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**City College Limited**

69 Steward Street

Birmingham

B18 7AF

**Recruitment and Admissions Policy**

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| Title   | Recruitment and admissions policy  | Department   | Operations |
| Location   | Sharepoint   | Author   | PWA |
| Approved by SLT   |  Yes | Date   |  January 2021 |
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| Version   | Author   | Issue date   | Summery   |
| V.1   | PWA | January 2021   | First draft   |

**Key Person(s)**

**Managing Director**

**Director of Operations**

**Higher Education Manager**

**Chief of Staff**

**Recruitment and Admissions Policy**

**Policy Statement**

City College is a diverse scholarly community committed to improving opportunities raising standards and opportunities of personal and community enrichment. The College aims to continually widen participation and raise aspirations, reaching all communities and unlocking individual potential regardless of characteristics or barriers. To meet these core beliefs, the College operates a recruitment and admissions process to ensure the consistent delivery of a professional admissions service which attracts, selects and recruits students in a clear, fair, effective, and effective manner.

The following legislation and guidance is relevant to this policy;

* Consumer Protection from Unfair Trading Regulations 2008.
* Consumer Contracts (Information, Cancellation and Additional Charges) Regulations 2013
* Consumer Rights Act 2015
* Rehabilitation of Offenders Act 1974
* Equality Act 2010
* General Data Protection Regulations 2018
* The Competition and Markets Authority UK higher education providers: Advice on consumer protection law

**Minimum Entry Requirements**

All City College programmes have a minimum entry requirement which is clearly advertised on the City College website. Entry requirements differ from programme to programme; however, each programme will have minimum expectations in terms of prior qualifications, work experience, English language skills and commitment to study. All minimum entry requirements will be assessed at both the application and interview stage.

If applicants do not have a formal qualification to demonstrate capability in written English language skills, applicants are required to undertake a written English Language assessment before an offer of a place on a programme is made.

Judgement of the applicant’s capability in spoken English language will be assessed by the Admissions Team at the interview. Suitable alternative arrangements to written tests will be made where a student declares a disability, specific learning difficulty or long-term health condition within their application.

If an applicant does not meet one or more of the entry requirements of their chosen programme their application form will be examined to see if they can be signposted to a third-party organisation, able to provide the relevant support and enable the applicant to reapply in the future. The applicant will be contacted by the admission team by telephone to discuss their options and written confirmation will follow.

Where an applicant meets the minimum requirements, they will receive written confirmation of their acceptance onto their chosen programme from the admissions team. Written confirmation may be subject to various conditions otherwise known as a conditional offer. Conditions may vary and may include but be limited to; the production of evidence of achievement, proof of identity or proof of the ability to pay programme fees.

**Application Stage**

Applicants will generally submit their application via the City College [website](https://city-college.co.uk/online-application/). However, other access points will be considered in the interests of widening participation and removing any barriers potential students and applicants might have. City College welcomes applications from prospective disabled students (within the meaning of the Equality Act 2010). Application decisions are based on the Minimum Entry Requirements.

All applications whether submitted electronically or in person must be sent to the Admissions Team for evaluation. The Admissions Team will read the application form and any additional material such as references and evidence of achievement and match the application to the programme entry requirements.

The Admissions Team will send out an invitation to any successful applicants informing them that their application has been successful and asking they attend an interview. Applicants with conditional offers should meet their conditions by the end of their induction week to retain their place.

The Admissions Team will send out an invitation to any late applicants informing them that their application has been received and that they can discuss the programme they are applying for with a tutor during the induction week. Applicants that demonstrate they meet the minimum entry requirements may be offered a conditional or unconditional place during the induction week.

**Interview Stage**

All applicants will require an interview to effectively assess their commitment to their chosen programme and their English language skills. The Admissions Team are responsible for informing applicants of their interview details and requirements. Interview invitations are sent out via email a minimum of 7 days and a maximum of 3 weeks before to the interview date. Applicants are asked to inform the College of any reasonable adjustments needed to support their interview. The following information is sent with the interview invitation.

* A checklist of what, if any. documentation the applicant should provide during the interview
* A description of what will be discussed during the interview
* Joining instructions if the interview is taking place online.
* A video interview guide.

Applicants may change the interview date and or time, no more than twice, should they need to.

All interviews will be conducted by a member of the Admissions Team and one other member of City College staff. Both interviewers need to agree on the applicant’s suitability for them to be offered a place. All interviews will be recorded, consent from the applicant is obtained to record and store the interview. Recordings are kept only to capture evidence of the student’s identity and their understanding of the programme and associated programme and College expectations.

All applicants must provide evidence of their identity either before or during the interview to enable the Admissions Team to assess the applicant’s right to study with City College. Evidence must be an eligible photographic document.

The Admissions Team may carry out risk assessments on all applicants who are required to complete a DBS check form, and on applicants who have indicated they have a criminal record. On some occasions this may result in the withdrawing of a conditional offer.

Successful applicants should inform the Admissions Team of their decision to either accept or decline any offer made. Unsuccessful applicants may choose to appeal the decision by following the City College Appeals Policy and Procedure

The Admissions Team will send out an invitation to any successful applicants informing them that their interview has been successful and asking they attend an induction week. Applicants with conditional offers should meet their conditions by the end of their induction week to retain their place.

**Related policies**

This policy needs to be read in conjunction with other policies including:

* Safeguarding and Prevent Policy
* Induction Policy
* Health and Safety Policy
* Equality and Diversity Policy
* Safe Recruitment Policy
* Appeals Policy and Procedure
* Complaints Policy and Procedure
* Quality Assurance and Delivery Policy
* Information, Advice and Guidance Policy
* Student Registration and Certification Policy
* Fitness to Practice Policy
* Fitness to Study Policy