

Admissions Policy

Scope and Purpose of Policy

This policy is underpinned by the College vision – Inspirational, Inclusive and Influential and will support the College to work towards our key drivers of Quality, Efficiency and Growth. The policy will incorporate the following principles:

- Those who access Cardiff and Vale College must be **free from discrimination**. We will provide information and guidance to all applicants and students in respect of additional learning needs, skills, tutorial and financial support and the most appropriate level and choice of study.
- Learners will be supported to **enable** them to achieve their **potential** while at College, in an environment which removes or minimises disadvantage, takes steps to meet their needs and which encourages participation.
- All applications will be dealt confidentially, within a timely manner, in conjunction with the College's calendar for Admissions.
- We will support learners to develop the skills they need to **progress** successfully throughout their lives.

The purpose of this policy is to ensure that CAVC operates a consistent and comprehensive process for admission to the College that is fair, transparent and provides equality of opportunity, whilst maintaining professional integrity.

The Policy applies to all applicants to the College, although the extent to which all aspects of the Admissions Policy that may be applied will depend on individual course requirements. This policy applies to all students applying to or enrolling on learning programmes regardless of mode or location of study.

This policy applies to all staff who have an admissions role within the college.

The College adheres to the policies of all partners and franchise organisations where they are the lead recruiter.

Policy Statements

The College is committed to:

- Developing procedures to outline how the requirements of the policy will be carried out in practice and which will fully meet associated legislation and guidance.
- Outlining roles and responsibilities as part of the linked procedures.

- Training all staff fully in the linked procedures and the underpinning legislation and guidance; this training will be at an appropriate level for their role.
- Informing all those affected by this policy and the linked procedures of their content along with implications for them; this will include partners and franchise organisations.
- Providing the necessary resources to enable the linked procedures to be achieved efficiently and effectively.
- Recording and monitoring data associated with this policy and its procedures, paying particular reference to any external requirements such as legislation, guidance etc.
- Reviewing the above data to consider the effectiveness of this policy and its procedures to support continuous improvement.
- Ensuring that all prospective learners are treated consistently, impartially and without bias.

Appeals Process For Applicants

Should an applicant wish to appeal against refusal to a college course then this should be discussed informally with the Head of Student Services or the designated officer in the first instance.

Where no resolution at an informal stage is found, a formal written appeal will be dealt with in accordance with the College's Compliments, Concerns and Complaints Procedures.

Responsibilities

The Principal will be responsible for ensuring that:

- The College's Admission Policy and procedures are fully implemented and followed by staff.
- Sufficient resource is allocated to Admissions.

The Governing Body will be responsible for ensuring that:

- The Policy is reviewed on a regular basis (as per the policy terms of review)

The Senior Planning Group will be responsible for:

- Reviewing this Policy and the attached procedures.
- Monitoring the application of the procedures, supporting staff to adhere to the policy and responding effectively to any areas of concern.
- Ensuring that relevant college procedures and practices eg admissions, tutorial etc embed the admissions procedures.

The Dean of Quality Improvement is responsible for:

- Providing appropriate training and development.
- Appropriate steps are taken to monitor data linked to this policy and that this data is used to inform and improve practice.

All Staff are responsible for:

- Treating all learners with dignity and respect, to ensure their own conduct does not cause offence or misunderstanding.
- Being aware of the Admission policy and the procedures and working in a way that does not contravene their contents.
- Working within the requirements of Data Protection and GDPR.
- Communicating effectively with staff to ensure the needs of learners are met.
- Attending CPD events on aspects relevant to the success of this policy and associated procedures.

Students are responsible for:

- Attending induction and tutorial sessions to ensure they are aware of the policy and the issues it raises.
- Behaving in a way that supports the Policy across College.
- Contributing to learner surveys and focus groups

Legislation and Guidance

1. Rehabilitation of Offenders Act 1974

Equality and Diversity Statement

In accordance with College procedures, this Policy was written with consideration of the impact of individuals as per the Equality Act.

Health and Safety Implications

Applicants who disclose an unspent/spent criminal conviction will be asked to complete and submit a confidential criminal record disclosure form and referred to the Safeguarding Team. We are committed to providing for all applicants whilst maintaining our duty to provide a safe and secure learning environment at the College's campuses.

Welsh Language Standards

This policy does not affect the Welsh language negatively. In accordance with College procedures, this Policy was written with consideration of the impact of individuals as per the Welsh Language Standards.

Linked Procedures

- FE Admissions
- Criminal Records Disclosure
- HE Admissions
- Financial Contingency Fund
- Travel
- Childcare
- Complaints, comments and compliments
- Safeguarding
- Equality and Diversity – Disclosure
- Equality and Diversity

Linked Policies

- Criminal Records Disclosure
- Fee Policy
- Equality and Diversity
- Complaints, comments and compliments
- Safeguarding
- Equality and Diversity - Disclosure

Location and Access to the Policy

This is available from the website/ staff intranet/ Moodle and may be out of date if printed. There is a Welsh version of this document available.

Date approved: 15/08/2011

Approved by: CQSA

Review date: 14/09/2018

Responsible Manager: Dean of Learner Journey

Executive Lead: : Deputy Principal Curriculum & Standards

Accessible to Students: : Yes