



Coleg
Gwent



LEARNER

ADMISSIONS POLICY

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All of our policies and procedures are available in English and Welsh on the [staff intranet](#).

COLEG GWENT

ADMISSIONS POLICY

1.0 Policy Statement

Coleg Gwent is committed to a fair and open admissions process that considers all applicants on their individual merits. To achieve this, the admissions process may be differentiated to take account of learner needs and the nature of the programme of study. The underlying principle of the Admissions Policy is that each individual learner is appropriately matched to a suitable programme of study.

2.0 Scope

This policy applies to all applications for full-time, part-time, work-based and higher education. This includes all funding streams. (Note: This policy covers professional HE courses only. We have a separate policy for HE Admissions for full-time and UCAS).

3.0 Application Overview

3.1 Coleg Gwent will ensure that information about its courses is made available through various media channels, including its website and open events.

3.2 Applications for full-time courses are accepted from 01 November until October half term the following year.

3.3 Applicants are encouraged to apply online at www.coleggwent.ac.uk but paper application forms are available upon request. Completed paper applications should be sent to campus Learner Services.

3.4 Only one application per person is processed at any one time. If an applicant submits more than one application, the Customer Services Team will contact the applicant to establish which course they would like to be processed.

3.5 The college is committed to the fair treatment of all its learners and welcomes applications from a wide range of individuals including those with criminal convictions. Having a criminal conviction will not necessarily prevent applicants from studying at Coleg Gwent, but failure to disclose an unspent criminal conviction could result in learners being withdrawn from the application process or from their course. An applicant with unspent criminal convictions will be required to complete a Disclosure Form prior to having a course interview.

3.6 Any application received from an individual who is currently serving a prison sentence must be referred to the Director (Quality & Learner Experience) to gain agreement from NOMS Cymru. Without this agreement the College will not be funded for any places attended by prisoners.

3.7 The College consider applications from individuals who declare a disability and/or an impairment and/or condition on the same criteria as all other applicants. In deciding whether to accept an application (or to enrol an individual on any course) account may need to be taken of any overriding health and safety concerns, barriers relating to professional requirements or the College's ability to make reasonable adjustments. Applicants may be invited to attend an Admissions Meeting where any additional requirements or concerns can be addressed both sensitively and constructively.

4.0 Processing Applications

4.1 Applications are created using a system called Prospect. Applicants create a username and password in Prospect to apply direct into EBS

4.2 The Admissions process includes a 'De-duplication and Merge' process to prevent duplication of accounts

4.2 All applicants (excluding ILS, ESOL) are assessed on meeting the course entry criteria, based on the qualifications/grades provided in their application – see section 5 for details

4.3 Where insufficient information has been provided to decide on course/level suitability, the Customer Services Team will contact the applicant

4.4 Where the applicant meets the course entry criteria, a conditional offer is added

5.0 Entry Requirements

5.1 Entry requirements will vary between programmes of study. However, each course will have a clear statement about entry requirements. These are available on the course information leaflets on the website.

5.2 The College reserves the right to request references for any potential learner.

5.3 Applicants under 16 years old. For learners under compulsory school age the college has a separate admissions policy. This is available upon request.

5.4 Applicants of school leaving age. Learners will be required to evidence the course entry requirements prior to enrolling.

5.5 Mature applicants with complex needs/choices. The College welcomes applications from mature learners and each applicant is considered on individual merit.

5.6 Applicants for Access programmes. Where an applicant does not meet the required qualification profile, they will be invited in for Information, Advice and Guidance with the Access team

5.7 Applications for HE courses. If an applicant for an HE course does not meet the required qualification profile, they will be invited in for Information, Advice and Guidance with the course team.

5.8 Disclosure of Unspent Criminal Convictions Policy. No applicant will be required to disclose any criminal conviction that is spent, except where seeking entry to exempt occupations under the Rehabilitation of Young Offenders Act (1974). An applicant with unspent convictions will be required to complete a Disclosure Form prior to their course interview.

5.9 International applicants. Coleg Gwent welcomes overseas applications. All International applications will be required to complete a fee and language (if appropriate) assessment and in some cases an interview prior to being offered.

5.10 Excluded learners. The College reserves the right to refuse admission to an applicant who has previously been excluded from this or any other educational institution. Applicants previously excluded will need to have a conversation with the campus Head of Learner Services, prior to their re-entry into the College.

5.11 The College will insist that the Disclosure and Barring Service (DBS) registration and checks are made by applicants once enrolled on courses that lead to careers where this is a

requirement or where work experience providers have this as a requirement. For all courses certain convictions may lead to a refusal to enrolment.

5.12 The College reserves the right to ask an applicant who previously attended the College but failed to make sufficient effort toward successfully completing their course and/or programme to attend an Admission meeting to ensure the new course being applied for, is correct for the applicant to try and ensure a successful completion.

5.13 The College recognises it has a duty of care to learners and staff and thus reserves the right not to admit an applicant where there is evidence that they could be a threat or danger to others.

5.14 The College reserves the right not to admit an applicant who has outstanding debts with the College

5.15 The College shall secure payment of fees, where these apply

6.0 Offers

6.1 Offers may have conditions e.g. obtaining certain exam results. Offers may also be unconditional.

6.2 It is inevitable that some courses will become full and due to resource restrictions, it can be difficult to offer additional courses. In such cases the College works on a '*first come first served*' basis. Applicants who are not successful may be offered an alternative campus, alternative courses, added to waiting lists or advised of other organisations which offer similar courses.

