



TITLE: FE Admissions Policy	REF: LS005	VERSION: V5
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4. 22 June 2018	Group Director of Marketing and Customer Experience / Corporation	Full Review
5. 23 March 2019	Group Director of Marketing and Customer Experience / Corporation	Full Review

FE ADMISSIONS POLICY

Policy Statement

Activate Learning is committed to enabling fair access to the learning programmes and educational services on offer. We seek to remove barriers to participation by providing relevant and professionally delivered support services and by creating learning opportunities that enable people to succeed and progress in their careers.

Activate Learning is committed to providing information, advice and guidance which is accurate, complete and easily accessible to enquirers and applicants. Admissions and programme information, including detailed information about entry requirements are published on our website www.activatelearning.ac.uk

Background

At Activate Learning our mission is to provide talent for business, transforming lives through learning. We aim to ignite confidence, expand opportunities, energise the community, and generate prosperity.

Our purpose is to equip learners with the skills, knowledge and behaviours, which are required for successful employment, not just on completion of their programme, but throughout their careers.

We are committed to extending the benefits of further and higher education and continuing lifelong learning for the whole community. Part of this commitment includes having clear, transparent, user friendly and fair arrangements for enabling people to participate in learning.

Purpose

This policy clarifies the principles on which learners are admitted to further education programmes.

Scope

This policy applies to all admissions to further education programmes at Activate Learning colleges which include Banbury and Bicester College, Bracknell and Wokingham College, City of Oxford College, Farnham College, Guildford College, Merrist Wood College and Reading College.

General Principles

Activate Learning encourages and empowers learners to be ambitious in their career decisions in order to transform their life chances. In meeting this aim we will recruit with integrity and admissions decisions will be made with the applicant's best interests at heart, taking into account the high level of financial, emotional and time investment involved in following a learning programme, regardless of whether the programme is Government-funded or self-funded.

Activate Learning ensures equality of opportunity in admissions and initial guidance services and acknowledges its responsibility to support people from all backgrounds and groups with protected characteristics, including applicants with learning difficulties and/or disabilities.

Activate Learning aims to be fair and impartial and will admit applicants to appropriate programmes on which they have a reasonable chance to succeed and progress. This practice is called 'Right Student, Right Course' and means that an applicant will not be admitted to a programme deemed to be unsuitable.

Activate Learning will recruit appropriately to provision designed for a particular group. Programmes for student aged 14-16 year of age will remain age-restricted. Where a more mature learner is considering an application to a programme that predominantly recruits learners aged 16-18, this will be made clear to applicants during their Career Pathway interview.

We welcome applications made online, by post or in person and make our application forms available in alternative formats.

We aim to acknowledge applications within two working days from receipt, although this can be longer during peak periods. We will communicate primarily via email unless otherwise requested. If applicants are aged from 16-18 we will also communicate with the parent/carer regarding the application, using the information provided in the emergency contact section of the application. Applicants usually receive an interview invitation within one week of receipt of the application being received and an offer within one week of the interview.

Activate Learning supports applicants' entry by providing:

- a user-friendly application process with clear communication throughout;
- clear and accurate information about career pathways, programmes, qualifications, and entry requirements;
- information about fees, funding and available financial support and loan schemes to enable learners to access provision;
- access to impartial advice and guidance on the selection of programmes and courses appropriate to their identified needs and interests;
- referral to the group careers service, Activate Careers, whenever appropriate;
- an opportunity to see the college campus and the facilities prior to committing to a programme of study;
- scheduled interviews for those applicants resident in the UK who wish to be admitted to a full-time or substantial part-time programme of study;
- compulsory pre-start checks of applicants' skills, including English, maths and practical skills as relevant for the course;
- commitment to recruiting with integrity and making the right course offer to each applicant;
- referral to the Group Learning Support team to ensure that we can meet your needs and the required support is provided for the start of your programme
- compliance with GDPR, Equality Act 2010, Freedom of Information Act 2000, Human Rights Act (1998, Rehabilitation of Offenders Act 1974

- compliance with Safeguarding Vulnerable Groups Act (2006) see Safeguarding Policy

Our colleges provide a high level of support. We encourage applicants to tell us about any additional requirements. If applicants declare an additional support need or that they have an EHCP, the information will be reviewed by our Group Learning Support team to ensure that we can meet the learner's needs and the required support is provided for the start of the programme. The admission of applicants with an EHCP will be reviewed as part of a multi-agency panel process. Activate Learning will make reasonable adjustments to accommodate applicants with support needs, however if we are unable to do so we will inform the applicant as soon as possible.

Admission to a programme is subject to the applicant meeting the appropriate entry criteria which could include evidence of qualifications held and/or an interview or assessment.

The safety of students and staff is a primary concern. Activate Learning has a duty to create secure campuses which are conducive to productive work. An applicant will not be admitted if he/she is deemed to pose too great a risk to other learners' safety or to the maintenance of a constructive learning environment. This includes applicants who have been previously excluded, where there is information from partner agencies around anti-social or criminal activity or if an applicant is in dispute with one of the colleges.

Applicants are required to declare any previous criminal convictions. Declarations trigger a risk assessment procedure to determine the level of risk and whether this can be managed. Details are provided in the Criminal Conviction Policy.

Activate Learning is required by the government to check and prove that every student has permission to study in the UK throughout the whole period of their study. Applicants who are not a UK resident will be required to complete a Student Status Questionnaire and provide evidence of their immigration status, in the form of a passport, visa or biometrics residence permit. UK residents will be required to confirm their identity upon enrolment. Any learner enrolled at Activate Learning must take responsibility for maintaining their right to study (immigration status) if their permission to stay is due to expire, or if their circumstances change which affects your immigration status. Students will be suspended if their right to study expired during their programme of study in line with the Activate Learning Code of Conduct.

On admission all applicants are required to sign a Learning Agreement and confirm that they will adhere to the Activate Learning Code of Conduct and that they understand that breach of the code may result in a disciplinary process see Behaviour Management and Disciplinary Policy.

As a condition of entry, all applicants are required to pay any fees due, agree a fee payment instalment plan or alternatively provide details of their learning loan, in line with the Fees Policy

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Activate Learning reserves the right to decline any application without prejudice. The Faculty Executive Director's decision will be final.

Activate Learning reserves the right to cancel a course in the event of insufficient learner numbers to make the course viable. In such circumstances we will assist the applicant in finding an alternative course and we will refund any fees, in line with the Fees Policy.

If an applicant is dissatisfied with the service provided by the group or with the application decision, this will be dealt with as a complaint. Details are provided in the Complaints Policy.

Annex

- [HE Admissions Policy](#)
- [Student Applicant Privacy Notice](#)