PRESTON COLLEGE

ADULT ADMISSIONS PROCEDURE

Adult Admissions Procedure

Policy Owner: ELT

Date of Review: November 2022

Date Approved: January 2023

Next Review: November 2023

Responsibility for Review: Vice Principal Curriculum Delivery and Planning

Policy Review Frequency: Annual

Applicable to staff: Yes

Applicable to students: Yes

Publish on College website: Yes

Consultation:

Undertaken with:	Yes/No:	Date:
Board/Committee		
ELT	Yes	January 2023 Business Planning – Nov 2022
CMT		
Unions		
Students		
Employees		
Employers/Stakeholders		

Any Associated Documentation, for Reference:

FE Admissions Policy, 16-18 Admissions Procedure, Apprenticeship Admissions Procedure, Safeguarding Policy, Fitness to Study Procedure, HE Admissions Policy

Adult Admissions Procedure

1. Stage 1 - Application

1.1. All applications are to be submitted via the Preston College website and applicants are asked to select the relevant subject of interest.

1.2. Applications are acknowledged electronically on receipt of submission, stating that an Advisor will be in contact via telephone to discuss next steps.

1.3. Applications will be electronically recorded within 72 hours of receipt and tracked via the College's learner database.

1.4. Applications are automatically directed to the respective Advisor for that specified provision, who will endeavour to make initial contact to the applicant within 48 hours of submission.

1.5. Applications that are received without a defined subject will be referred to an Advisor who will offer the appropriate guidance to progress the application further.

1.6. Applications that declare a learning difficulty, medical condition or safeguarding matter will be signposted to the SEND/Safeguarding Teams respectively.

1.7. Applications for courses that require an interview by a Curriculum Tutor will be arranged by the Advisor handling the application. Interviews will take place via telephone or on-site, as appropriate.

1.8. Once an interview is scheduled, confirmation of the interview is sent electronically. Notification of an invitation to interview will be given at least seven working days prior to the proposed date, dependent upon submission of application.

1.9. For particular courses that do not require an application and or interview with a Curriculum Tutor, an Advisor or Admissions Officer will advise accordingly, taking into consideration subject specific entry criteria.

1.10. Certain courses specifically require formal assessments to be undertaken, these include Maths, English, ICT and ESOL subject areas. Assessments are booked online via the College's website or by calling the College's Course Information & Enrolment Centre. Dependent upon the subject, assessments will be undertaken via telephone, by electronic submission or face to face, where appropriate.

1.11. To support an applicant in their preparation for a formal assessment, revision materials will be sent electronically together with a deadline for submission.

2. Stage 2 - Interview

2.1 Dependent upon the course, Interviews may include group participation, a 1-1 format or may incorporate written assessments. Specific interview

arrangements will be detailed in the correspondence sent to applicants electronically.

2.2 Interviews will be undertaken by a Curriculum Tutor or Advisor via telephone or on-site, where deemed appropriate.

2.3 Appropriate arrangements will be made for a representative from SEND/Safeguarding Team to discuss learning support needs with applicants, for those that have specified a need.

2.4 Applicants will receive an interview reminder via text 48 hours prior to the scheduled date.

2.5 Applicants who fail to attend a scheduled interview will be contacted to arrange another appointment. If a second interview is missed without prior notice being given, the application will be withdrawn and this notification will be sent via text.

2.6 Applicants who undertake a formal interview with a Curriculum Tutor, will be informed of the outcome of the interview verbally or via electronic letter within 5 working days, unless otherwise specified.

2.7 Applicants who undertake a telephone interview with an Advisor, will be informed verbally of an offer of a place to study.

2.8 Following a successful offer of a place to study at the College, the conditions of enrolment will be communicated via telephone by an Advisor.

2.9 Where it is identified that an applicant has additional challenges or barriers to education, the college will endeavour to support the applicant through an admissions panel meeting. In the first instance, the college will liaise with external stakeholders and support services to gather information which will be reviewed at the panel meeting.

2.10 External stakeholders can include but are not limited to; social workers, previous educational establishments, YOT, parents, carers and employers. The admissions panel will holistically review and discuss all information with a supportive approach. The panel will review barriers, opportunities, funding restraints and risks to admission to fulfil its duty of care for the applicant and wider college body. This includes adapting curriculum offers, setting small realistic goals and bespoke support packages to aid a successful transition into college.

2.11 Where the panel agree that no offer can be made the panel must provide a full reason, in writing, along with recommendations to alternative providers or support services.

3. Stage 3 – Enrolment

3.1 Dependent upon the course, individual circumstances and date of application; enrolment will be facilitated on-line or via telephone, dependent upon whether any pre-requisite documentary evidence is required.

3.2 Applications will be automatically withdrawn where documentary evidence is required as a condition of enrolment, but not received by the start date of the programme. Such conditions may include; evidence of a state benefit or evidence of pre-requisite qualifications. Notification of this will be sent via text.

3.3 Once enrolled, learners will receive confirmation of their enrolment via e-mail. The email will contain instructions on how to log-in to their Prospect account, sign their learning agreement and upload a photo for their college ID. The learning agreement outlines the terms and conditions of enrolment and will require a digital signature.

3.4 Once enrolled, learners will be sent a welcome text one week prior to the course start date, specifying the joining instructions. Learners will also receive a reminder text 48 hours prior to the start date of the course.