

College Admissions Policy (FE)

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1 Introduction

- 1.1 The purpose of this policy is to set out the admissions process for Hugh Baird College.
- 1.2 The College's mission is:
To inspire, challenge and transform lives

Our core values which support the delivery of our mission are;

- Integrity and honesty: we act honestly, ethically and legally in all we do
 - Openness: we are open to new ideas and share knowledge
 - Trust and mutual respect: we treat everyone with fairness and integrity
 - Courage: we have the courage to act on our convictions
 - Social Responsibility: we are responsible to our colleagues, students and the environment where we live and work
 - Accountability: we are accountable for our actions and seek to improve lives
 - Excellence: we strive for excellence in all we do
- 1.3 Hugh Baird College is committed to ensuring equality of opportunity for all applicants and to the active pursuit of an Admissions Policy that addresses the needs of potential students.
- 1.4 We will ensure that the Admissions process matches prospective students to the most appropriate course for them. Applicants are judged on their own merits for selection onto a course by the use of open, transparent and consistent entry requirements that relate to the course itself (entry requirements can be found at www.hughbaird.ac.uk).
- 1.5 Whilst making every effort to match students to an appropriate course, there can sometimes be circumstances when this may not be achieved. In such an instance, students are offered accurate guidance and support to identify suitable alternatives.

2 Applying for a place at Hugh Baird College

- 2.1 Applications should be made directly to Hugh Baird College via the online application form or by a postal application form.
- 2.2 Applications will be processed by the Database team within 5 working days of receiving the application.
- 2.3 All applicants will be invited to an Interview Evening to discuss their application and will leave the Interview Evening with one of the following;
- a conditional offer (based on obtaining certain exam results etc.)
 - an unconditional offer of a place on a course at Hugh Baird College
 - or a referral to an information, advice and guidance (IAG) interview with a Retention and Progression Co-ordinator.
- 2.4 Applicants must make every effort to attend a pre-arranged IAG session and notify the College if they are unable to attend. Anyone not attending their IAG could forfeit their place on a course unless their non-attendance is justified.

- 2.5 If the applicant is unsuitable for a course, they will receive information, advice and guidance from the Retention and Progression Co-ordinators to determine the best pathway for them or more suitable course options.
- 2.6 A series of events such as 'Get on Course' taster days, will take place to allow the applicants to learn more about their chosen course and receive guidance and support to aid a smooth transition to college and ensure that they are on a course best suited to their future career aspirations.
- 2.7 Some course areas require applicants to attend an Assessment Day as part of the application process Applicants will be advised of the dates and will need to book a place online. Alternative booking arrangements will be made for those applicants who are not able to access the on line booking system.
- 2.8 Students' support needs are identified as soon as possible in the application process. This can include support for a learning difficulty, disability or medical need and exam concessions. In addition, support needs can arise due to issues of a welfare or Safeguarding nature, including those students in identified vulnerable groups such as Young Careers or Looked after Children.
- 2.9 All students have the opportunity to discuss how their support needs might be met with a member of the Learning Support team or Safeguarding officer during the Interview Evening or at a time suitable to the applicant.
- 2.10 Under exceptional circumstances (e.g. a student is living somewhere that is deemed by the admissions co-ordinator to be too far for the applicant to travel from) a telephone or skype interview can be arranged.
- 2.11 The information, advice and guidance given at interview will cover the following topics:
- Course Specific Topics:
 - ❖ Study Programme Content (Chosen course, maths and English, work experience and enrichment)
 - ❖ Progression Routes
 - ❖ Course may not run due to numbers
 - ❖ Personal Tutor and tutorial system
 - ❖ Timetable
 - ❖ Higher Level Courses
 - ❖ Individual Learning Plan
 - ❖ Employment Opportunities/Career Prospects
 - Student Services support
 - ❖ Student Finance (bus passes, bursaries, free meals)
 - ❖ Early enrolment for bursaries
 - ❖ College Counsellor
 - ❖ Health & Wellbeing services
 - ❖ Retention and Progression Co-ordinators for Careers, IAG and support for students
 - ❖ Safeguarding – children and vulnerable adults
 - ❖ Advanced Learner Loans
 - Learning Support needs and support structures.

