

**Kirklees College admission policy and  
process for  
Full time courses, substantial part time  
courses and Apprenticeships starting in  
September 2019**

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## **Kirklees College applications policy**

This policy is applicable to all applicants applying for a full time further education course, substantial part time or an apprenticeship programme starting in the academic year 2019/20

### ***Kirklees College is committed to ensuring that all applicants:***

1. Are treated fairly in their application via an open and transparent process
2. Have access to information, advice and guidance at all stages throughout the process including providing a clear entry criteria for all courses and routes to work
3. Are provided with information about the likely career or employment outcomes of the course to assist in their choice
4. Are provided with a timely and efficient application process
5. Have the opportunity to disclose any learning difficulty and/or disability and to be referred to the Additional Learning Support Service at the earliest opportunity for any required assessment of support
6. Are offered, where appropriate, a place on a course best suited to their ability and aspirations

This process supports the college's commitment to equality and diversity. It also underpins the college's duty of care to ensure that all those seeking to study at the college are placed on an appropriate level of course that will allow them to succeed.

## Application Process

### *Applications*

The overall application deadline to the college for full time courses for September 2019 entry is **Friday 26<sup>th</sup> April 2019**. Applications for Apprenticeship and substantial part time courses are accepted throughout the year.

By meeting the identified application deadline, we guarantee, where appropriate, applicants an interview with a course tutor. This does not guarantee a place on the course and there may be occasions where students who meet the entry criteria are placed on a waiting list due to high demand for places. If this is the case, we will make it clear that it is one of the conditions of our “conditional” offer

However, for some courses demand for places is high and tutors will therefore not interview applicants who on their application form do not demonstrate that they meet the minimum entry criteria.

Applications received after the relevant application deadline will be considered, however we cannot guarantee the applicant an interview.

### *Application Format*

The college accepts applications on the college’s application form (on-line or paper) or via UCAS progress. Apprenticeship applications are also accepted via the national apprenticeship vacancy website. If an applicant sources their own company for an apprenticeship, then we have a separate application form.

We will acknowledge an application within 3 working days of receiving it, and we will arrange an interview or screening within 15 working days

Applicants will be able to access up to date information about their application throughout the application process by contacting the applications team.

### *Accessing information, advice and guidance*

We will offer all applicants access to information, advice and guidance at all stages throughout their application process. This may be with the dedicated careers team, the initial application support team, or with course tutors as part of an interview as appropriate.

The college works in partnership with other agencies (e.g. C&K Careers, LEA, schools, other education providers, potential employers) to manage appropriate information sharing and referral processes. All parties ensure that the information and advice provided to potential students is accurate and in their best interests to support their achievement.

We offer all applicants the opportunity to visit the college to ensure they make an informed decision when they accept an offer of a place. Applicants can come to our open days or if that is not possible, we can support individual visits.

All applicants will be given the opportunity to disclose and be assessed for their support needs at all stages throughout the application and enrolment process.

Where an applicant has disclosed a support need, we will make, where possible, reasonable adjustments to support these students through the interview process. Additional learning support at an interview will be provided by the applicant not the college. Please contact the applications team if you are unsure.

### *Entry Criteria*

We set our entry criteria at a level that ensures that applicants are placed on a course that matches their academic ability and therefore gives them the best chance to succeed. It supports progression through levels of learning for those applicants who are academically able to advance.

Government legislation now states that all 16 – 18 students must continue to study English and maths as part of their studies until they achieve a minimum grade 4 (grade C). For this reason, all courses now have a minimum English and maths entry criteria. Students who do not achieve grade 4 / C **MUST** participate in English and maths lessons as part of their study programme.

We will clearly publish the entry criteria for courses both in our printed materials and online. The criteria reflects the minimum entry criteria that applicants must meet.

All applicants will be required to provide an acceptable reference as part of the entry criteria

For some courses, as well as meeting the minimum entry criteria for that level of study, we may ask applicants to meet additional entry criteria relevant to that particular subject area. This may be specific subject-related testing or activities (e.g. BPEC testing for plumbing, DBS check for childcare, production of an art portfolio for art and design courses)

All applicants are required to provide evidence of their qualifications in order to show that they meet the course entry requirements. This evidence must identify the institution (i.e. the previous school) and /or the accrediting body as well as the qualification and level achieved. We reserve the right to determine the acceptability of any evidence provided and may require the applicant to provide further evidence if there is any ambiguity or lack of clarity

### **Interviews**

All applicants who meet the application deadline and demonstrate that they meet the minimum entry criteria for a course will be guaranteed an interview lasting at least 20 minutes.

Interviews can take place either on an individual level or as part of a larger group. The applications team will ensure that all applicants receive a minimum of 5 working days' notice of an interview for a full time course to allow them time to prepare. The interview letter will contain information regarding the interview process for that curriculum area.

