

Title	FE Admissions Policy and Procedure		
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The policy or procedure will be reviewed by the date shown on the front cover sheet, or sooner if a change in legislation, best practice, or other circumstances indicate that this is necessary. If, for whatever reason, the policy or procedure is not reviewed by the date shown, the policy or procedure shall stay in force until formally reviewed.

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1. Introduction

- 1.1 This Admissions Procedure aims to assist potential students in the recruitment, selection and admissions process to study at Cleveland College of Art and Design.

The College aims to:

- create a student body that is balanced and diverse in terms of cultural background and experience
- recruit students who show the potential to successfully complete their chosen programme

The College will achieve these aims through:

- encouraging applications from all those with the motivation and academic ability to thrive at the College, whatever their background
- assessing each application on an individual basis
- offering places to applicants who have the potential to successfully complete their programme
- ensuring transparency in the admissions process

2. Policy Statement

- 2.1 The principles and procedures through which the College assesses applications and offers places are designed to be:

- fair
- transparent
- accessible
- easily understood by applicants
- consistently applied across all programmes

3. Qualifications for entry

- 3.1 It is the procedure of the College only to admit students who are able to demonstrate the potential to benefit from, and the ability to successfully complete its programmes of study. The minimum entry level for each of the FE pathways is set by the FE Academic Board and reviewed annually.

- 3.2 Details of entry requirements for each FE pathway are available on the College's website.

- 3.3 The College welcomes applications from appropriately qualified and/or experienced students offering a variety of FE pathways suitable to the applicant's skills and aspirations. International qualifications will be considered and evaluated by referring to independently published guides recognised within the United Kingdom higher education sector such as UK NARIC.

4. English and mathematics

- 4.1 Teaching and assessment will take place in English and mathematics. Applicants aged 16-18 who have not achieved at least GCSE English and mathematics at grade C or a recognised equivalent qualification will be advised they will be required to study towards achieving this qualification. Adult applicants who have not achieved at least GCSE English and mathematics at grade C will be given guidance and encouraged to study towards achieving this qualification.

5. Monitoring

- 5.1 FE Academic Committee is responsible for the setting of entry criteria for each FE pathway. Decisions on applications are made by course teams. The FE Academic Committee is responsible for:

- annually reviewing the Admissions Procedure
- reviewing the Admissions principles and procedures on an annual basis to ensure they enable the College to achieve its strategic goals and specific objectives
- ensuring compliance with relevant legislation and consistency
- monitoring performance against national benchmarks and targets agreed with course teams
- spreading good practice and encouraging consistency
- ensuring that all those involved in the admissions procedure receive appropriate training and support and enable staff to gain expertise

6. Commitment to consistency, fairness and transparency

- 6.1 The College website and printed publications shall provide clear information on the entry criteria, both academic and non-academic, for each FE pathway. The College shall publish its FE Admissions Procedure on its website. Clear criteria for entry will be provided for each FE pathway. These criteria shall be replicated by the College on its website and in any publications. All applications shall be considered against these criteria.

- 6.2 Information for applicants includes:

- Information on the website

- Information at Open Days, including FE pathway specific talks and tours of the pathway areas by academic staff. The Marketing Team give talks on the application process from application to confirmation and Student Services Staff cover their services.
 - Applicants called to interview receive information on examples of work to bring to interview, and an Identification of Needs (IONS) form to complete and return at interview.
 - Applicants who are made an offer are sent information regarding the entry criteria for that particular FE pathway, contact details and more information on what will happen next. They are asked to confirm their acceptance on the FE pathway.
 - All applicants who have been made an offer are sent an Enrolment Pack during the summer.
- 6.3 The Marketing Team will ensure for all FE pathways, the entry requirements and interview information is correctly listed on the College website and will update any changes.
- 6.4 The Marketing Team will publish literature with the prior approval of the Course Leaders and Heads of School.
- 6.5 All Home and EU student admissions are coordinated by the Student Data Team within MIS to ensure fairness and consistency. The Student Data Team must follow the procedures and principles set out in this document and ensure it works in a way consistent with the College's FE Admissions Procedure. All applications are checked by the Student Data Team to ensure they are complete, meet minimum entry requirements and that the information in the MIS system is accurate.
- 6.6 The College cannot accept non-EU students and any applications will be rejected.

