

STEPHENSON COLLEGE

Issue	A
Date of Issue	January 2007
Approved By	Draft

PROCEDURAL STANDARD FOR

Admission Policy

Revision History

<i>Revision Number</i>	<i>Revision Details</i>	<i>Date</i>	<i>Approved By</i>

Admissions to Higher Education

Purpose

- The recruitment and admission of students to Higher Education is fair, clear, courteous and impartial, and is implemented consistently across the College.
- Information, Advice and Guidance (IAG) is available to any client with equality of opportunity underpinning the process.

Scope

This policy covers all applicants to Higher Education (HE) courses at the College

Responsibility

Development Manager – Student Services, Community and Schools is responsible for ensuring the procedures are implemented correctly.

Student Advisors are responsible for providing initial IAG

Programme Leaders/Tutors are responsible for providing detailed course information and interviewing applicants. They make the decision regarding the admission of an applicant to an HE course.

Administrator for HE admissions is responsible for administrating the application procedure and reporting to tutors, sections heads, Development Manager – Schools, Community & Student Services and the Director of Business & Curriculum.

Tutors and admissions staff are equipped to make the required judgements and competent to undertake their roles and responsibilities. Student Services to remain Matrix accredited. All data about an applicant is collected, stored and used according to current data protection legislation.

Related documents

HE application form
HE interview/offer form
Complaints procedure

Procedure

Information

1. Provide accurate, current, unbiased and appropriate information, which is accessible and readily available about all aspects of the College's provision and other educational establishments that will enable applicants to make informed decisions about their options.
2. Respond to requests for information, which are made by post, telephone, email or internet in a prompt efficient manner and within two working days.
3. Make clear in promotional literature, opportunities available for all students.
4. Ensure that all information is up-to-date and correct.

5. Provide open days for prospective students, their parents, guardians and employers;
6. Advise clients of learning support services available to them.
7. Inform applicant of tuition fees, costs associated with the course and any financial support available such as Student Loans and the Learner Support Fund.

Additional Careers/HE IAG for current Stephenson College level 3 learners

1. Train students to use the College resources to enhance their own career development and provide careers interviews.
2. Ensure the provision of Higher Education information is available to all students who require it;
3. Provide opportunities for learners to visit HE Institutions' open days, attend HE tasters and have visiting speakers attend tutorials.
4. Provide guidance, preparation and support to students:
 - a. Applying to Higher Education
 - b. Seeking to gain employment with training eg HNC
5. Actively support students to progress from their course of study

Application

1. UCAS or College application form received by Student Services (HE Applications Administrative Assistant). Acknowledgment letter sent within 48 hours.
2. Applicant details entered onto database.
3. Basic details checked with regard to course, qualifications of applicant meet entry criteria and whether they are home, EU or overseas students.
If entry criteria are met, letter is sent advising applicant of this and inviting them to an interview.
If overseas applicant, the letter sent advises of fees and visa requirement as well.
If entry criteria are not met applicant is advised and invited to discuss other, more appropriate options with a student advisor.
4. Interview arranged with tutor and the procedure on the interview form is followed.
5. Tutor decides whether applicant is offered a place. Letter sent offering a place. If the applicant accepts the place a further letter is sent explaining the arrangements for the enrolment, registration, induction and orientation of new students. A course handbook is also sent to help the integration process.
6. Applicants are kept informed of the obligations placed on them at the time the offer of a place is made and of any significant changes to a programme made between the time the offer of a place is made and registration is completed, and that they are advised of the options available in the circumstances.
7. Applicants not offered a place after interview are invited to be given constructive feedback and to discuss other, more appropriate options with a student adviser.
8. Information required by UCAS is returned within 5 working days of the applicant's interview.
9. College records are updated.

Complaints and Appeals

Unsuccessful applicants can appeal against the decision or complain about the application process if they feel they have been unfairly treated. Information on making an appeal or a complaint is given to applicants at the interview and in the letter confirming their application was unsuccessful. Appeals must be made within one month of the application decision. The College will respond within 2 weeks of receiving the appeal.

Monitoring and Review

All College policies are reviewed annually as part of the College's quality assurance. Feedback from learner surveys contributes to the review process.