



**Dumfries and
Galloway College**

One step ahead

ADMISSIONS PROCEDURE

Responsibility: Student Journey Manager

Issue Date: 1st April 2020

Equality Impact Assessment: 1st April 2020

Version: 1

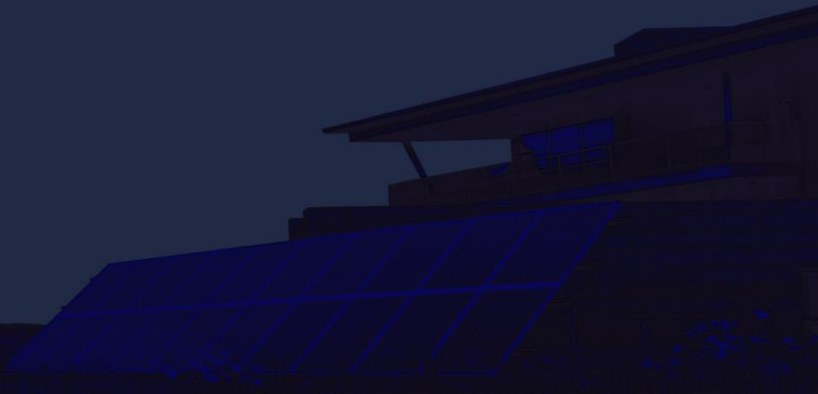


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Admissions Procedure

1. Purpose

To ensure a consistent approach when dealing with applications for College programmes by potential learners.

2. Scope

This procedure applies to all College sites and covers applications for full time programme provision delivered or co-ordinated by this College.

3. References

- Admissions Policy

4. Definitions

Entry Criteria These are the qualifications or level of ability/experience required to undertake the programme.

Additional Criteria These are criteria which may be specified in addition to the entry criteria, which are deemed necessary to ensure candidates are able to meet the challenges of the programme. These may include information and

interview sessions, aptitude/skills tests, portfolios, references and student grading.

5. Procedure

- 5.1 Entry criteria is identified by the Vice Principal (Learning, Skills and Student Experience), together with any Additional Criteria such as essential interviews, producing a portfolio of work, writing a piece of written work and submitting a personal statement. These examples are non-exhaustive.
- 5.2 The Vice Principal (Learning, Skills and Student Experience) considers and approves where appropriate the Entry Criteria and Additional Criteria for programmes. The approved criteria are then conveyed to Marketing for publicity purposes and Admissions for application purposes. These details are held on a central programme database and used to produce the College Prospectus and feed the course search information on the College website which provides timely and accurate information to potential learners.
- 5.3 In the case of the European Economic Area (EEA) and International Applications (outside of the EEA), additional residency checks will be made and supporting documentation along with payments (where applicable) will need to accompany programme applications. Records are maintained to ensure we comply with the requirements of UK Visa and Immigration and our Visa Sponsorship License duties and commitment. These applicants will also have to attend 2 online interviews, one by Admissions staff and the other by the relevant academic staff. A separate procedure is available to cover International applicants.

- 5.4 Following an application by a potential learner, a check is made against the relevant standard Entry and Additional Entry Criteria for each programme. If the criteria are met fully, the candidate is offered an information and interview appointment with the relevant curriculum area. Adult learners may meet the academic entry criteria by way of Recognition of Prior Learning. Progressing Students are not required to attend interview.
- 5.5 Applicants, where required, are invited to an interview session. Applicants will be advised by email, within 5 working days of receipt of their application with either an interview date or notification that interview is not required. Interview dates will be provided by academic staff the week before applications open at the end of January for the following academic session.
- 5.6 Interviews will take place prior to the start of the programme to discuss programme content, candidate expectations and suitability of the programme for the candidate. Should it be determined that a different level of study or an alternative course to that applied for would be best suited to the applicant, the academic member of staff will let the applicant know during the Interview session. Academic staff will complete the Interview attendance and input offers on the online portal within one week of the interviews taking place. Admissions will then officially notify all applicants of offers in writing via email. This will be done as soon as all actions for each Interview have been completed by the Curriculum Team from the subject specialist area, and no later than two weeks from the interview date. Any subsequent changes to offers will be notified immediately to the Admissions Team.
- 5.7 If the applicant is a Christmas leaver there must be evidence from the school of their agreement prior to the start of the course. If the applicant has not completed S4 there must be written confirmation

from the Local Education Authority before the applicant can be considered. Christmas Leavers will be subjected to the same Admissions process as other applicants in terms of entry requirements and interview sessions.

