



IAG & ADMISSIONS POLICY

Purpose & Scope

We aim to provide an impartial, independent information advice and guidance service to anyone who wishes to access our training programmes or services. This includes any potential new customers or those already in learning with the College. We feel that in providing a quality information, advice and guidance service, we can help customers to make the right choices about the training courses or programmes that are right for them. The quality of our service is monitored through performance data and feedback from users.

In line with the College's Mission the aim of this policy is to ensure the application of a high quality admissions process to all applicants to College, thereby ensuring equality of opportunity and the matching of applicants to the most suitable course whether at Furness College, Barrow 6th Form or elsewhere.

The College aims to promote equality and diversity and to ensure the safeguarding of all learners and staff. Effective IAG will be delivered at key transition points and will cover relevant personal, social, emotional and career development plus financial information where relevant.

Policy Statement

All staff are committed to providing an accurate Information, Advice and Guidance Service.

We support the concept of lifelong learning and will endeavour to help individuals make informed choices about training and development opportunities in the context of their working lives and leisure activities.

All applicants to the College will receive impartial, confidential and timely information, advice and guidance upon which to base their decisions on future activity. If a particular course is requested the suitability of that course to the specific need of the applicant may be examined with a curriculum or subject specialist.

Co-ordination of activity relating to Admissions will be the responsibility of the *Director for Young People's Learning*. All staff involved in the IAG and Admissions process will ensure that applicants are not discriminated against on the grounds of the protected characteristics defined by the 2010 Equality Act -disability, sex, race, religion and belief, sexual orientation, gender reassignment, pregnancy, age.

All course information produced must adhere to the college format and approval systems.

Admissions will be tracked and kept up-to-date, from application, acknowledgement, to interview and outcomes.

Communication with the applicant will be within the agreed timescales for acknowledgement, interviews, and outcomes.

Key staff involved in IAG and Admissions process will be trained to offer appropriate Information, Advice and Guidance and conduct the admissions process in a professional manner

Our service follows the principles of the MATRIX standards and the GATSBY benchmarks, and we strive to provide information, advice and guidance that is:

- Timely and in a format that is easily understood.
- Independent, confidential and focused on the needs of the individual.
- Provided by staff trained to offer appropriate Information, Advice and Guidance.
- Able to provide access to a range of agencies for specialist support.
- Free from stereotyping physical or cultural barriers for users and in accordance with the College's

Single Equality Scheme.

- Easily accessible and clearly defined.
- Free of charge to all users.
- Subject to evaluation and continuous improvement, encouraging individuals to get the most from the process.

CLIENTS / LEARNERS CAN EXPECT

- Open access to information on education, training and career opportunities in a range of formats available in the college.
- An initial assessment to help identify an individual's skills and aptitudes.
- A trained member of staff to discuss individual learner needs and aspirations and to plan for the achievement of goals.
- Signposting to other agencies who may be able to help learners to achieve their goals.
- Links to the National Careers Service & supported CEIAG from Inspira
- The opportunity for learners to spend time with a member of staff to review and revisit their goals and discuss progress and next steps.
- Access to a trained member of staff to answer queries and provide advice by phone.
- Access to a range of activities and events to provide support and aid progression.
A service delivered to recognised national standards.
- A clear explanation of the Information, Advice and Guidance Services we offer.
- Trained and experienced staff that will treat them with respect and dignity.
- A timely response to requests for information.
- Up to date information on education, training and career opportunities in a range of formats.
- Information on the cost of training and any funding which may be available to support the costs.

REFUSAL TO OFFER A PLACE

Please note that a place may not be offered if references or other information indicates that the admission of the applicant would have a detrimental effect on other students or would not be in the best interests of the college or the college community as a whole (refer to criminal convictions flow chart if applicable). If a risk assessment shows that the adjustments that we would need to make in order safely to admit an applicant without detriment to the college or other students would be unreasonable then a place may not be offered. The Principal has the discretion to refuse to offer a place to or admit a student in these circumstances.

