

Polisi Coleg Penybont

Bridgend College Policy



Mae'r ddogfen hon ar gael yn Gymraeg
This document is available in Welsh

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

Cod ddogfen/Document code (os yn berthnasol/if applicable) _____

Adran/Department: Learner Journey

Awdur y Ddogfen/Document Author: Caroline McCarthy

Teitl Swydd/Job Title: Student Services Manager

Dyddiad Cymeradwyaeth/Date of Approval: June 2025

Dyddiad Adolygu/Review Date: June 2027

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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.	✗	Data Management and GDPR Policy signposted
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.	✗	
Is staff training required? If yes, please ensure that the necessary training is arranged through the Learning & Development Advisor.	✗	
Are there HR related issues that need to be considered? If yes, please contact the HR Manager to discuss further.	✗	
Are there financial issues? If yes, please contact the Finance Manager to discuss further.	✗	
The latest Policy Positioning Statement has been added to the start of the policy	Yes	
<i>For SLT use only:</i>		
Is this a new policy? If yes, SLT to complete the College Policy Approval Delegation checklist at the time of approval.	No	
Approval level assigned: Curriculum and Quality Committee (Governors)		

1.0 Purpose and Objectives

Our mission is simple - **be all that you can be.**

Bridgend College is a special place to learn and work. We want to create an **inclusive** environment which enables people to be **innovative** and **passionate** about what they do. We want to create **inspirational** opportunities which transform lives and celebrate the successes of every individual. We are committed to making decisions which are ethical and **people-centred**, for every person and in every interaction.

We know that the standards we walk past are the standards we accept, so by being a **team player** who is committed to our organisational values, we can ensure that everyone is **ready** to learn and work in an environment where they are **respected** and feel **safe, to be all that they can be.**

We want Bridgend College to be a place of sanctuary, providing a sense of **belonging.**

We recognise the significant impact of trauma on individuals' lives and understand that a compassionate and understanding approach is essential to support our students and staff on their academic and personal journeys. We will do this by being **calm, consistent** and **caring** in our approach to communication and decision-making.

We want to be an anti-racist College. We are committed to fostering an inclusive culture where people are respectful and where this permeates all that we do. We want to develop a culture where people show up for one another with trust and integrity - a place of learning and work where people thrive.

As a place of education, we recognise our responsibility in developing the skills, knowledge and confidence of our students, staff and the communities we serve.

We know that we don't always get things right, but we are committed to listening, learning and educating ourselves on our journey to becoming an extraordinary organisation.

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).

This policy applies to all applicants applying to or enrolling on a learning programme, irrespective of mode or location of study.

2.0 Our Commitment

We team aim 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 unspent 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 where a course interview is required. It is important that you let us know if you have any access needs prior to attending an interview (where required) or any keeping in touch or enrolment activity, 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 access the academic requirements, pace and rigour at a given level of study or mode of delivery. Some qualification awarding bodies and our Higher Education Partners require achievement at a previous level, evidence of prior learning or a particular Level 2 or 3 grade profile. For specific course entry requirements, please refer to the individual course pages on our website.

While Higher Education courses have minimum entry requirements, mature applicants are assessed based on their individual merit.

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), Additional Learning Needs (Wales) Act 2018 and the Additional Learning Needs (ALN) Code for Wales 2021.

Offer of a place on some courses requires participation in assessed activities, for example a riding test, 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

Full time Further Education 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.

Students who have already achieved Grade A* (9) - C (4) but wish to further improve their grade profile are able to do this, but any examination fees would be chargeable to the student

The College also has an Examinations Policy which outlines a learner's entitlement to two exam resits at no additional charge, however any additional resit is chargeable at the rate outlined within the College Examinations Policy.

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 Services 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, visa and BRP share code.

An applicant's legal permission to remain in the UK should not expire less than six months from the course start date.

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

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. Any new progression offers are subject to the course entry requirements and taking into account an individual's attendance and citizenship/disciplinary status.

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

The College acknowledges that 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, although this is subject to funding requirements set out by the relevant funding authority.

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) to disclose. 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 rehabilitation.

Applicants 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 your caution or conviction is spent, you can use the [Ministry of Justice Disclosure Calculator](#) or seek guidance from [Nacro](#), in line with the updated criminal convictions guidance.

6.2 Disclosure and Barring Service (DBS) Requirements

Some public and professional bodies uphold strict fitness to practise requirements for those wishing to fulfil 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 fulfilment 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 practise 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 internal specialists and/or external agencies to help inform or co-produce a risk assessment, to ensure that we are able to make an informed decision, which demonstrates support and reasonable adjustments which are proportionate.

