to any applicant with a criminal conviction or to applicants who may jeopardise the security, safety or reputation and integrity of the college or its community, or where there are relevant professional criteria which apply. In this context anyone thought to be actively involved in gang-related or other criminal activity will not be admitted to the college.
- 1.4 Authority and responsibility
- 1.4.1 The Admissions process is governed by the admissions code of practice.
 - 1.4.2 Ultimate responsibility for the admissions of prospective applicants onto a particular programme of study rest with the curriculum. However, such authority is generally devolved to the course tutor.
 - 1.4.3 All college staff responsible for admissions decisions or actions will discharge their individual and collective responsibility according to the College Admissions Code of Practice.
- 1.5 Support, review and evaluation
- 1.5.1 All college staff with responsibilities for making admission decisions will undertake training and updating as appropriate to their role.
 - 1.5.2 All admissions staff will receive and have access to the Admissions Code of Practice.
 - 1.5.3 Operations of the College Admissions Policy and the Code of Practice will be monitored and reviewed annually at curriculum and administration level and by the Senior Management Team.
- 2.

3. The Admissions code of practice

- 3.01 The college has in place an appropriate and effective set of policies and procedures, which provides clarity of purpose for those having specific responsibilities for admissions to the college.
- 3.02 The policies that determine the college admission arrangements are available to all staff who participates in all stages of the admissions and enrolment process.
- 3.03 The code of practice provides the policy, procedure and guidance for all aspects of the admissions policy and code of practice via the college internet or from main reception at each of the college campuses.
- 3.04 The college will work with other agencies, such as Job Centre Plus, Schools and Further Education provider's agencies and UCAS/UCASProgress to develop appropriate links that will enhance the transition arrangements between the college and referring organisations.
- 3.05 The college will endeavour to make applicants an offer which is appropriate to both learner and course entry requirements. In the event that the criteria for entry are not met, wherever possible appropriate alternative offer will be made to the applicant.
- 3.06 The college recognises the importance of the code of practice in fulfilling its strategic commitment to the accessibility and diversity of all its provisions.
- 3.07 The college recognises values and celebrates the diversity of its student community and is committed to widening participation to achieve this. It will, through the applications of this code, seek to encourage a broad range of applicants and will ensure the opportunity to present their achievements and potential through the application process.
- 3.08 No applicant will be refused admission on the basis of age, race, gender, religion or disability. Applicants with disabilities who do not meet appropriate published entry requirements should not be treated differently from other learners and should be offered alternative courses, where possible.
- 3.09 Applicants are actively encouraged to declare a learning difficulty/disability on pre-entry, throughout their course and through progression, so that an appropriate referral can be made to support them whilst on their course.
- 3.010 The College will endeavour to offer appropriate information and support to both potential and enrolled students to enable them to make informed decisions and choices at relevant stages of the admissions cycle.
- 3.011 The college will ensure enquiries received via telephone, email, in person or letter will be logged and responded to within five (5) working days.
- 3.012 The college will respond to applications within ten (10) working days of receipt. On submission of an application form, applicants can request information about the progress of their application at any stage.
- 3.013 All applicants will receive an information session to discuss their application in detail and are entitled to receive confidential and impartial information, advice and guidance at pre-entry and whilst on programme.
- 3.014 Students will be notified of the outcome of their information session within ten (10) working days of the information session.
- 3.015 All 16-18 students who do not attend their first information session will receive a further two (2) appointments. If they still do not attend their appointments the students will then be invited to main enrolment.
- 3.016 The college will provide a range of events, including Open days and taster events, as a portfolio of information opportunities for potential applicants.
- 3.017 The college will provide and give access to relevant/related policies on its website when requested to do so by an applicant.
- 3.018 The college will provide, on request, access to externally published information on its performance.