This interview itself does not guarantee a place with the college and there may be occasions where applicants who meet the entry criteria are placed on a waiting list due to high demand for places.

If applicants miss a booked appointment without letting us know in advance, we will contact them to confirm they wish to continue with their application. We will not arrange an alternative appointment until we have that confirmation from the applicant. We will automatically reject applicants who miss 2 interviews

Where an applicant has applied for an Apprenticeship they will also be required to attend an interview with potential employers.

### **Initial Assessments**

Applicants who are not currently in education and therefore do not have the qualifications required to meet the course entry criteria will be asked to complete a screening exercise in English and maths. The screening results will then be used with a piece of free writing to help determine if the course is suitable for the applicant.

Some courses require students to undertake an initial assessment as part of their entry requirements. Please contact us if you currently have additional time in school for exams / controlled assessments. Please note the college is unable to provide ALS support to potential students in this setting.

### **Supporting applicants with additional learning support needs**

We welcome applications from learners with Special Educational Needs (SEN) and/or disabilities. We encourage applicants to let us know about any specific needs at the application and enrolment stages, or as soon as possible during the period of study. The student support team will agree reasonable adjustments and support programmes on an individual basis to meet the needs of the learners.

Where an applicant has an Education, Health and Care Plan (EHCP), a medical letter or any other documentation relating to SEN or disability, they need to bring this information to their interview with them or notify the applications team as soon as possible. It is very important to let us know about your specific difficulties or disabilities so we can make sure you get the help you need at the time you need it. Applicants will have the opportunity to disclose information about specific needs at any stage throughout the application process so if you think you have an EHCP please talk to us about it.

All applicants, whether they have an EHCP or not, are entitled to an additional learning support interview/assessment which will form the basis of any support offered on the course.

If you are dyslexic and have had exam access arrangements at school, please bring your JCQ Form 8 or tell us that you have one and we will contact the school.

Please note that on self-funded courses the student will be responsible for the costs of any additional support.

In exceptional cases the College may be unable to offer the support required and in those circumstances we will offer appropriate guidance and referral to appropriate external agencies.

### **Criminal Convictions**

In accordance with the College's safeguarding requirements, all students/prospective students are asked to disclose any unspent criminal convictions or prosecutions pending; this includes enrolled students who receive a criminal conviction whilst on a programme of study at College. If the programme of study requires an Enhanced DBS, you are required to declare all convictions (including warnings, cautions, reprimands) which are 'spent' and 'un-spent' due to certain professions being exempt from the Rehabilitation of Offenders Act 1974 so please be careful to check what your course or future planned employment requires.

Please note that declaring a criminal conviction does not automatically prevent anyone from becoming or continuing as a student at Kirklees College and we offer appropriate support when necessary. However, if a risk assessment is identified as 'high risk' then admission to College will be refused.

Applicants assessed as 'medium risk' will be robustly monitored in partnership with appropriate external agencies.

For prospective students, it is important that you disclose your criminal conviction at your first point of contact with Kirklees College. For existing students, you must declare immediately upon receiving your criminal conviction.

You will be asked to complete the 'Confidential Details of Criminal Convictions' form. Your disclosed convictions will then be assessed in accordance with College procedures and you will be informed of the outcome of the assessment within a maximum of 2 weeks of the Safeguarding Team receiving your completed form.

We reserve the right to refuse a place to an applicant if s/he is assessed as a high risk to themselves or others, or if the college is unable to ensure a safe environment for the College community if the applicant is admitted. We will also undertake risk assessments if information is received at any time which suggests that the learner may present a risk to themselves or others. This will include referrals from external agencies relating to criminal activity, organised gang crime (weapons, drugs) or serious gang affiliation. Any student who is clearly evidenced to be involved with serious criminal and / or violent activity will be withdrawn from their course.

### ***Offers of a place with the college***

An applicant will be made an 'unconditional offer' if there is a place on the course and they can show that they:

- have already achieved the entry criteria for the course
- have successfully completed any testing required
- have presented an acceptable reference
- for apprenticeship programmes have secured employment

All other offers to the college will be "conditional". We will ask applicants to present evidence at enrolment that they have met all the "conditions" of their entry before they will be able to enrol on a course

Applicants holding offers of a place on an apprenticeship will not be able to start their apprenticeship without a suitable employer. The college will support applicants in securing employment where possible.

Where a course is full, but the applicant meets all the set entry criteria then we will offer the applicant a place on a waiting list and as part of their entry conditions, we will add that place needs to become available.

