

CANTERBURY COLLEGE POLICY

ADMISSIONS POLICY

EFFECTIVE DATE: December 2011

LAST REVIEWED: December 2011

REVIEWED BY: Martyn Rogers

NEXT REVIEW: December 2013

POLICY LEAD: Director of Student Support Services

ADMISSIONS POLICY

Policy Statement

Canterbury College is committed to achieving an education and vocational environment that promotes equality of opportunity and values the diversity of all prospective students.

Applications are welcomed from all prospective students and policies for recruitment and admissions are a fair and transparent process to match the abilities and aptitude of the student to the program of study. The College recognizes that the diversity and range of experience that prospective students contribute to college life is a highly valued commodity.

Canterbury College aims to place their students on appropriate courses with the support necessary for them to achieve agreed outcomes and be successful. The admissions process will encompass a range of services, from the provision of information about courses and services, through to the point of enrolment and beyond. Statements regarding Information, Access and Guidance are in accordance with College Charter commitments.

It is the policy of Canterbury College that:

1. The admissions process provides a responsive and customer-centered service to ensure that all applicants receive the appropriate advice, guidance and information they need to apply for and enrol on the right course.
2. All prospective students will have access to impartial advice, guidance and information about courses, progression and funding so that informed decisions can be made.
3. All prospective students will have access to advice and diagnostic facilities to assess learning support needs throughout the process.
4. The admissions process for entry on to programmes will be clear and concise to prospective students and staff.
5. Programmes and services will be promoted actively in the community to widen access and increase participation in line with the Single Equality Scheme principles.
6. Enquiries about specific training and education opportunities will be monitored and this will inform the planning of College provision.
7. The admissions process will have procedures which enable the monitoring and evaluation of quality provision against agreed standards.
8. The Admissions Policy will promote equality and diversity and will be consistent and complementary to all other College policies and in particular to the Guidance and Safeguarding Policies.

The policy as stated will be implemented in the following way:

1. The admissions process is designed to be flexible enough to allow for the developing needs of prospective students applying for courses.
2. Care will be taken to ensure that the needs of prospective students are paramount.
3. Careers and educational guidance is available in the Student Information Centre to assist in the choice of the most appropriate course and to get information and advice about funding, travel and childcare.
4. All applicants will be interviewed and Tutors will supply detailed advice and information about courses and appropriate guidance about levels and entry requirements.
5. Outcomes of guidance will be expressed in the form of learning action plans or Learning Agreements and, where appropriate, account will be taken of Records of Achievements.
6. During the application process Initial Assessments will be conducted to inform the appropriate level of course, functional skills and learning support needs.
7. Students who identify that they have specific learning needs will be referred for specialist advice so that their support needs can be assessed and appropriate support be arranged, which may include support at the interview.
8. The admissions process is clearly outlined in the College prospectus and due care and attention will be taken to ensure that all communications to potential students are clear.
9. The Admissions Team will be actively involved with academic staff in the Sections and are present at College Open Days and throughout the enrolment process.
10. All enquiries about courses will be centrally received through the Student Information Centre where they will be answered, logged and monitored.
11. Reports are available to Section Managers and Faculty Heads to monitor applications and demographics for their areas through the College Information System (CIS).
12. Enquiries will be followed up using customer relationship and marketing techniques. These specifically focus on relating responses to the needs of the individual enquirer.
13. The Admissions process is monitored through feedback and where necessary appropriate action is planned to address areas of development .

CANTERBURY COLLEGE ENQUIRIES AND ADMISSION PROCESS