7. Training

- 7.1 All staff involved in admissions receive regular briefings and training. Training for the Student Data Team is mainly in-house, provided by the MIS Manager, who will produce admissions guidance annually. The Student Data Team attend relevant external training where available and updated sector and system training.
- 7.2 The Heads of School will organise annual training session to all academic staff involved in interviews.
- 7.3 It is the responsibility of the MIS Manager to ensure that all admissions staff understand and support the College's admissions aims, principles and procedures, are competent to make sound and fair judgements, are appropriately trained and have sufficient resources and time to carry out their responsibilities

effectively. The Student Data Team and MIS work closely with Heads of School and Course teams.

8. Processing applications

- 8.1 In order to ensure consistency and fairness, the general principles and procedures set out in this paper must be followed by all staff.
- 8.2 All applications are considered on an equal basis, against minimum entry criteria. Each application will be treated individually and a range of criteria from the application form will be taken into account to identify the applicant's ability to meet the demands of the FE pathway. This includes:
- Past academic performance
 - Predicted qualifications/ grades
 - Commitment, motivation and potential
 - Relevant experience
 - Match between applicants and correct FE pathway

Based on this information, the Student Data Team (in consultation with the Course Leader where appropriate) will decide whether to consider the application further by inviting the applicant to interview or on rare occasions by contacting the applicant to decline the application.

- 8.3 Applicants are strongly recommended to attend College Open Days. These take place on specific dates, which are available from the College and on the website. Staff are available to give information about the College and its facilities, the FE pathways, advice on pathway choice and application procedures.

9. Interviews

- 9.1 Applicants will be invited to an interview by email and letter, usually two weeks before the interview date. The applicants can request to reschedule the interview by email or telephone. Rescheduling requests will be accommodated whenever possible. The invitation includes information on the interview and advice on types of examples of work to bring, ensuring they are aware of the interview procedure.
- 9.2 The interview and consequent decision-making will be consistent with the College's policy on equal opportunities. Questions related to the race, ethnicity, nationality, gender, sexuality, religion or age of the applicant must not be raised either at the interview or in subsequent discussion. However, applicants are asked to disclose any disability to the College prior to interview to help ensure that any necessary adjustments can be made to assist the interview process.

- 9.3 Heads of Schools must set criteria for measuring a candidate's performance at interview. A standard interview form will be used by all staff to ensure parity. A completed, signed interview form is then returned with the application to the Student Data Team.
- 9.4 When inspecting portfolios and examples of work, course teams are looking for evidence of ability, motivation and potential. They may ask the applicant to discuss their work or may consider the work outside of the interview situation.
- 9.5 Applicants who are based outside the UK and are unable to attend interviews can send their portfolio by post or email – either a CD or digital images, and will be invited for interview via Skype or telephone.
- 9.6 Normally, the College does not require applicants to undergo additional tests. The interviewer may set an additional task, subject to clearly explaining why and how this will be used in assessing the candidate.

10. Late applications

- 10.1 There is no deadline for applications. Applicants will receive equal consideration regardless of when the application was received by the College.

11. Criteria for assessing applicants

- 11.1 Heads of Schools must set criteria that support the CCAD admissions aims and are in accordance with the principles and procedures. Course teams are expected to use the criteria set by Heads of Schools in deciding whether an offer can be made. These criteria include academic achievement and potential as well as other non-academic factors.
- 11.2 The interview provides an important opportunity to explore indications of ability, motivation and potential, as well as information about personal circumstances. This is recorded carefully on the interview pro forma and taken into account in reaching a decision. Criteria for assessing may include, for example:
- Demonstrated interest in and commitment to the subject
 - Evidence of clear thinking and understanding
 - Appropriateness of the FE pathway in relation to the candidate's declared interests and career aspirations
 - Non-academic achievement or extra-curricular interests that indicate the likely contribution a candidate will make to the life of the College
- 11.3 Allowance shall be made for any candidate with verified exceptional circumstances or who has faced difficult challenges in a positive way, where these are made known to the College (eg illness, death of a parent, disrupted education). Course teams may decide to offer a place to a candidate whose academic performance appears to have been affected by such circumstances and who might otherwise have been expected to do better.

