

Admissions Policy

Admissions Policy

Date approved: 27 October 2017
 Approved by: SMT
 Responsible Manager (s): Director of Marketing
 Executive Lead: Executive Director – Commercial Strategy

Applicable to staff:	Yes
Applicable to students:	Yes
Accessible to students:	Yes
Accessible to general public: (including clients)	Yes

Consultation

Consultation undertaken with:

Date:

- | | | |
|--|---------|----------|
| • SMT | Yes | Oct 2017 |
| • AMT | Yes/No* | Nov 2015 |
| • CCMT | Yes/No* | Nov 2015 |
| • Students | Yes/No* | |
| • Employee representatives (<i>HR policies only</i>) | NA* | |
| • Other | NA* | |

Policy review frequency - every 2 years

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1. Scope and purpose of policy

This policy applies to all applications made by prospective students in respect of our full and part time further education courses, higher education courses and apprenticeships including applications made to any of the brands which are part of the Blackpool and The Fylde College (B&FC) family such as Fleetwood Nautical Campus, Lytham Sixth Form College, Illuminate Training Solutions, Lancashire Energy HQ.

The purpose of this policy is to ensure that all prospective students are considered for courses, apprenticeships or traineeships on a consistent basis and are able to access information advice and guidance as appropriate.

2. Policy statement

Blackpool and The Fylde College encourages and welcomes applications from all prospective students. It celebrates and values the diversity of its students and that the College will benefit from attracting and retaining students.

B&FC is committed to providing a professional admissions service in order to allow fair and equal access to all prospective students who have the potential to benefit from and contribute to the College.

This policy complies with relevant consumer, equality and diversity legislations affecting the admission of students and takes account of best practice, including precepts of the QAA's Quality Code of Practice, Chapter B2: Admissions to Higher Education and Supporting Professionalism in Admissions (SPA's) Good Practice Guides.

The College will treat all enquirers and applicants with respect and dignity and seeks to provide an admissions system free from discrimination ensuring equality of opportunity for all individuals seeking a place on a course. The College will offer a wide range of opportunities for students with varying levels of prior achievement, interests and background, helping them to realise their goals and aspirations.

In some circumstances, Appropriateness to Study and Safeguarding policies may take precedence.

The College will recruit with integrity to all programmes providing impartial information and advice to enable enquirers and applicants:

- to make appropriate choices in line with their previous experience, qualifications and career aspirations.
- to understand the opportunities for progression.

3. Accountability

Director of Marketing will update the policy as required and monitor its use within the College via embedded admissions processes which include checking decisions on applications and conducting a thorough annual review.

The Head of Student Support and Wellbeing is responsible for notifying the Director of Marketing with any equality and diversity legislative changes affecting this policy.

The Head of Student Administration is responsible for notifying the Director of Marketing of any changes to funding guidelines that could affect this policy.

4. Student Involvement

Student input is essential in understanding the customer experience and must be used by both curriculum and support areas to inform and improve the admissions process.

5. Linked policies

Safeguarding Students Policy
Appropriateness to Study Policy

6. Linked procedures

Appropriateness to Study Procedure
Admissions Procedure

7. Equality Impact Assessment

Impact Assessment for the 4 strands of Equality, Safeguarding, Health and Safety and Sustainability	
Initial Form to be completed with Risk Assessments or as part of a proposal or change to a policy, plan or new way of working	
Title of Activity: Admissions Policy Author and Date: Director of Marketing, Oct 2017	x Revision Expected Implementation Date: Immediate upon approval What is the review date? Every 2 years
Equality and Diversity. Which of the characteristics maybe impacted upon? And, if yes, how has this been considered? What are the risks? What are the benefits?	The Admissions Policy has been written in line with guidance from the QAA, Supporting Professionalism in Admissions (SPA) and current Equality and Diversity legislation.
Safeguarding: Are there any aspects of this proposal which could cause a learner/member of staff/visitor to feel unsafe? If yes, how has this been considered? What are the risks? What are the benefits?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Health and Safety: Have any risks been identified? If yes, how has this been considered? What are the risks? What are the benefits?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Sustainability: Are there expected benefits or impacts on sustainability issues? If yes, how have these been considered?	Yes x No
Evidence: What evidence do you have for your conclusions and expectations for these conclusions? How will this impact be monitored for all these considerations?	The admissions policy and activities are reviewed regularly in line with legal and sector guidance. They are formally reviewed annually as part of the College's SED/annual review process.
Is this policy of a high/medium or low risk? :	<input type="checkbox"/> High <input type="checkbox"/> Medium <input checked="" type="checkbox"/> Low