6.3 It is inevitable that some courses will fail to recruit sufficient learner numbers (*including the second and third year of courses*) and due to resource restrictions, these courses might not commence. In these cases, applicants will be offered an alternative campus, alternative courses, added to waiting lists or advised of other organisations that offer similar courses.

7.0 Enrolment

7.1 To be considered as 'enrolled', an applicant must either:

- Complete and sign the college enrolment form and have the same signed by a member of staff
- Complete 'Getting Ready for College' using the College's online Prospect software and confirm their submission on the consents screen.

7.2 All applicants must commit to pay the appropriate fee, in line with the fees policy either at campus enrolment, over the phone or online via Prospect. Applicants are also required to sign an electronic ISLA held in EBS to confirm their course details are correct. This is an important contractual stage in the admissions process

8.0 Fees & Waivers

8.1 The College reviews and publishes its fees and waivers annually. Vice Principal (Resources & Financial Planning) is responsible for carrying out an annual review to inform this process. Individual applications for fee waivers on the grounds of special circumstances will be referred to the Finance Business Partner for a discretionary decision.

8.2 Fees due will be collected in line with the College's Fee Policy and are non-refundable.

8.3 For more information on Fees and Waivers refer to the Fee Policy for the relevant year of study.

9.0 Equality and Diversity

9.1 College is fully committed to ensuring that potential and existing learners are afforded equality of access to our services. The College will monitor its enrolments in order to evaluate this commitment and if necessary, make appropriate changes to this policy. The Admissions Policy will also be reviewed in the light of any new legislation that deals with Equality and Diversity.

10.0 General Data Protection Regulation (GDPR)

10.1 Information collected in the admission and enrolment processes will adhere to the current legislation concerning GDPR protection. In particular, the following will apply:

- The minimum data required would be sought
- Data will be kept secure and confidential and only used for the purpose collected
- Data will be retained for as long as necessary, i.e. according to statutory requirements but not less than 6 years from the completion of the course.
- Learners will be required to consent to the processing of their Data under the GDPR Act, when they complete their application and enrolment forms.

11.0 Admissions Meetings

11.1 In a few cases it might be necessary to have an Admissions Meeting to consider any application that might provide a cause for concern. These can include, but are not limited to:

- A learner has achieved a qualification, e.g. First Diploma and wishes to progress to the National Diploma. However, where a learner has reached their potential at the First Diploma (pass criteria only when a merit profile is needed for progression) and admission to the National Diploma would be setting the learner up to fail.
- Where an applicant to a course that requires work placement or other external activity presents a cause for concern based on their medical and/or behavioural circumstances and which could impact on the successful outcome of that external activity.
- Where the admission of an applicant could place learners and/or staff at risk, e.g. where the applicant has a history of violence or any other form of abuse towards others.
- Where a learner discloses an unspent criminal conviction that has a direct bearing on the course that they wish to enrol on, e.g. a conviction of a sexual nature might have a bearing on an applicant wishing to enrol on a care course, where they would have access to children or vulnerable adults. In dealing with an applicant's unspent criminal conviction, reference should be made to the **Disclosure of Unspent Convictions Policy**, which outlines a separate procedure for establishing an Admissions Policy to that outlined below.

11.2 Membership of the Admission Meeting will normally include the following members of staff, but this can vary depending on the nature of the concern:

- Campus Head of Learner Services (Chair)
- The respective Head of School (if relevant)

11.3 The meeting should consider any witness testimony and/or documentation that they feel can add value to their considerations. In addition, the following issues might need to be taken into account, either through the documentation provided or through an interview with the learner, if required:

- The seriousness of the cause for concern/offence and its relevance to the College and/or course
- The length of time since the cause for concern/offence occurred
- Relevant information about the circumstances which led to the cause for concern/offence being committed, e.g. the influence of domestic or financial difficulties
- Whether the offence was a one-off, or part of a listing of offending
- Whether the applicant's circumstances have changed since the cause for concern/offence was committed, making re offending less likely
- The country in which the offence was committed
- Whether the offence has been discriminated by Parliament
- The degree of remorse or otherwise expressed by the learner and their motivation to change

11.4 Any Information arising from the meeting, e.g. risk assessment should be kept confidential and only disclosed if there is a specific reason to do so.

11.5 Once the meeting has reached its decision it should notify the applicant within three working days. If the decision is to refuse enrolment onto the course, the reasons for the refusal must be communicated to the applicant and wherever possible the applicant advised of other providers that offer the same or similar courses.

12.0 Appeals

12.1 Learners who wish to appeal against any decisions made during the admissions or enrolment process should contact the Director (Quality & Learner Experience). The nature of the appeal should be set out in writing, clearly explaining the grounds for the appeal.

13.0 Monitoring and Evaluation

13.1 The Director (Quality & Learner Experience) will review performance against this policy on an annual basis and as a result can amend this policy document, whenever it is deemed appropriate. These amendments can include the need to change conditions stated within this Policy during an academic year, i.e. after learners have commenced their courses and prior to the same learners completing their courses.