- 3.0.19 The College determines its entry requirements and selects students in accordance with policies and procedures that are based on consistency, equity, fairness, transparency and good practice.
- 3.0.20 Staff with admissions responsibility will, on behalf of the college, review its admissions criteria on a regular basis, and at least annually, in order to ensure the process of selection is appropriate for, and in accordance with, the college's policies and recruitment strategies.
- 3.0.21 Changes to policy or entry criteria will be approved by the curriculum and the Senior Leadership Team and communicated with the college and beyond at the appropriate point in the admission cycle.
- 3.0.22 Curriculum Teams will determine specialist entry criteria, such as interview and portfolio requirements, in accordance with the needs of the course and will make explicit and transparent the purpose and reason for such variation.
- 3.0.23 Applicants who attend the information session will receive confidential and impartial information, advice and guidance at pre-entry and whilst on programme.
- 3.0.24 Applicants will be made aware of additional requirements in relation to the college obligations under the Equality Act 2010 with regard to age and disability, and criminal conviction procedures
- 3.0.25 Applicants may request feedback if they are not offered a place to study.
- 3.0.26 The college ensures all staff involved at each stage of the admissions process will be informed and are clear about their roles and responsibilities and have received the necessary training and staff development to ensure they are efficient and effective in their role.
- 3.0.27 The Curriculum Directors, will annually review and allocate the range of responsibilities for admissions within the curriculum.
- 3.0.28 All staff with responsibility for setting course entry criteria and /or decision-making will be updated annually on relevant internal external policies, procedures and guidelines. In addition, staff with support or service responsibilities will be informed of the admissions policies and procedures and will be updated annually on relevant aspects of policy and procedure.
- 3.0.29 The college expects applicants to be aware of their individual responsibilities in support of the effective application and admissions process. These responsibilities include an awareness of, and engagement with, college regulations, requirements and procedures.
- 3.0.30 Applicants should make themselves familiar with relevant regulations and timescales associated with each stage of the admissions process.
- 3.0.31 Applicants appealing against an outcome of a selection decision can do so in accordance with the College Admissions and Complaints Policy.
- 3.0.32 The college reviews and monitors its admissions cycle annually in order to ensure its code of practice operates effectively and continues to develop in accordance with relevant policy and operational changes.
- 3.0.33 Curriculum Directors will review the operation of the current year's admissions arrangements in the light of progression figures, planned curriculum changes and changes in qualifications. In addition, data collected on performance in relation to applicants protected characteristics and socio-economic status, will also be taken into account.
- 3.0.34 Curriculum Teams will annually review and update the generic and specific admissions entry criteria for each programme delivered within their area of responsibility, which will be confirmed by the relevant Director and the Director of Marketing.

ANNEX 1

South and City College Birmingham policies associated with the admissions process:

- Complaints process
- Confirmation of Offer
- FE Fair Access Policy
- Criminal Convictions Process
- Decision Review Process
- Feedback Request Arrangements
- Fraudulent Applications
- Interview Arrangements
- Withdrawn Course Process

Annex 2

The College's Mission, Vision and Values

Mission

To provide outstanding education and training this is primarily vocational, in response to the needs of learners and employers

Vision

To continue to develop and be recognised as an outstanding educational and economic resource by learners, staff, employers and the wider community

Values

The College:

Believes that its learners are the most important members of the College and that it is the responsibility of all College staff to help them achieve their full potential

Is proud of the fact that it is a multi-racial, multi-cultural and socially inclusive College

Is opposed to all forms of violent, abusive and discriminatory behaviour

Is proud of the fact that it is an inclusive, learning organisation and believes that all of its members are entitled to respect and parity of esteem. Furthermore, they are entitled to work and study in a welcoming, safe and non-threatening environment

Values its staff and governors, will help them develop their skills and expertise, and will do its utmost to provide a good working environment

Welcomes all who would benefit from the opportunity to study at, or be trained by, the College, irrespective of their backgrounds

Believes in the local economy and wants to support local people and businesses