- 11.4 Candidates are not discriminated against on the grounds of race, ethnicity, nationality, gender, sexuality, religion, disability or age. No condition of entry shall be imposed which members of a particular group are less likely to be able to satisfy than other applicants not of that group, unless such a condition is justifiable on academic grounds.
- 11.5 Consideration of applications from students who declare a disability is based on the same criteria and principles as for other candidates. Assistance will be given to disabled applicants through the Student Services Manager to ensure that their needs can be met by the College to enable them to successfully complete their chosen FE pathway. The Student Services Manager is automatically notified of all applicants who declare a disability by automated report. The Student Services Manager is also notified if an applicant with a disability is invited to interview and is able to contact them prior to interview to make any necessary arrangements to assist the applicant. Students are expected to manage their life circumstances and should not accept a place onto a programme if they are unable to commit sufficient time to it.
- 11.6 Applications from students who have non-standard qualifications, or who wish for work or life experience to be taken into account as part of their application, will be considered on an individual basis.
- 11.7 The College has age requirements for specific FE pathways, these are detailed by the College on its website and in any publications; applicants will be expected to demonstrate a mature approach to the study of their subject which includes demonstrable skills of critical analysis, contextual knowledge and the ability to manage their own time without the external imposition of a full daily timetable.
- 11.8 Applicants are required to disclose relevant criminal convictions on the application form. Admissions staff will disregard any criminal convictions which are spent under the terms of the Rehabilitation of Offenders Act 1974, unless the programme of study is likely to bring the student into contact with children or vulnerable adults. Where an applicant has an unspent (or spent, in relevant cases) conviction, a decision on whether to offer a place will be made by the Head of School in consultation with the Course Leader.

12. Fraudulent applications

- 12.1 Any attempt by applicants to provide false, misleading information could lead to their application being cancelled.
- 12.2 The College may at any time ask the applicant, their referee or their employer to provide more information about the application (for example, proof of identity, status, qualifications or employment history).
- 12.3 The discovery that any information disclosed on an application or enrolment form is fraudulent, or the omission of relevant information (for example an unspent criminal conviction) will result in the offer of a place being withdrawn. This includes failure to disclose qualifications of an equivalent or higher level to the

award for which the student is enrolled. The College is required to take reasonable steps to ensure applicants have declared any qualifications gained at an equivalent or higher level to the award for which they are applying. This will involve consulting databases from statutory agencies to ascertain any previous qualifications gained.

- 12.4 Should this information come to light following enrolment, this will normally lead to cancellation of the student's registration on a College FE pathway.
- 12.5 The College reserves the right to exclude a candidate who is considered on justifiable grounds to be unsuitable for a place on a particular FE pathway or for attendance at the College in general.

13. Responsibility of applicants in the application process

- 13.1 It is the responsibility of applicants to provide full and accurate information in an application and to notify the College of any changes or corrections to the original application. By accepting the offer of admission, the applicant agrees to abide by the rules and regulations of the College. Copies of the regulations can be found on the website.

14. Offers

- 14.1 The levels of the conditional and unconditional offers made must normally be in line with published entry requirements and may not vary substantially from these.
- 14.2 Different levels of offer may be made to meet individual circumstances, but these should be approved by the Head of School.
- 14.3 After interview, decisions are sent electronically to the student via email, text and a hard copy is posted. Applicants should allow up to 10 days for their application to be processed, however the Student Data Team strives to process all decisions as quickly as possible, and the majority of decisions will be sent within 1 working day of the interview taking place.
- 14.4 A detailed offer letter is sent to the applicant by mail. This letter states the conditions of offer, FE pathway, and approximate start dates. The applicants are also advised of their obligations if an offer is accepted.
- 14.5 Applicants who narrowly miss meeting the academic requirements in their conditional offer, may be accepted, with the approval of a Head of School who may take into consideration other factors, including past academic performance, references, and portfolio submission.

15. Feedback to unsuccessful applicants

- 15.1 Unsuccessful applicants will receive a letter explaining such.

- 15.2 Request for feedback must be requested in writing. Applicants should contact the Student Data Team by email or letter. Written feedback will be sent to applicants by the Student Data Team. Applicants should not contact the Course Leader.
- 15.3 Feedback will only be provided to the applicants themselves and at the applicant's own request. Applicants should note that feedback will be in reference to the selection criteria and admissions processes. The provision of feedback is to enable applicants to reflect on their progress through the application process and does not constitute a reconsideration of an application. The decision made by the course team is final.
- 15.4 Any concerns that the College's admissions principles and procedures have been incorrectly implemented may be addressed to the Quality Manager.