6.4 ALN Inclusion Panel

Where the College is made aware that a young person may have additional learning needs (ALN), we have a duty to decide whether the young person has ALN in line with the legal definitions contained within the Additional Learning Needs and Education Tribunal (Wales) Act 2018 and the Additional Learning Needs (ALN) Code for Wales 2021. If the applicant already has an Individual Development Plan (IDP) in place, the College must decide whether the additional learning provision required can be provided, in order for a learner to achieve their specified outcomes outlined within the IDP. In order to inform this process, the College reserves the right to engage with external agencies. In cases where it is known that the College is not able to provide the specialist provision described in an IDP, the application is referred to the relevant local authority and specialist careers advisor (via Careers Wales) to consider submission of an application to an alternative education setting.

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 provides a comprehensive overview of all courses on offer at the College, with entry criteria, topics of study and potential progression routes.



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

Career exploration, advice and guidance is also available via Careers Wales: www.careerswales.gov.wales.

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

Applications for full time courses open in October, for the following academic year. Course offers are processed on a first come, first served basis. We reserve the right to close applications in the event that a course is oversubscribed and may create a waiting list for popular courses.

8.1 Application

We recommend that wherever possible, applicants attend a College Discovery Event or Campus Tour 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.

The College is only able to accept applications from individuals who will be at least 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.

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

See 7.0

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 'Ready Get Set' Student experience 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 'Ready Get Set' student experience day. This is an opportunity for students to meet their course tutors and other course students and explore their department. We strongly encourage all invited applicants to attend.

8.5 Enrolment

Our main enrolment takes place during the last week of August each year, however our approach to enrolment is reviewed annually and this may result in enrolment taking place earlier in the summer. All applicants who have successfully received a course offer will be invited to enrol (this is generally on campus, but may be 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 post or email, during May-July depending on the course they have applied for.

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. Anyone joining a course during this period will be required to attend our 'Launch Pad' to complete all mandatory induction activities and initial assessments before joining their course.

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 College's 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 College's duty to safeguard and its safeguarding policy or Ready to Learn policy may supersede this policy.

10. Withdrawal of a course

On the rare occasion that we decide not to run an advertised course, we will provide advice and guidance on other available courses at Bridgend College or with alternative external providers.

11. 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 College's 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.

12. 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. Students can also provide feedback via the student portal.

If you are dissatisfied with a decision regarding your application, you have a right to submit an appeal. The appeal should state clear reasons for your appeal and provide any supporting evidence.

Appeals should be made in writing and be addressed to:

Student Services Manager
Bridgend College
Cowbridge Road
Bridgend
CF31 3DF

Alternatively, you can send an email, marked for the attention of the Student Services Manager to hello@bridgend.ac.uk.

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 a member of the Senior Leadership team, 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

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Citizenship Code

Ready to Learn

Safeguarding (including Prevent)

Complaints Procedure (Your Voice)

Data Management and GDPR Policy

Examinations 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 Gyffredinol / General Public	✓

Equality characteristic	Positive impact	Neutral impact	Negative impact	Reason/comment
Age		✓		
Disability	✓			Provides additional support, disclosure opportunities and reasonable adjustments for applicants throughout the admissions process
Gender reassignment		✓		
Marriage and civil partnership		✓		
Pregnancy and maternity		✓		
Race	✓			
Religion or belief		✓		
Sex		✓		
Sexual Orientation		✓		

Date completed: 04 April 2025

Signed by Manager completing the assessment: J.Baldwin

Asesiad o'r Effaith ar y Gymraeg/ Welsh Language Impact Assessment

Enw'r Polisi / Gweithdrefn Name of Policy / Procedure	Admissions Policy					
Perchennog Polisi Policy Owner (to complete this EIA)	Joe Baldwin					
Nod(au) a Phwrpas 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.					
Ar bwy mae'r polisi hwn yn effeithio? Who does the policy affect?	Dysgwyr Learners	✓	Staff		Y Cyhoedd/ General Public	✓

Safonau'r Gymraeg / Welsh Language Standards

Rhif/ No.	Math/ Type	Safon / Standard	Cadarnh aol (gallai fod o fudd)	Negyddol (gallai effeithio)	Dim Effaith
			Positive (could benefit)	Negative (could impact)	No Impact
94	Safonau Llunio Polisi Policy Making standards	<p>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.</p> <p>When you formulate a new policy, or review or revise an existing policy, you must consider 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.</p>	✓		

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Cynllun Gweithredu / Action Plan

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

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

Cam 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)
Ensure this policy, associated procedures services and activities, are also available through the medium of Welsh	Student Services Student Wellbeing All staff	On launch	Data via the following reports: Welsh Language report Learner surveys

Dyddiad Cwblhau'r Asesiad / Assessment Completion Date: April 2025