APPEAL PROCESS

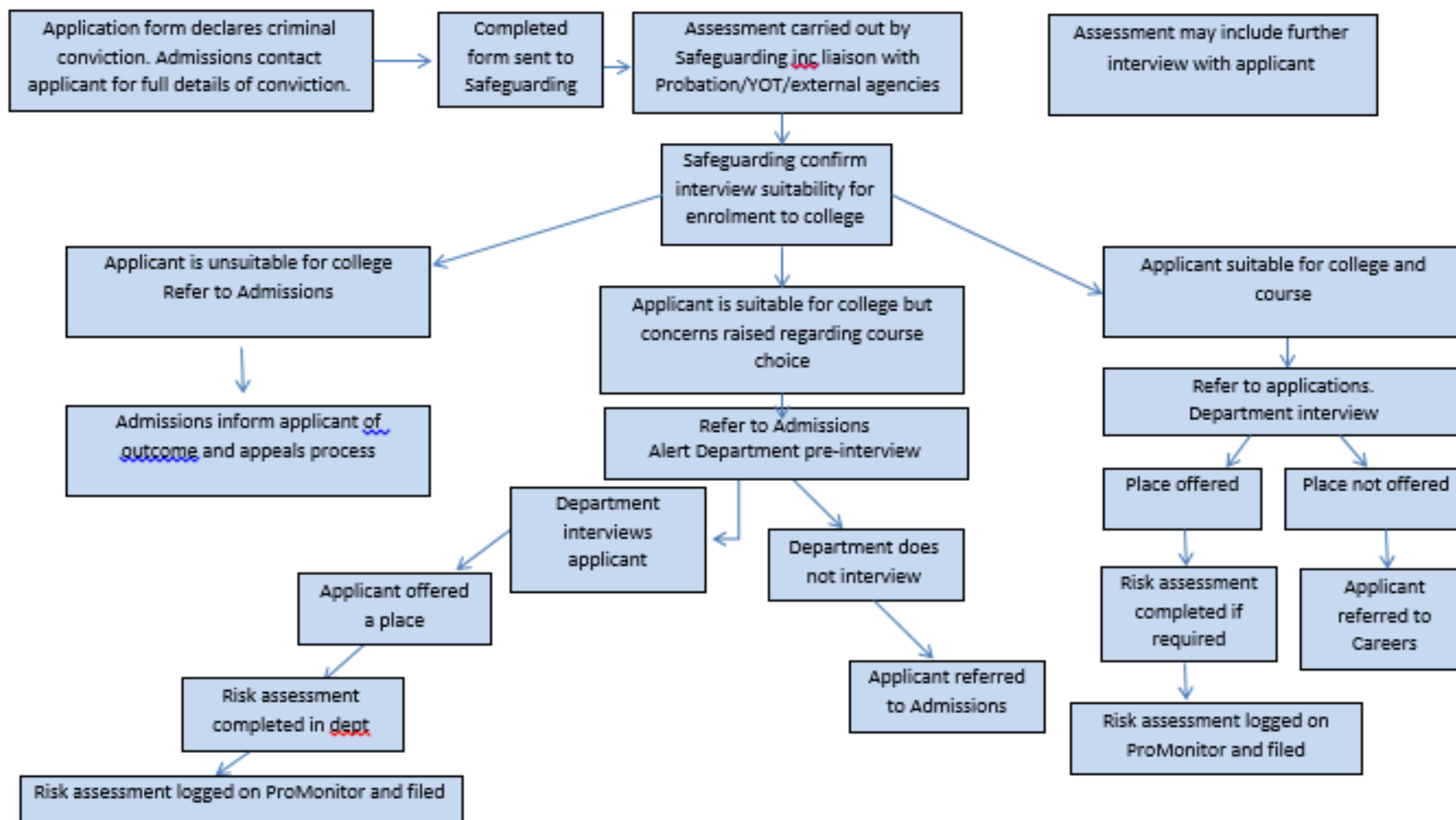
All applicants who wish to appeal should follow the customer complaint, comments and compliments policy.

All information about customers will be treated as strictly confidential in line with GDPR Regulations 2018.

Document Control		Linked Policies/Strategies	Linked Procedures
Policy	IAG & Admissions Policy	Complaint, Comments & Compliments Policy Learner Support Fund Policy	Admissions Procedure Criminal convictions flowchart
Responsibility	Director of Young People's Learning		
Approval Date	May 2018		
Review Date	May 2020		
Approval Group	Quality	SLT	

Assessing Criminal Convictions

The process for dealing with students who have declared a criminal conviction at application stage:



Assessing Criminal Convictions

The process for dealing with students who have declared a criminal conviction at enrolment stage:

