

## LEARNER ADMISSION POLICY

<b>Prepared by:</b>	<b>Head of Learner Services</b>		
<b>Policy Approved by:</b>	<b>Academic Board</b>		<b>Minute 226</b>
	<b>Curriculum &amp; Quality Panel</b>		<b>Minute 347</b>
		<b>23/10/09</b>	<b>Minute 400</b>
	<b>Strategic Management Team</b>		<b>Minute 768</b>
			<b>Minute 1279</b>
		<b>15/09/09</b>	<b>Minute 1717</b>
	<b>Operational Management Team</b>		<b>Minute 23</b>
<b>Curriculum and Quality Committee</b>		<b>Minute 70</b>	
		<b>Minute 193</b>	
	<b>09/11/09</b>	<b>Minute 234</b>	
<b>Policy implemented:</b>	<b>2003</b>		
<b>Last Reviewed</b>	<b>September 2007, June 2009</b>		
<b>Review Date:</b>	<b>June 2011</b>		

## **Preamble to the Policy**

### **Equal Opportunities**

The College shall comply with all statutory duties in respect of equal opportunities in the areas of sex, race, age, disability, sexual orientation, transgender religion, belief and the rehabilitation of offenders. The college shall also comply with the Human Rights Act 1998 and any subsequent enactments or modifications.

### **Learner Admissions Policy**

#### **1 Policy Statement in relation to Learner Admissions & Enrolment**

- 1.1 The College is committed to ensuring equality of access for all to learning opportunities at the college. To achieve this, the admissions process may be differentiated to take account of learner needs and the nature of programme of study.
- 1.2 The College offers a broad range of courses to a population where individual needs differ. The underlying principle of the admissions policy is that prospective learners are appropriately matched to a programme of study.
- 1.3 To assist with the above (1.2) learners wishing to attend on a full-time basis or on a part-time (5hrs or more per week) will undergo a basic skills assessment (diagnostic test) during the admission process. It is expected that learners will accept any support identified through this process.
- 1.4 This policy takes due cognisance of current policy aimed at extending entitlement (as articulated in Young People's Plan, Rhondda Cynon Taf) and 14-19 Pathways
- 1.5 This policy sets out the key elements of the College's admissions process.

#### **2 Information, Advice and Guidance**

- 2.1 Coleg Morgannwg will ensure that information about its courses is made available through various media channels, including its website. The responsibility for seeking information about learning provision at Coleg Morgannwg in any one year rests with each potential learner.
- 2.2 Having sought information and enquired, potential learners will be made aware of the admissions process. Potential learners will also receive advice and guidance to help them decide the course of study best suited to their needs.

- 2.3 Course enquiries received via telephone, email, in person, letter, etc., will be logged and responded to within 5 working days.
- 2.4 The College will work with staff from other agencies, such as Careers Wales, Learndirect and schools to develop appropriate pathways for learners.
- 2.5 The college will endeavour to enable potential learners to view the College facilities prior to the commencement of a course. In most instances this can be organised by prior arrangement with individuals.
- 2.6 On application each retains the right to seek information about the progress of their application. Each applicant will receive a response to any correspondence made within **10 working days** of its receipt by the College.
- 2.7 Applicants will be invited to an interview with a ‘course specialist’ and shall receive a letter informing them of the interview decision within **20 working days**.

### **3 Entry Requirements**

- 3.1 Entry requirements will vary between programmes of study. However, each programme will have a clear statement (to be found for example on a course information sheet) about entry requirements.
- 3.2 International learners are welcomed on the basis that their communication skills are tested prior to enrolment and that previous qualifications gained can be equated to a United Kingdom qualification.
- 3.3 The College reserves the right to request references for a potential learner.
- 3.4 The College will insist that Criminal Record Agency checks are made prior to entry on courses that lead to careers where this is a requirement or where work experience providers have this as a requirement. Certain convictions may lead to a refusal to enrolment.
- 3.5 The College reserves the right to refuse admission to an applicant who has previously been excluded from this or any other educational institution. Persons previously excluded will be interviewed by a relevant member of the college’s management prior to their re-entry into the College.
- 3.6 The College reserves the right not to admit an individual who previously attended the College but failed to make sufficient effort toward successfully completing their studies