16. Requests for deferral or withdrawal

- 16.1 If an applicant wishes to request a deferral of entry to the following year, they should indicate this on their application form, or put a request in writing directly to the Student Data Team as soon as possible after submitting an application. Requests for deferral after an offer has been made will be considered. Applicants should contact the Student Data Team in writing or by email. Each deferral request will be considered on an individual basis.
- 16.2 Applicants who wish to withdraw after an offer has been made must contact the Student Data Team.

17. Admissions Procedure on the acceptance of ex-offenders

- 17.1 The College takes very seriously its duty of care to its existing staff and students. The College will consider the wider issues, including the interests and safety of the College community prior to offering any applicant a place to study. The following factors should be taken into consideration:
- Nature of the offence
 - Length of time since the offence
 - Number of offences
 - Emotional maturity of the applicant at the time of the offence
 - Punishment given
- 17.2 Particular care will be taken where it is likely that, during the course of study, students are likely to come into contact with children or with vulnerable adults.
- 17.3 Applicants who declare a criminal conviction on an application form may be put on hold until the application has been considered by the Academic Team under the College Criminal Conviction Procedure. The College has the right to reject any application or later terminate registration from an individual who is

subsequently found to have omitted or falsified information in relation to his/her application.

18. Non-standard applications

- 18.1 Applicants who have non-standard qualifications, or who wish for work experience to be taken into account as part of their application, will be considered on an individual basis in line with the general aims and principles of the FE Admissions Procedure and with the terms of the Accreditation of Prior Experience/ Learning [AP(E)L] Procedure.

19. Changes to programmes

- 19.1 Occasionally it may be necessary to make changes to an FE pathway between the time an offer of a place is made and the enrolment of students onto that FE pathway. If this occurs, the College will ensure that prospective students are informed at the earliest opportunity of any significant changes to a programme and will be advised of all options open to them. This may include an offer onto a similar FE pathway in a similar subject area.
- 19.2 In the event of an FE pathway not running, applicants will be advised. Applicants will be contacted as soon as possible after this decision has been taken and where possible an alternate programme of study will be offered. Applicants who do not wish to be considered for another FE pathway at CCAD will be advised to apply to another institution.

20. Bursaries and support funds

- 20.1 The College administers various support funds in line with regulations outlined by the Education Funding Agency (EFA) and Skills Funding Agency (SFA). These include bursaries, free meals, subsidised travel, etc.
- 20.2 The bursaries and support funds are administered separately from applications.

21. Data Protection

- 21.1 In accordance with The Data Protection Act 1998 the College must protect the information disclosed on any aspect of an application. In line with this legislation, the College is unable to discuss any aspect of an adult application with a third party. The College is unable to discuss any aspect of a child application with a third party other than with a parent or guardian. If the applicant wishes, they can grant permission for a third party to discuss their application by sending confirmation in writing stating pathway applied for, date of birth, details of the person(s) the applicant wishes to allow this privilege and a satisfactory reason why this is required. This does not mean the College will refuse to accept

information from a third party with reference to an application but the College will not disclose information without permission.

- 21.2 The Student Data Team is not in the position to share the applicant's personal details with the requested third party. The details could be the applicant's address or telephone number, date of birth or name of school. If the third party member believes these details are wrong, the Admissions Team will not accept changes from anyone other than the applicant in writing.

22. Complaints Procedure

- 22.1 On occasion, a prospective student may feel that they want to make a complaint or raise a concern about the recruitment, selection and admission process.
- 22.2 To make a complaint or raise a concern you should contact the: The Quality Manager, Cleveland College of Art and Design, Green Lane, Linthorpe, Middlesbrough, TS5 7RJ.

23. Equality Impact Statement

- 23.1 This procedure will be implemented in line with the principles of the College's commitment to equality and diversity which is: Cleveland College of Art and Design is committed to the principles of equality and diversity and aims to ensure that all employees and College users are treated fairly and equally regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, or sexual orientation.

24. Document Control including archiving arrangements

- 24.1 Copies of all documents will be held confidentially by Student Data and stored with the student enrolment form.

25. Standards/Key Performance Indicators

- 25.1 The Admissions Procedure will be monitored by the Vice Principal (Academic). The Annual Monitoring Review will contain a summary of admissions data, statistical comparisons for the last three years and, where necessary, recommendations for enhancement of the procedure will be included within this.