- 5.8 If expected exam results are not fully met, the candidate's application will be reviewed by a Curriculum Manager and/or Director of Curriculum who will then instruct Admissions to either offer the original place or transfer to a more suitable course. On meeting the criteria for the alternative course and subject to places being available, the applicant will be offered a place. Where no places are available, the applicant will be placed on the waiting list.
- 5.9 In the case of demand exceeding places following interview sessions, excess applicants will be entered onto a college waiting list. As and when places become available, they are filled from the waiting list. The waiting list remains open for the first 3 weeks of courses starting. All applicants who have not obtained a place by then will be contacted by email to advise waiting lists are closed.
- 5.10 **Application Status:** A report can be accessed by all staff detailing application status, through the Staff Intranet, CMIS Reports. Viewing of this is expected to improve internal communications and customer care.
- 5.11 **Enrolment:** An email will be sent to applicants providing them with a link to enrol online, this is likely to be from early July. Applicants should do this prior to attending their Induction Day.
- 5.12 **Induction dates:** will be provided to Admissions by the Curriculum Managers as soon as possible after Interviews have been completed,

but no later than the end of June. This is usually communicated to students no later than Mid-July.

Related Policies and Procedures include:

- Admissions Policy
- Equality and Diversity Policy
- Essential Skills Policy
- Recognition of Prior Learning Policy
- Recognition of Prior Learning Procedure
- Retention and Student Attainment Policy
- Safeguarding Children, Young People and Adults at Risk Policy
- Safeguarding Children, Young People and Adults at Risk Procedure
- Student Funding Application Procedure
- Student Funding Appeals Procedure
- Student Funding Absence Policy
- Student Support and Guidance Procedure
- Students with Additional Needs Procedure

6.0 Distribution

All Staff

Quality Manual

Revision Log		
Date	Section	Description
16.8.22	5.14 and 5.15	Removed, not relevant
16.8.22	5.13	Removed induction process – information is incorrect, and not relevant to Admissions procedure.
16.08.22	5.12	Removed orientation wording

16.08.22	5.11	Removed Admissions contacting incomplete apps – this is not automated.
16.08.22	5.10	Changed unsuccessful applicants to excess when referring to waiting list applicants. Updated applicant progress from waiting list. Included timescale for waiting list closure.
16.08.22	5.9	Section removed, not relevant to Admissions Procedure
16.08.22	5.8	Students course offer is transferred. Further interview is not required. When courses are full students are offered waiting lists, not alternative course.
16.08.22	5.7	Christmas Leaver permission is required prior to the start of the course, not before processing the application.
16.08.22	5.6	Removed Curriculum Grading Profiles, these are not used. Included timescales for interview outcome communication.
16.08.22	5.5	Information and Interview sessions now known as Interview Sessions. Updated to reflect. Included timescale for interview invitation communication.
16.08.22	5.4	Added in Recognition of Prior Learning as means to meeting entry criteria. Progressing students are not required to be interviewed.
16.08.22	5.3	Tier 4 visa renamed Student Visa, updated to reflect. Changed Skype interviews to online as this may be Teams or other.
16.08.22	Intro	Removed reference to Appendix 1 – COVID procedure, no longer in use
12.05.22	Responsibility/Front Cover	Changed from VP Business Development and Corporate Services to Student Journey Manager

06.04.22	5.8	Head of Curriculum changed to Director of Curriculum.
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THIS FORM TO BE UPDATED WHENEVER THERE IS A CHANGE IN ANY SYSTEM DOCUMENT				
Document Name	Document Owner	Revision Number	Date of Issue	Date of withdraw
Admissions Procedure	Student Journey Manager	1	01.04.20	