If we believe the course an applicant has applied to is not suitable for them, we will advise them from the following options;

- I. If the subject area is an appropriate choice, but the course level is not, then we will offer the applicant a conditional place on a lower or higher level course within that same subject area
- II. We may refer them to their second choice or a suggested alternative
- III. We may refer them to either their school careers advisor or to the college's Careers Team for further guidance



If we cannot make an offer of a place to an applicant, we will explain the reasons clearly at interview. Some of the reasons we do not offer a place or we withdraw an offer of a place can include:

- I. The applicant does not meet the minimum entry requirements based on actual or predicted grades
- II. We receive a poor reference from a current or previous school, college or training provider that gives negative feedback on attendance, attitude to learning, and suitability for course
- III. The applicant does not successfully complete any additional subject-related testing or subject-related activities to the expected standard
- IV. Where an applicant is not going to be able to complete the specific work placements required for a course due to the outcome of a DBS check or safeguarding risk assessment
- V. The college is unable to provide the support required
- VI. The applicant misses two arranged appointments without letting us know in advance that they cannot come
- VII. The applicant does not attend the identified enrolment session without letting the applications team know in advance

The college will aim to ensure that applicants receive in writing the outcome of their interview within 10 working days of the interview.

### ***Acceptance of a place on a course***

We will send an acceptance slip to all applicants we make offers to. Applicants must return this slip within 10 working days, either accepting or declining their offer of a place in order to guarantee a place on the course. Where demand is high for a course, applicants that have not accepted an offer within this timeframe may be placed on a waiting list.

We encourage applicants to only hold one offer of a place with the college. Where an applicant holds two offers, they will be asked to decline one of these offers. This is to make sure that the maximum number of applicants can have the opportunity to join the college.

The exception of this is where an applicant is holding an offer for both an apprenticeship and a place on a full time course.

### ***Complaints Process***

Applicants wishing to make a complaint or raise a concern about the application process should do so via the head of student recruitment, applications and careers. If the complaint remains unresolved, then this can be followed up the quality team using the formal complaints process. All complaints regarding the applications process, or requests for information must be made within the same academic year of the application.

### **Appeals Process**

Appeals may only be made by applicants if it is believed that the application process, including entry criteria, has been unfairly or inaccurately applied.

Any appeals against the application process must be supported by evidence that demonstrates how the entry criteria are met, or provides any mitigating circumstances such as long term illness affecting examination results. In such circumstances proof of predicted grades will be required (see entry criteria table in the prospectus / website). All appeals must be received within 10 working days of receipt of outcome of interview.

Please see appendix 2 for full appeals process. Final decision on appeals sits with the Assistant Principal Quality, Student Experience & Higher Education

### **Course Closure**

There are occasions when we may have to close a course or move it to a different location. This can be due to a number of reasons including low numbers of students that could impact on class dynamics or changes to funding. While the college takes all measures to avoid this, where this does occur the following alternatives will be made available:

I. We will let applicants and appropriate organisations (e.g. careers, schools, UCAS) know about the changes as soon as possible.

II. Where the course runs at more than one college centre and there are still places available, we may offer the applicant a place at an alternative centre

III. As a priority we will arrange a meeting with our careers advisors for any affected applicants

IV. We will make information available about any alternative options within the college with priority interviews arranged for interested applicants

V. We will let other local education providers know and let the applicant know about alternative options with other providers.

### **Student Contribution**

All full time students, and substantial part time students (not using a 19+ loan to pay for their course fees) will be required to make a £20 student contribution at enrolment. Information regarding this payment will be sent out with enrolment letters. For any students who have concerns about making this payment, the financial support team may be able to provide support.

## **Appendix 2: Application Appeals Process**

1. Appeals may only be made by applicants if it is believed that the application process – including entry criteria has been unfairly or inaccurately applied.
2. The application appeals process applies to all full time, Apprenticeship and substantial part time students.
3. Should there be any other concerns about the application process then they should be brought to the attention in the first instance with the application team who will be able to provide more information or guidance.
4. If the problem is not resolved at this stage then a request can be made in writing to the Head of Student Recruitment, Applications and Careers (SRAC) to appeal the outcome of application. They will acknowledge this within 5 working days, and aim to respond within 10 working days. Please be aware that out of term time, especially over the summer break, this may take longer due to holiday commitments across college.
5. Any appeals against the application process must be supported by evidence that demonstrates how the entry criteria are met, or provides any mitigating circumstances such as long term illness affecting examination results. In such circumstances proof of predicted grades will be required (see Entry Criteria table in the Students' Prospectus – attached).
6. The Head of SRAC will follow up with the appropriate Head of Department and / or appropriate curriculum Vice Principal to resolve the appeal.
7. If at this stage the applicant is still not happy with the outcome, then one final appeal can be made via an appeals panel. The appeals panel consists of the Assistant Principal Quality, Student Experience & Higher Education and 1 other curriculum Assistant Principal.
8. The Admissions Appeals Panel will meet within 10/15 working days of the appeal being made and the decisions of the panel will be provided in writing to the candidate. Decisions of the panel will be final.