

Polisi Coleg Penybont Bridgend College Policy



Enw'r Polisi/Policy Name: **Admissions**

Côd dogfen/Document code (os yn berthnasol/if applicable)

Awdur y Ddogfen/Document Author: Joe Baldwin

Teitl Swydd/Job Title: Assistant Principal Learner Journey

Dyddiad Cymeradwyaeth/Date of Approval: SLT 17 March 2021

Dyddiad Adolygu/Review Date: March 2024

Policy Checklist:

Policy Inception Requirement	Yes / No / N/A	Supporting information
Has an Equality Impact Assessment been completed? See form below.	✓	
Has a Welsh Language Impact Assessment been completed? See form below.	✓	
Has a Data Protection Impact Assessment been considered with regards to this policy? If yes, please contact the Information Services Manager in order to complete a Data Protection Impact Assessment.	✓	Processes and system already aligned to data retention scheme and GDPR compliance
Has the review taken account of the latest Guidance/Legislation?	✓	
Is legal advice required? If yes, please ensure you have taken the necessary steps to secure the appropriate legal advice before proceeding further.	✓	Already completed via Capital Law
Is staff training required? If yes, please ensure that the necessary training is arranged through the Learning & Development Advisor.	X	
Are there HR related issues that need to be considered? If yes, please contact the HR Manager to discuss further.	X	
Are there financial issues? If yes, please contact the Finance Manager to discuss further.	X	

1.0 Values

Bridgend College is committed to enabling its learners and staff to fulfil its mission to 'Be all that you can be'. We aim to do this by providing a diverse range of education and training opportunities which meets the needs of our community and employers and also by raising awareness of equality and human rights, celebrating diversity and challenging inequality, disadvantage, prejudice, discrimination, harassment and mistreatment in all of its forms.

We are committed to ensuring that course choices and offers are in the best educational interest of an individual learner, enabling them to both achieve and progress (in terms of personal skills but also social and academic development).

The principles of this policy apply to anyone applying for a further education course at Bridgend College.

2.0 Our Commitment

Our Student Services team aims to:

- Communicate clearly and promptly to all enquiries
- Provide an accessible and efficient application process
- Provide an outstanding customer experience
- Signpost applicants to and provide careers information, advice and guidance delivered by qualified staff
- Signpost applicants to information about financial support, wellbeing and additional learning support
- Gain feedback from our applicants to evaluate and improve the service
- Treat all applications fairly, consistently and with respect, giving due regard to our duties and obligations including under the Equality Act, the General Data Protection Regulations (GDPR) and the Welsh Language Standards
- Work closely with curriculum teams to deliver outstanding interview, keeping in touch and enrolment events
- Make timely decisions and act proportionately based on information and evidence available and applying the principles of reasonable adjustments where lawful and necessary

3.0 Support for You

We are committed to providing the very best support and guidance to applicants. To enable us to do this, we encourage applicants to disclose any support or learning needs, language preferences or criminal convictions when submitting their application. Self disclosure forms

an integral part of applying to study at Bridgend College and ensures that we are able to make an informed decision, based on accurate information.

We are able to provide support with completing and submitting an application, along with support at interview. It is important that you let us know if you have any access needs prior to your interview so that we can ensure that you have a positive experience.

A number of accessibility features are built into our website and online application to support individual user needs and preferences.

4.0 Welsh Language

We welcome applications in Welsh or English and our online application is available to individuals in either language. Applicants are encouraged to outline their preferred communication language at application. Electronic and written communication during your admissions journey will be in your chosen language.

5.0 Entry Criteria

Many courses at the college have entry criteria to ensure that individuals are able to fairly assess the academic requirements, pace and rigour at a given level of study or mode of delivery. Some qualification awarding bodies require achievement at a previous level, evidence of prior learning or a particular GCSE (or equivalent) grade profile.

We are committed to ensuring that we make the reasonable adjustments required to ensure that barriers to learning are minimised and/or eradicated wherever possible and in accordance with our duties under the Equality Act (2010).

Offer of a place on some courses require participation in assessed activities, for example a riding tests, submission of portfolio work, a written task or an audition (this list is not exhaustive). Some courses also require the completion of a Disclosure and Barring Service (DBS) check (for more information, please refer to the relevant section within this policy).

The entry criteria for each course is outlined on the relevant course page on the college website. Please contact our Student Service team if you have any questions.

5.1 Welsh, English and Mathematics

Applicants who have not achieved a grade A*(9) – C (4) in either GCSE Welsh, English or Mathematics are required to continue to study and develop these skills as part of their vocational programme. Applicants who have achieved a grade D (3) are required to continue their GCSE study and retake the examination as part of their vocational programme.

