



**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

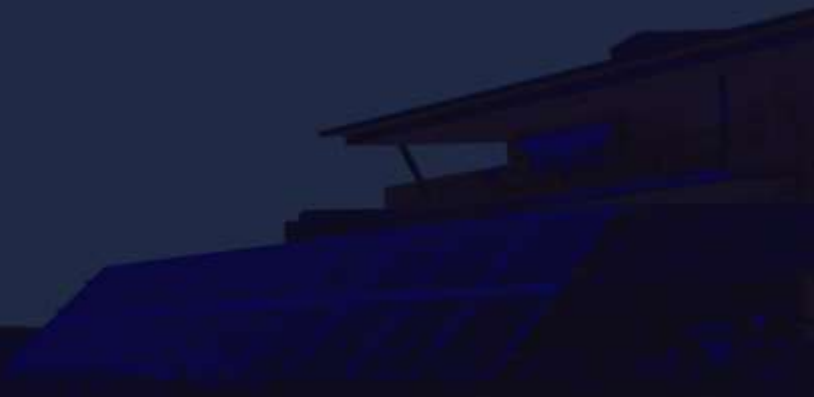


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Admissions Procedure

Please see Appendix 1 at the end of this document for adjustments due to Covid-19 situation, which temporarily replaces the points below for this application session:

5.4 to 5.8 inclusive and 5.15 is replaced with Appendix 1.

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 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 Tier 4 Sponsorship License duties and commitment. These applicants will also have to attend 2 Skype interviews, one by Admissions staff and the other by the relevant academic staff. A separate procedure is available to cover International Tier 4 applicants.

Please see Appendix 1 at the end of this document for adjustments due to Covid-19 situation, which temporarily replaces the points below for this application session:

5.4 to 5.8 inclusive 5.15 is replaced with Appendix 1

- 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.
- 5.5 All full-time applicants are invited to an information and interview session. Dates for these 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. Curriculum areas will use grading profiles. Grade profiling will also take place during the interview process to measure the applicant's potential ability to complete the course successfully. 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 by the agreed date after all the interviews have taken place (non clearing).

Admissions will then officially notify all applicants of offers in writing via email or letter. This will be done as soon as all actions for each Interview have been completed by the Curriculum Team from the subject specialist area. 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 application being processed. 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 rigorous Admissions process as other applicants in terms of information and interview sessions.
- 5.8 If expected exam results are not fully met, the candidate's application will be reviewed by a Curriculum Manager / or Director of Curriculum who will then instruct Admissions to invite the applicant in for an interview with the CM in order to identify an appropriate programme of study. 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 advised of alternative courses.
- 5.9 **Funding:** Information will be provided to learners by means of an emailed link to enable them to apply after they have accepted the place offered to them on the relevant course.
- 5.10 In the case of demand exceeding places following information and interview sessions, unsuccessful applicants will be entered into a

college waiting list to be offered options from the college clearing process. They will also be signposted to Skills Development Scotland to seek other learning and employability opportunities. Applications will commence in January for the following session.

- 5.11 **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. Admissions will check a report listing applications 'saved' but not 'submitted' and contact each potential applicant to offer them help to enable them to progress their application (an automated email process will be used for this).
- 5.12 **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 need to do this prior to attending their Induction/Orientation Day.
- 5.13 **Orientation 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. Orientation Days are usually a half day or full day; this is dependent on the curriculum area. The Admissions Team will inform all learners of when their Orientation Day will be for their programme of study. All learners will be expected to attend unless they have prior authorisation to be absent (due to holidays/illness etc.). Their Orientation Day will include an introduction to College, their course and induction programme. During induction the student will be given full details of the course, assessment requirements and the Course Assessment Schedule, learners will be provided with an Induction Check List by the tutors which needs to be completed by the student and the tutor within the first 6 weeks of the course and submitted to quality.

5.14 The learning programme commences.

5.15 An example of a grading profile is attached appendix 1 for information.

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
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.

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	

Appendix 1

Appendix for adjustments due to Covid-19 situation which temporarily replaces 5.4 to 5.8 inclusive for this Admissions session for August 2020:

- i. Learners will not be required to attend an Information and Interview session from March 17th 2020 onwards. Interviews carried out before this date will not be used to inform the offer.
- ii. In date order, progressing appropriate internal applicants will be given priority over external applicants.
- iii. As from April 1st 2020, all further external and internal offers will be based on order of date of application
- iv. Progressing learners who are expected to be offered a place in accordance with the agreed success criteria as outlined by awarding bodies and/or internal agreement will also need PLR.
- v. Professional judgement to be used to make a decision, at point of application, on unconditional/conditional offers.
- vi. As per current practise, through discussion, learners might be moved to alternative courses once the courses have started and levels have been assessed during the first few weeks of commencing.