

ADMISSIONS PROCEDURE 2018/19 Channelside Campus

DEALING WITH APPLICATIONS

Receiving Applications

- Applications received on-line are checked and processed, email message is sent to acknowledge receipt of application, early applicants are sent an email/letter informing them that interviews will begin in January
- Paper applications details are entered onto Pro-Solution, acknowledgement email sent to applicant. Acknowledge within 3 working days
- Fill in the tracking form, attach to application and interview record sheet
- Add to appropriate 'Awaiting Interview' files
- Inform Curriculum areas of applications

Setting up Interviews

- Interview teams will provide days and times for interview sessions
- Record dates & times onto the **Interview Schedule Calendar** saved in the Admissions Folder N: drive
- Admissions Co-ordinator responsible (or delegate) to check Interview Schedule Calendar daily and keep each other informed of any added dates
- Arrange interview letters, check letters against schedule before posting. (enclose copy of interview questions with letter)
- Record interview on tracking form
- Send outlook invite to relevant interviewing tutor and Initial Assessment Team (Julie cooper) with interview schedule
- Record the Interview on the Admissions Interview Schedule Calendar so other staff members know if that date has been used – mark as **F when full**.
- Attach interview schedule & guidance notes to interviewees and put into the relevant 'interview arranged' file.
- Send an interview reminder to interviewee by text on Friday
- Evening Receptionist to send reminder texts 2 working days before interview
- For areas experiencing a backlog send text/email informing them of their expected interview date

Applicants that fail to attend an interview

- Applicants who contact the College and still wish to be interviewed will be treated as a first time applicant. **(NDR)**
- If applicant has requested a new date, record details on pro-solution and indicate on their tracking form. Put back into the waiting interview file
- Admissions Co-ordinator to ensure DNA's are phoned ideally on the same day or within 2 working days (email/text if cannot make contact) asking them to inform us if they require a new interview date or if they have decided they are no-longer interested and why.
- Where an applicant does not attend for interview and fails to inform the college record details on pro-solution in the interview record as **DNA**
- Interview will be rescheduled when all first time applications have been dealt with
- Record on the tracking form and put in the back of the relevant file
- Where a student has not attended for 2 invites to interview without informing admissions the applicant will be contacted by phone or email for a reason, if the applicant fails to respond to either within 14 days the application will be withdrawn.

Aptitude/Skills/Initial Assessment

All areas have initial assessments (Maths, English & ICT) before offers are made. Engineering and Motor Vehicle also have aptitude and skills sessions.

Engineering:

Due to the very high demand for the Engineering course interviews, skills, aptitudes & initial assessments are held during the half-term breaks. Applicants are in college from 9.00am to approximately 3.00pm.

Feeder schools have requested that we do not arrange interviews during school hours and it also ensures that it is not detrimental to their teaching and learning whilst working towards their GCSEs examinations. This is also beneficial to those that have to travel some distance to college, overall this works well.

Contact is made on a regular basis with feeder schools regarding applicants that have indicated that they may have a learning need. This enables the college to have the relevant support in place for exam requirements.

During the day the applicant will have an interview, aptitude test, skills test in the Engineering workshop and an on-line assessment in English & Maths & ICT.

- 45 @ 9.00am for Skills & aptitude and on-line assessment, interviews take place after lunch from 2.00pm onwards.
- 45 @ 9.15am & 10.00am for interviews, then their on-line assessments at 11.00am, skills and aptitudes begin after lunch.
- 1st cohort February half-term
- 2nd cohort Easter half-term
- 3rd cohort Whit half-term
- 4th cohort to be held in the summer half term

Aptitude Tests & Skills Sessions

- Curriculum staff to book an appropriate room for the aptitude test
- Check students application forms to see if any have indicated that they have a learning difficulty eg: (dyslexia) support will need to be arranged (contact Julie Cooper)
- Send letters to students, send a list of attendees to Colin Steele and Learner Support (Julie Cooper) clearly showing any that may need support
- Record details onto student tracking form.
- Text or email applicants on the Friday to remind them of their pending interview date
- Record interview & assessment results onto spreadsheet, forward to Colin Steele

Where an applicant has not attended for 2 invites for a skills/aptitude session without informing Admissions the applicant will be contacted by phone or email for a reason. If the applicant fails to respond to either within 14 days the application will be withdrawn.

Offers

All application forms and interview record forms should be returned to Admissions with details of offers as soon as possible.

Initial assessment results are recorded on to the back of student interview record sheet by Student Services, offers will be sent out when results are back from initial assessments.

- Written offer within 5 working days
- Record details onto the tracking sheet
- **19 +** offers send fee information to all applicants with offer letter (flow chart)
- **19 – 23 studying a 2nd level 3 or 24+** studying a level 3 or above - record details onto spreadsheet for mail-merge in the Admissions 2017/18 Advanced Learner Loan folder
- Send offer letter with information on advanced learning loans and loans letter giving all the relevant information course codes fees etc. on how to apply for their loan.

Accepted Offers

- Record details onto Applicant's record on Pro-Solution
- Send acknowledge email for receipt of reply
- Record on tracking form
- Staple acceptance slip to student's record, file alphabetically in offers accepted.

Learner Support Assessments

Interviews are arranged for applicants that have declared they have a learning difference or disability and may need support after their offer has been made. Liaise with Helen Sharples/Julie Cooper for staff availability.

Decision details

Withdrawals

When an applicant after applying to college decides to go to a different establishment or have gone into employment (for example) or if an applicant has been invited to multiple interviews and not responded.

Referral

This is when we move an applicant from their original course choice to another suitable choice or establishment due to them or the course been unsuitable (example). This will be for the benefit of the student and explained to them as to why in the interview process.

Transfer

This is made when an applicant informs us that they want to withdraw from their course choice and would like to be considered for another.

Or

If we were to withdraw an applicant for not attending several interviews, then re-instating them at a later date onto a different course.

This policy/procedure has been reviewed regarding the requirement for an Equality and Diversity Impact Assessment and a Privacy Impact Assessment.

At this stage it is felt that a full impact or privacy assessment is unnecessary as the college public duty has been discharged through a related policy/procedure or there is no current requirement.

Document Control		Linked Policies/Strategies	Linked Procedures
Policy	Admissions Procedure Channelside	IAG and Admissions Policy	
Responsibility	Director of Young People's Learning		
Approval Date	March 2018		
Review Date	March 2020		
Approval Group	Quality	SLT	

Furness College

Guidance Notes for Admissions Interviews

Name of Interviewing Tutor(s):

Date:

Please follow this checklist for interviewing all applicants to ensure you cover all the necessary information relating to their suitability for a programme and noting specific information on the Interview Record Form.

Welcome the student - Introduce yourself and outline your role in the College

Give an overview of the programme including: entry requirements, teaching and learning styles used, assessment methods, timetable, functional skills, additionality, work placement, tutorial.

Ask about their own expectations of the programme and their progression aspirations.

Ask about the qualifications the applicant already possesses, those they are taking and give them the opportunity to show their Portfolio of work and any other relevant evidence.

Additional space is available on the IRF to enter evidence of student's skills aptitudes appropriate to your programme area.

Outline the additional support available through College and establish if they are likely to need Welfare or Financial Guidance or Additional Learning Support.

If the applicant has either a physical and/or an academic Additional Support need please mark the box on the back of the Interview Record Form and Admissions will contact the Additional Support Department.

Advise the Applicant of what the next steps are:

- Whether they would be called for Aptitude or Skills test before an offer is made
- They will be contacted by Admissions with written confirmation of the offer
- The applicant is to inform us as soon as they receive their exam results
- We will keep in touch with them over the next few months.

All sections of the interview IRF must be completed and scored record the outcome of the interview on the back of the form and return all papers to Admissions in Student Service within 24 hours of interview.

If you are referring or rejecting an applicant, mark the reason and a positive alternative on the interview record form, **confirming that this has been communicated to the interviewee.**