Applicants who have achieved below a grade D will continue to develop their skills via Mathematics and/or Welsh / English skills building and development via our core skills programme.

The College will not provide support for retakes or re-enter an applicant where they have already achieved a Grade A*(9) – C (4).

5.2 UK Residency

If an applicant declares that they have not resided in the UK/EU for the past three years and or is resident on a VISA, the application will be referred to the Student Service Manager for assessment prior to acknowledgement of the application.

Where an applicant is residing on an Indefinite Leave to Remain (ILR), Permanent Residency (PR) Indefinite Leave to Enter (ILE) VISA the applicant will be contacted to request that they provide their passport or biometric identity card and their VISA.

An applicant's VISA will require a minimum of an 18 month term remaining to progress their application.

The college is able to determine 'home' fees eligibility using the 'Guide to the post-16 planning and funding framework' as well as other information provided by the UK Council for International Affairs (UKCISA) and regular updates from the Home Office.

<https://www.ukcisa.org.uk/Information--Advice/Fees-and-Money/Wales-fee-status#layer-6100>

5.3 Previous or current Bridgend College student applications

Applicants who have previously studied at Bridgend College or are wishing to progress, are subject to all of the requirements outlined within this policy, although individuals wishing to progress within the same course and curriculum area will not routinely be required to undertake an interview. Any new course offer is subject to the successful completion of a current programme of study and taking into account an individual's attendance and citizenship/disciplinary status.

The college reserves the right to progress an application or course offer where an individual has been subject to the colleges citizenship/disciplinary code or where attendance, behaviour or the successful completion relating to a previous course is unsatisfactory.

The college acknowledges that for some individuals, for example, a learner with an additional learning need (ALN), may demonstrate progression laterally, acquiring a breadth of skills and learning, rather than progressing through levels of learning.

6.0 Safeguarding

Bridgend College is fully committed to the wellbeing of students, staff, visitors and other stakeholders. The College actively promotes the positive welfare of all staff and students including vulnerable adults and those with additional learning needs (ALN) and expects all staff, volunteers and partners including associated employers and work placement providers to endorse and demonstrate this commitment at all times.

6.1 Criminal Convictions

The Rehabilitation of Offenders Act (1974) requires individuals who have unspent convictions (under your rehabilitation period). We work with NACRO, the leading social justice charity to ensure that wherever possible, we are able to protect and safeguard all individuals and support with rehabilitation.

You have a legal duty to disclose any unspent convictions at the time of submitting an application to the college. Upon disclosure, our wellbeing team will contact you to obtain more information, enabling us to work with other organisations to appropriately assess any risk or support which might be required. If you are unsure whether you need to disclose a conviction, please contact us.

6.2 Disclosure and Barring Service (DBS) Requirements

Some public and professional bodies uphold strict fitness to practice requirements for those wishing to fulfill certain careers categorised as regulated activity with children or vulnerable adults. Course areas requiring a DBS check include childcare and early years, health and social care.

Where a course has a mandatory work placement as part of the overall fulfillment and successful completion of a course, there may be a requirement for an applicant to complete checks using the Disclosure and Barring Service (DBS).

The college reserves the right to refuse entry to a course or withdraw a course offer where a notification via a DBS check would mean that an applicant would be unable to practice or pursue their career ambition as a result of the check.

6.3 Risk Assessments

There are circumstances where the college may deem a risk assessment to be essential in ensuring that the safety, wellbeing or health of an applicant and/or other learners/staff might be impacted. The college reserves the right to engage with external agencies to help inform or co-produce a risk assessment, to ensure that we are able to make an informed decision, which demonstrated support and reasonable adjustments which are proportional.

7.0 Advice and Guidance

The college has a team of knowledgeable and qualified careers advisors (Cyfleoedd) who are able to provide one-to-one careers information, advice and guidance. The college website contains information about local employment opportunities relating to course areas along with access to 'Careers Coach', which will enable you to answer a range of questions and will build a personalised course recommendations based on your interests. You can access our free online Careers Coach here: <https://bridgend.emsicc.com/?radius=®ion=Bridgend>

If you would like to book an advice appointment, please contact the Cyfleoedd team within Student Services on 01656 302 302 or email cyfleoedd@bridgend.ac.uk.

7.1 Transition Support for applicants with additional learning needs (ALN)

Some applicants may require a personalised package of additional learning provision. Our ALN team can provide additional support by attending school annual reviews and supporting applicants during interviews, keeping in touch days and at enrolment. The ALN team can arrange bespoke transition activities, including additional campus visits and will work with you to develop an individual plan of support, to achieve your individual aspirations and outcomes.

If you would like to discuss your additional learning support requirements further, please contact the ALN team on 01656 302 302 ext. 339 or email aln@bridgend.ac.uk.

8.0 Admissions Cycle

8.1 Application

We recommend that wherever possible, applicants attend a college open event prior to making an application. This provides an opportunity to meet course staff, explore the college and its facilities and meet our student support teams.

Applicants should apply using the online application form. Support can be provided via the Student Services team. Applicants are strongly recommended to apply for a maximum of two courses. Bridgend College operates a 'first come, first served' approach to recruitment and encourage early application.

The college is only able to accept applications from individuals who will be 16 years old on 31st August prior to the start date of their chosen course.

Higher Education students applying to study a part time course at Bridgend College also apply and manage their admissions journey via our online account system (with the exception of BSc (Hons) Social Work degree programme, which is managed via UCAS).

8.2 Interview / Portfolio Submission / Task

Some courses require a course interview to enable course tutors to ensure that an applicant fulfils the requirements set out by an awarding body (e.g. our counselling courses accredited by CPCAB).

In instances where a course is generally over subscribed or where prior knowledge, experience or skills are required, an applicant may be asked to upload a portfolio of work, submit a reference, complete a task or attend an applicant information session as part of their application journey with us. Where this is required, all applicants will be required to undertake the additional admission steps for that course, ensuring that all applicants receive a consistent and fair experience.

Interviews and applicant information sessions may take place in person or online.

8.3 Course Offers and Acceptance

Following an application, interview or review of a submitted task or portfolio, an applicant will receive one of the following next steps;

1. Unconditional Offer

Based on your previous or predicted attainment and/or qualifications, you have the offer of a place on a course

2. Conditional Offer

You have been offered a place on a course subject to one or more conditions, which might include the achievement of predicted qualification grades, completion of an audition or assessment or successful completion of a current course

3. Referral for advice and guidance

The college will only permit one live offer to any applicant. This ensures that course availability and places are fair for all applicants.

Only applicants who have accepted a course offer will be guaranteed a place on a course. Where an applicant is offered a place on a course but does not accept this via their online account within two weeks of the offer being made, the college reserves the right to re-allocate this place.

8.4 Keeping in Touch (KIT) Days

Each year the college hosts events to help applicants stay up to date with our successes and to help make starting your journey with us as easy and exciting as possible.

During June and July each year we invite all full time further education students to join us for a 'keeping in touch' day. This is an opportunity for applicants to meet their course tutors and other course students and explore their department. We strongly encourage all invited applicants to attend. This may be a campus-based session or online.

8.5 Enrolment

Our main enrolment takes place during the last week of August each year. All applicants who have successfully received a course offer will be invited to enrol online. You will be required to provide identification, qualification certificates and enrolment / course related fees (either online or in person). Full enrolment details will be sent via email to all applicants during the latter part of July.

8.6 Late Applicants

Late applications may be considered within the first 6 weeks of the beginning of any full time course. However, this will depend on the availability of places on a course, the type of course and the ability of the individual to catch up with any missed learning.

9.0 Withdrawal of an Offer

We reserve the right to withdraw a course offer where information provided on an application or as part of the admissions process, including interview and enrolment affects the colleges ability to effectively safeguard the applicant, other students, staff or stakeholders. This includes omitting information relating to additional learning needs which would impact on the

college being able to reasonably implement the support or resources required to meet needs.

Some of the reasons an offer might be withdrawn include (although not exhaustive);

- Failure to disclose an unspent criminal conviction
- Inaccurate or falsified information (including personal information)
- Failure to disclose additional learning support needs which subsequently impact on the experience of an individual (e.g. access and support needs)
- Refusal to undertake reasonable assessments which may help to ascertain academic level or skill level to ensure success on a course or to meet with external requirements

There may be circumstances where the colleges duty to safeguard and its safeguarding policy or fitness to learn policy may supercede this policy.

10. Transfers

We are committed to ensuring that students are happy on their chosen course, but we understand that sometimes individuals may want to change their course or career pathway.

During the colleges induction period, our 'swap don't drop' campaign is designed to support students by providing careers guidance, support and advice. If a suitable alternative course is identified, a place on the course available and both course areas are in agreement (current and new course area), it may be possible to transfer. This would be subject to any additional course or material fees being paid.

11. Appeals

Our aim at Bridgend College is to provide all customers with an outstanding experience, but please let us know if there is something we could have done better.

Wherever possible, we encourage individuals to use our 'Your Voice' feedback system to provide us with ideas, compliments or concerns. You can access our feedback portal by visiting www.bridgend.ac.uk/your-voice. Postcards are also available at our campus receptions.

