

**Kirklees College admission policy and process for
Full time programmes, substantial part time courses,
higher education study and Apprenticeships starting
in September 2024**

Contents

1. Kirklees College Application Policy
2. Application Process
3. Appeals Process

This policy is applicable to all applicants applying for a full time programmes, substantial part time, a higher education programme or an apprenticeship programme starting in the academic year September 2024. Students progressing internally within college e.g. Level 2 to Level 3 will utilise the internal progression process, however the principle of this policy still applies to them.

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
3. Are provided with information about the possible 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 SEND team at the earliest opportunity
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 programmes for September 2024 entry is **Friday 19th April 2024**. Applications for Apprenticeship, higher education and substantial part time courses are accepted throughout the year.

By meeting the identified application deadline, we guarantee, where applicable, 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 and tutors will make this clear at interview.

We will not interview applicants who on their application form do not demonstrate that they meet the minimum entry criteria for the course they have applied for. If this is the case then the applications team will contact the applicant to talk about alternative options. If a lower level course is available then the applications team will discuss changing your application to this course.

If an area has high level of applications it may close applications for a particular course earlier than the advertised deadline to ensure a course is not over subscribed and places can't be honoured at enrolment.

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 Get Into. 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 where interview is gathered via the Apprenticeship Recruitment team.

We will acknowledge an application within 3 working days of receiving it, and we will arrange, where possible, an interview 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 can be pre-application via the website, our student recruitment team, participating in events or via the applications and course info team. All applicants can access our dedicated impartial careers team if they do not have access to a careers advisor. This service is provided via C&K Careers. Part of our interview process ensures that tutors discuss progression opportunities and future careers as part of the interview process.



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 progression and 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 16 – 18 full time programme applicants are invited a welcome day in the summer term.

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. Where additional learning support is required at an interview this 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 **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 to be successful on this course.

All applicants will be required to provide an acceptable reference as part of the entry criteria, for those in education this will be from their current / last education provider.

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. DBS check for childcare and health and social care, 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

The college plans to offer all applicants who meet the minimum entry criteria an interview for Sept 24 entry. Interviews will primarily be face to face, but the option of telephone or “teams” interviews is available if it is in the applicants best interests. Students who are applying for pre-entry courses within our foundation learning course with an EHCP may have their interview take place within their school. This is arranged in partnership with the school and is where it is in the best interests of student.

Applicants will be offered an interview for their first choice course. If they are not successful in that application then you will be passed to your second choice course. However, if an applicant has applied for a full time course and an apprenticeship they will be allowed to have interviews for both courses and hold duplicate offers if appropriate.

Interviews will be a mixture of one-to-one or group activities depending on the course area. Applicants will be provided with information about the interview process for their specific course when they receive their interview appointment.

Any applicant who identifies that they have an EHCP or significant support needs will be prioritised, where possible, for having additional learning support staff at the interview to discuss their support needs. The Applications team will provide further information regarding this with interview appointments. Where a student has an EHCP one of the conditions of a place is that an agreement is met between the college and the applicants Local Education Authority. If this is not agreed then the college reserves the right to withdraw the offer of a place.

This interview or offer 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. Where this happens the applications team will keep applicants informed as a place becomes available.

Where an applicant has applied for an Apprenticeship they will also be required to attend an interview with potential employers before they can start their apprenticeship. You must have secured suitable employment before you can enrol on an apprenticeship.

Initial Assessments

Applicants who are not currently in education and therefore do not have the qualifications required to meet the course entry criteria may be asked to complete a screening exercise in English and maths to identify the level they are working at. 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 and/or disabilities (SEND). 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
- the college can confirm that appropriate funding is in place

All other offers to the college will be "conditional". Offer letters will outline the conditions of that need to be met to enrol on a course. 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 but it is the potential apprentices responsibility to ensure they have suitable employment.

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 a place needs to become available. The applications team will keep applicants updated on places as they 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

VIII. For students with an EHCP and an agreement can not be reached between the college and the Local Education Authority regarding supporting that student.

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 offers made to students will identify how they accept their place. Applicants must respond 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, Careers and Customer service. 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 and must be within the same academic year.

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.

Final decision on appeals sits with the chair of the appeals panel.

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) 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.

What we do with your data

All applicant data is securely saved within identified college systems. Your records will be kept in our system in-line with funding regulations. By applying to the college and providing a reference you are providing us with permission to contact the referee.

For students who are aged 16 – 19 (or with an EHCP) then we share application data and enrolment data with your current education provider, or nominated local education area, to support them meeting legal requirements on reporting engagement in education figures. This includes your name, date of birth and either the course you have applied for and current stage, or the course you have enrolled on.

In applying for an apprenticeship then you are agreeing to us sharing your CV with potential employers that you have identified you would like to apply for a position with.

Our full GDPR statement is provided to applicants once our applications team receive your application irrespective of how you apply to the college. You have the right to request your details are removed from our systems at any stage by emailing applications@kirkleescollege.ac.uk, however please be aware this will result in us not being able to process your application.

We never sell or pass your data onto any other 3rd parties.

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, higher education programmes, 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, Careers and Customer Service (SCC) 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).
6. The Head of SCC will follow up with the appropriate Head of Faculty and / or appropriate curriculum Assistant 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 pane. The final outcome decision sits with the chair of this panel.
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.