- Progression onto the next level of a course is not automatic and will be subject to successful achievement and behaviour
- Student Experience
 - ❖ Trips
 - ❖ Extra-curricular activities
 - ❖ Personal Protective Equipment (PPE)
 - ❖ Kit and Equipment

3 Admissions Criteria

- 3.1 Places will be offered to those applicants who meet the course entry criteria found at www.hughbaird.ac.uk and discussed at interview.
- 3.2 Every applicant is considered individually using all the information available to Hugh Baird College, examples include:
- Academic record
 - School/college reference
 - Personal statement
 - Portfolio/ submitted work, where required
 - Performance at interview
- 3.3 Applicants must demonstrate through the application process the following strengths:
- Academic ability and potential
 - Motivation and suitability for the chosen course
 - Commitment and self-discipline
- 3.4 A course will only run if there is sufficient demand for the course. Hugh Baird College reserves the right to cancel the course in accordance with our Course Cancellation Policy.
- 3.5 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 alternative courses, added to waiting lists or advised of other organisations which offer similar courses.
- 3.6 Hugh Baird 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 be interviewed by an Assistant Director, prior to their re-entry into the College.
- 3.7 Applicants whom are home educated at the time of application or whom will not have reached the age of 16 as at 31 August prior to the start of the academic year will be interviewed by an Assistant Director, prior to their entry into the College.

4 Enrolment Process

- 4.1 Enrolment for those learners with conditional offers based on their GCSE results will take place during late August and in to early September. During enrolment events, the applicant must prove they have met the course entry requirements and any of the conditions of their offer.
- 4.2 Enrolment for those learners with unconditional offers will take place during June and July. Failure to enrol by the end of July may result in the place being offered to another applicant on a waiting list.
- 4.3 Applicants are encouraged to attend enrolment as early as possible as places fill up quickly.
- 4.4 Applicants will be required to provide evidence of all past qualifications. In particular proof of Maths and English qualifications will be required to determine whether Maths and English GCSE courses are included in the applicant's study programme.
- 4.5 All students are expected to adhere to the College's [Terms and Conditions of Enrolment](#).
- 4.6 In accordance with the College Safeguarding Policy, all students will be asked to declare any spent or unspent convictions at enrolment. Any student declaring a conviction will be interviewed by a member of the safeguarding Team and a risk assessment done. Students will be advised of the procedures at the initial safeguarding interview.
- 4.7 Each student will have the opportunity to discuss with their Study Programme Coordinator whether they are on the right course during the first half-term of their first academic year at the College.
- 4.8 Should a student and/or tutor feel that the chosen course is unsuitable, then Hugh Baird College will work with the student to find a more suitable course either at Hugh Baird College or at another provider. This will be undertaken by the College's Retention and Progression Co-ordinators.

5 Funding, Fees and Finance

- 5.1 Hugh Baird College have various financial bursaries to help support students that may find it difficult to cover the costs of participating in further education. Potential students can apply for help with course fees, travel and childcare. Applicants are encouraged to apply as soon as possible as funds are allocated on a first-come, first-served basis. Application forms and financial information can be obtained from the College's Student Finance Team.
- 5.2 Course fees for each year of a course can be found at www.hughbaird.ac.uk
- 5.3 No tuition fees will be charged to students under the age of 19 on 31 August in the calendar year when the student starts their programme of study.
- 5.4 Full fee remission is given to the following:
 - 16-18 year old apprentices studying at levels 2 to 6.
 - 19-23 year olds learners on their first full level 2 or 3 qualification.

For learners aged 19 to 24 studying up to and including level 3 and learners aged 24 or older studying up to level 2

- The need to study to remove a barrier to getting into work and who are:
 - ❖ receiving Jobseeker's Allowance (JSA); or
 - ❖ receiving Employment and Support Allowance (ESA) and are in the work-related activity group (WRAG), or
 - ❖ receiving Universal Credit because they are unemployed, and who are mandated (required) to undertake skills training.
- Individuals who are unemployed and receiving any state benefits not listed above but who want to enter employment and believe skills training will help them to do so.
- Learners studying English and Maths learning aims as part of the new suite of English and Maths qualifications.

6 Equality and Diversity

- 6.1 The gender, ethnic origin, disability status, age, sexual orientation, faith and beliefs of all applicants and enrolled students will be monitored to inform admissions policies.
- 6.2 Course Teams will identify and monitor any equality, diversity and other socio-economic factors that may impact on their students to inform future admissions policy and curriculum development.

7 Data Protection

- 7.1 Information collected in the admission and enrolment processes will adhere to the current legislation concerning data protection. In particular the following will apply:
 - The minimum data required will 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 Data Protection Act, when they complete their application and enrolment forms.

8 Overseas Applicants

- 8.1 Hugh Baird College does not currently hold a Tier 4 License from the Home Office so cannot accept applications from International students.

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