

C C CLEVELAND COLLEGE OF **A D** **ART & DESIGN**

Title	FE Enrolment Procedure		
Version number:	1.0		
Author:	Charly Butler		
Consultation taken place with:	FE Enrolment Group	Dates:	March 2015
Approved by:	FE Academic Committee	Date:	March 2015
Date to be reviewed:	September 2017		

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.

Contents

INTRODUCTION.....	3
SCOPE	3
DEFINITIONS	3
PROCEDURE	3
ROLES AND RESPONSIBILITIES	4
MONITORING AND EVALUATION.....	4
EQUALITY STATEMENT	4
RELATED DOCUMENTATION	Error! Bookmark not defined.

INTRODUCTION

This procedure outlines the high level stages of how a potential student is converted to an enrolment and identifies the roles and responsibilities of individuals and departments involved in this procedure.

SCOPE

The procedure concerns every department within the College.

DEFINITIONS

None.

PROCEDURE

The following points will be discussed and agreed at the FE Enrolment Group:
Dates (including late enrolment)

- Order of events
- Location
- IT requirements
- Refreshments/Catering requirements

The dates, order of events and location will be circulated to all parties concerned by the MIS Manager, these are:

- Principalship
- Marketing Manager
- Heads of Schools
- Course Leaders
- Student Services Manager
- IT Manager
- Financial Controller
- Catering Manger
- Estates Manger

Training will be delivered and enrolment documentation distributed to relevant parties usually when the Course Leaders return from their summer break; these may include but are not limited to Course Leaders, Student Data Team, Student Support and Finance.

The physical layout including chairs and desks, IT and electronic equipment and any signage will be agreed in advance and put in place a couple of days before enrolment.

Prior to commencement of enrolment a list of potential students expected on the day of enrolment will be produced and distributed.

Potential students who fail to attend enrolment will be followed up by the Marketing Team.

ROLES AND RESPONSIBILITIES

- Dates are proposed by the MIS Manager and discussed and agreed at the FE Enrolment Group.
- The location and order of events are proposed by the MIS Manager to be agreed by the FE Enrolment Group.
- Dates, location and order of events are distributed by MIS Manager after agreement by the FE Enrolment Group.
- Enrolment training and documentation to relevant parties are delivered by the MIS Manager.
- The physical layout and signage for enrolment are organised between the MIS Manager and Estates.
- The supply and configuration of computing/electronic equipment is arranged by the IT Manger.
- Potential student listings are produced and distributed by the Marketing Team on each day of enrolment.
- The follow up of no-shows is done by the Marketing Team following each enrolment session.
- During enrolment, the MIS Manager and Exams Officer scrutinise the entry qualifications of the potential students to ensure they have met the relevant entry criteria. Students who do not meet the criteria will be referred to an appropriate course for interview/enrolment.
- Students who do not present entry qualifications will not be enrolled but will be advised to return with their qualifications.

MONITORING AND EVALUATION

A post-enrolment wash-up group meeting will discuss the successes and shortfalls of the whole enrolment process. This will take place usually a month after enrolment to allow gathering of feedback from students and other relevant parties.

EQUALITY STATEMENT

This policy 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.