ADMISSIONS PROCESS					
October	November	December	January	February	March
<p>Deal with email enquiries Log (daily) CHECK PORTAL LOANS DAILY - chase students that have issues with application i.e missing evidence/waiting signature</p> <p>Deal with enquiries and any student issues that may arise (on-going) i.e Courses, Fees, Welfare, Housing issues</p> <p>Give help to other busy areas i.e LSF/Bursary</p> <p>Get Admissions records ready for Archiving at half-term</p> <p>Set up new files for Admissions</p>	<p>Attendance check - confirmation for Advanced Learner Loans.</p> <p>Applications begin to come in late November – after Open Evening. On-line applicants are sent an automated acknowledgement on receipt of application</p> <p>Paper applicants are acknowledged by email/letter informing them that interviews begin in January.</p> <p>Check loans portal daily and import approved loans to pro-solution (Sept – August)</p> <p>Attend Open Evening.</p>	<p>Ongoing applications are received and acknowledged.</p> <p>Update progression information.</p> <p>Email all curriculum areas for dates and times for future interviews & aptitudes/skills sessions.</p> <p>Set up Admissions Interview Schedule Calendar & enter details for the coming academic year.</p>	<p>Interviews begin for first round of applicants;</p> <p>Receive dates and times for interview schedules from Curriculum Managers – giving a plan of which tutors will be available throughout the year for interviews.</p> <p>Enter details on to the Admissions Interview Schedule Calendar on N. Drive</p> <p>Arrange interviews - send schedules to CM, tutor & Julie Cooper for assessments (Outlook invite)</p> <p>Send text or email to applicants a week before interview as a reminder (weekly)</p> <p>Update progression information.</p> <p>Update fee information flow charts, entitlement forms etc.</p> <p>Set-up spreadsheet for Advanced Learner Loans.for mail-merge (students cannot apply until May)</p>	<p>Attendance check - confirmation for Advanced Learner Loans..</p> <p>Receive applications ongoing</p> <p>Arrange interviews and aptitude tests for 1st Cohort for Engineering, arrange interviews for all curriculum areas</p> <p>Email tutors – copy to Curriculum Managers & Initial Assessment Team with schedules.</p> <p>Email details of interviews to School Careers Advisors for Looked After Children</p> <p>Send updates of offers to School Careers Advisors</p> <p>Update progression information.</p> <p>Liaise with Helen Sharples – arrange interviews for Learner Support Referrals (on-going to August)</p>	<p>Receive applications on-going arrange interviews</p> <p>2nd Cohort for Engineering interviews, aptitude & skills tests. Record onto Admissions interview Schedule Calendar on N. Drive</p> <p>Email schedule details to tutors/Curriculum Managers – Julie Cooper</p> <p>Email details of interviews to School Careers Advisors for Looked After Children.</p> <p>Arrange Learner Support interviews.</p> <p>Send updates of offers to School Careers Advisors</p> <p>Update progression information.</p>

April	May	June	July	August	September
<p>Receive applications ongoing - arrange interviews</p> <p>Record onto Admissions interview Schedule Calendar on N. Drive</p> <p>Email schedule details to tutors/Curriculum Managers/IA</p> <p>Email details of interviews to School Careers Advisors for Looked After Children</p> <p>Send updates of offers to School Careers Advisors</p> <p>Update progression information.</p> <p>Arrange Learner Support interviews.</p>	<p>Attendance check - confirmation for Advanced Learner Loans..</p> <p>3rd Cohort for Engineering interviews, aptitude & skills tests. Receive applications, arrange interviews ongoing</p> <p>Record onto Admissions interview Schedule Calendar on N. Drive</p> <p>Email schedule details to tutors/Curriculum Managers/IA</p> <p>Email details of interviews to School Careers Advisors for Looked After Children</p> <p>Send updates of offers to School Careers Advisors</p> <p>Update careers board and progression information.</p> <p>Arrange Learner Support interviews.</p>	<p>Receive applications ongoing - arrange interviews</p> <p>Record onto Admissions interview Schedule Calendar on N. Drive</p> <p>Email schedule details to tutors/Curriculum Managers/IA</p> <p>Email details of interviews to School Careers Advisors for Looked After Children</p> <p>Send updates of offers to School Careers Advisors</p> <p>Update progression information.</p> <p>Arrange Learner Support interviews.</p>	<p>4th Cohort for Engineering Receive applications ongoing - arrange interviews & aptitude & skills tests.</p> <p>Record onto Admissions interview Schedule Calendar on N. Drive</p> <p>Email schedule details to tutors/Curriculum Managers/IA.</p> <p>Email details of interviews to School Careers Advisors for Looked After Children</p> <p>Send updates of offers to School Careers Advisors</p> <p>Liaise with Kate Richards, Helen Sharples and Curriculum areas to arrange timetables for GCSE results/enrolment days. Send out letters for results/enrolments.</p> <p>Liaise with Helen Sharples & Colin Steele to arrange diagnostics for Engineering.</p>	<p>Last attendance check - confirmation for Advanced Learner Loans.</p> <p>Receive applications, arrange interviews. (ongoing).</p> <p>Joining letters for FE courses are sent out late July early August giving information for induction & enrolment to all prospective students.</p> <p>Returners' letters also go out late July early August. HE letters are sent out in August</p> <p>Assess applications for the Bursary/LSF send out email to applicants detailing their entitlement</p> <p>Send lists with students names' & contact to Curriculum areas for new starts & returners</p>	<p>Advice Sessions held early September for late applications.</p> <p>1st Attendance check for Advanced Learner Loans. (3rd week)</p>