If an applicant is dissatisfied with a decision regarding their application has a right to submit an appeal. The appeal should state clear reasons for their appeal and provide any supporting evidence.

Polisi Coleg Penybont

Bridgend College Policy



Appeals should be made in writing and be addressed to:

Student Services Manager
Bridgend College
Cowbridge Road
Bridgend
CF31 3DF

The appeal will be acknowledged and the Student Services Manager will then meet with the applicant and their parent/carer (if under 18) to discuss their application. Where appropriate and or necessary the Student Services Manager will consult with and make a recommendation to the Assistant Principal Learner Journey whose decision will be final. The applicant will be advised of the outcome and any action to be taken in writing within 28 days of the date of the appeal receipt acknowledgement.

Associated Policies

ALN Policy (draft)
Citizenship Code
Fitness to Learn
Safeguarding (including Prevent)
Complaints Procedure (Your Voice)
GDPR and Data Retention Policy

EQUALITY IMPACT ASSESSMENT FORM

Enw Polisi / Gweithdrefn Name of Policy / Procedure	Admissions Policy					
Perchennog Polisi Policy Owner (to complete this EIA)	Joe Baldwin					
Nod(au'r) a Pwrpas y Polisi Aim(s) and Purpose of Policy	To ensure a fair and consistent approach to processing and managing admissions at Bridgend College, in line with our duties under various pieces of legislation as outlined within the policy document.					
I bwy mae'r polisi hwn yn effeithio? Who does the policy affect?	Dysgwyr Learners	✓	Staff	✓	Y Cyhoedd Gyffredi nol / General Public	✓

Equality characteristic	Positive impact	Neutral impact	Negative impact	Reason/comment
Age		✓		
Disability		✓		
Gender reassignment		✓		
Marriage and civil partnership		✓		
Pregnancy and maternity		✓		
Race		✓		
Religion or belief		✓		
Sex		✓		
Sexual Orientation		✓		

Polisi Coleg Penybont Bridgend College Policy



Date completed: 8 March 2021

Signed by Manager completing the assessment: J.Baldwin

Asesiad Effaith Iaith Gymraeg/ Welsh Language Impact Assessment

Enw Polisi / Gweithdrefn Name of Policy / Procedure	Admissions Policy					
Perchennog Polisi Policy Owner (to complete this EIA)	Joe Baldwin					
Nod(au'r) a Pwrpas y Polisi Aim(s) and Purpose of Policy	To ensure a fair and consistent approach to processing and managing admissions at Bridgend College, in line with our duties under various pieces of legislation as outlined within the policy document.					
I bwy mae'r polisi hwn yn effeithio? Who does the policy affect?	Dysgwyr Learners	✓	Staff		Y Cyhoedd Gyffredi nol / General Public	✓

Safonau Iaith Gymraeg / Welsh Language Standards

Rhif/ No.	Math/ Type	Safon / Standard	Cadarnh aol (gallai fod o fudd) Positive (could benefit)	Negydd ol (gallai effeithio) Negative (could impact)	Dim Effaith No Impact
94	Safonau Llunio Polisi Policy Making standards	Pan fyddwch yn llunio polisi newydd, neu'n adolygu neu'n addasu polisi sydd eisoes yn bodoli, rhaid i chi ystyried pa effeithiau, os o gwbl (pa un ai yw'r rheini'n bositif neu'n andwyol) y byddai'r penderfyniad polisi yn eu cael ar— (a) cyfleoedd i bersonau ddefnyddio'r Gymraeg, a (b) peidio â thrin y Gymraeg yn llai ffafriol na'r Saesneg. When you formulate a new policy, or review or revise an existing policy, you must consider			✓

Polisi Coleg Penybont Bridgend College Policy



		what effects, if any (whether positive or adverse), the policy decision would have on — (a) opportunities for persons to use the Welsh language, and (b) treating the Welsh language no less favourably than the English language.			
--	--	--	--	--	--

Cynllun Gweithredu / Action Plan

Dylai camau gweithredu ddangos camau i'w cymryd i leihau neu, lle bo modd, ddileu unrhyw effaith negyddol ar yr Iaith Gymraeg.

Actions should demonstrate steps to be taken to reduce or where possible, eliminate any negative impact on the Welsh Language.

Gweithredu/ Action	Pwy/ Who	Erbyn Pryd/ By When	Mesur Llwyddiant/ (sut y byddwn ni'n gwybod ein bod wedi cyflawni'r camau gweithredu) Success Measure (how will we know we have achieved the action)

Dyddiad Cwblhau Aseu / Assessment Completion Date: 8 March 2021