- 3.7 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 (and in some instances to themselves).
- 3.8 The College shall secure payment of fees, where these apply and reserves the right not to admit an applicant who has outstanding debts with the College
- 3.9 Learners of compulsory school age must produce evidence that their education authority/head teacher supports them studying at the College. A statement from the education authority/head teacher agreeing to fund the cost of tuition must also accompany this permission.

#### **4 Offer of Places**

- 4.1 Learners who attend an admissions interview will receive written confirmation if an offer is appropriate (see also 2.7).
- 4.2 Applicants must make every effort to attend a pre-arranged interview and notify the College if they are unable to attend. Anyone not attending their interview could forfeit their place in the queue for a course unless their non-attendance is justified.
- 4.3 Offers may have conditions e.g. on obtaining certain exam results. Offers may also be unconditional.
- 4.4 It is inevitable that some courses will become full and due to resource restrictions it is difficult to offer additional groups. In such cases the College works on a 'first come first served' basis.
- 4.5 Applicants who are not successful may be offered alternative studies, added to waiting lists or advised of other organisations which offer similar courses
- 4.6 Offers may be made to an applicant requiring them to attend the campus closest to their place of residence.

#### **5 Enrolment**

- 5.1 To be officially enrolled a learner must complete the college 'enrolment form', had the same signed by a member of staff and commit to pay the appropriate fee, in line with the tuition fees policy. This is an important contractual stage in the admission process.

## **6 Health & Safety Induction Information**

- 6.1 Coleg Morgannwg attaches the greatest importance to the health, safety and welfare of all its learners.
- 6.2 The Learner Diary issued to all learners at enrolment contains information relating to First Aid, Fire and Evacuation and who to contact for further information relating to Health & Safety.
- 6.3 The booklet A Learners Introductory Guide to Health & Safety, is issued to all learners and contains the following information:-
- Fire and Evacuation.
  - First Aid
  - Reporting Accidents
  - Moving about the College
  - Car Parking
  - PPE – personal Protective Equipment
  - Risk Assessments
  - College Smoking Policy
  - Safety Policy
- 6.4 All learners will receive a departmental induction specific to their learning route and place of learning.
- 6.5 Knowledge of the Health & Safety information given will be tested by the use of the Learner Health & Safety Quiz which is administered to all learners.

## **7 Fees & Waivers**

- 7.1 The College reviews and publishes its tuition fees and waivers annually. The Head of Marketing and Learner Services is responsible for carrying out an annual review to inform this process. Unusual cases that do not fit the policy will be referred to the Learner Services Manager for a discretionary decision.
- 7.2 Fees due will be collected prior to the start of a learner's studies.

- 7.3 For more information on Fees and Waivers refer to the policy for the relevant year of study.

## **8 Data Protection**

- 8.1 Information collected in the admission and enrolment processes will adhere to the current legislation concerning data protection.

In particular, learners should be aware of:

- The minimum data required will be sought
- Data will be kept secure and confidential and only used for the purpose collected
- Data will be destroyed within 6 years of its ceasing to be used. In some instances data may have to be kept for longer periods to meet audit and any other legal requirements.
- In some instances personal details may have to be provided to external agencies because of conditions placed on the college (e.g. Welsh Assembly Government and other Bodies who provide funding). This is clearly stated on the enrolment form, the signing of which also provides your consent to this.

## **9 Appeals**

- 9.1 Learners who wish to appeal against any decisions made during the admissions or enrolment process should contact the Learner Services Manager.

## **10 Monitoring and Evaluation**

- 10.1 The Learner Services Manager will review performance against this policy annually and review the policy whenever it is appropriate.