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ADMISSIONS POLICY

1. INTRODUCTION

1.1 This policy outlines the principles followed by JFC Training College to operate an effective, efficient and fair admissions and recruitment process which adheres to the General Data protection regulation (GDPR).

1.2 The policy covers all stages of an applicant's interaction with the College from initial enquiry through to application, selection, decision and the transition to first enrolment and induction for successful applicants.

2. RESPONSIBILITY FOR POLICY

2.1 Overall responsibility for implementation and review of the policy rests with the Director of Studies and Centre Manager. However, other staff are involved in its design and implementation.

2.2 The policy will be reviewed and, if necessary, revised in the light of legislative, organisational or technological changes.

3. POLICY STATEMENT

3.1 This policy has been established to offer an admissions process using centralised and secure systems, which will provide a good and consistent standard of service to potential and existing learners.

3.2 JFC Training College welcomes applications from all prospective learners. The College will ensure that all applications are considered and processed on an individual basis and are considered fairly, without discrimination.

3.3 JFC Training College adheres to relevant UK Government funding guidelines which are regularly updated and publicly available. The College course offer is informed by available funding which may vary for different age groups.

4. MARKETING AND RECRUITMENT IN RELATION TO THE ADMISSIONS POLICY

The College is committed to the provision of comprehensive, open and consistent messages in its marketing and recruitment information, and to the management of activity, which leads to the inclusive admission of learners to the College.

5. RESPONSIBILITY OF APPLICANTS IN THE ADMISSIONS PROCESS

Applicants are expected to:

5.1 Provide accurate information in course applications submitted to the College.

5.2 Respond in a timely manner to requests for further information from the College (this includes third party references or school reports).

5.3 Communicate any changes to the information originally supplied in their application as soon as possible.

5.4 Be courteous and respectful in their communications with College staff involved in admissions.

6. RESPONSIBILITY OF THE COLLEGE IN THE ADMISSIONS PROCESS

The college will:

6.1 Give all applicants the opportunity to disclose a learning difficulty and/or disability. This information will be held securely in line with data protection regulations (GDPR). The Additional Learning Support (ALS) team will contact potential learners to discuss their support needs.

6.2 Offer all potential learners' impartial advice and guidance in order to help individuals decide on the course of study best suited to their needs, interests and labour market opportunities.

6.3 Ensure that all applications are considered fairly and in line with the College's Equality and Diversity Policy.

6.4 Arrange an opportunity to meet staff within curriculum area or department in which the course is based.

6.5 Issue a clear decision to the applicant, which could be a conditional offer (conditional upon criteria such as exam results for example); an unconditional offer, a deferred offer or a rejection/no offer. If an applicant is not offered a place on a course, they will be given a clear reason and be offered support to explore alternative study options.

6.6 Ensure the applicant is made aware of any fees required (admission to the College is conditional upon the payment, or agreed arrangements for the payment, of any fees by the due date).

6.7 Provide opportunities for applicants to view the College and its facilities prior to enrolment either on site or online.

6.8 Ensure all admissions procedures including assessment and other screening will be fair and will recognise the specific access needs of the College's diverse community, including people whose first language is not English, people with learning difficulties or disabilities, a physical disability or sensory impairment or mental health support needs.

6.9 Ensure that all admissions activity complies with the General Data Protection Regulation and the Consumer Protection Act.

7. CRITERIA FOR ADMISSIONS

7.1 Entry requirements are normally determined before the proposed point of admission, and are published on the website and in the printed prospectus, and discussed with applicants. The College reserves the right to amend its entry requirements and/or fees (subject to approval by its validating institution where appropriate) before enrolment.

7.2 Where admission is dependent upon external funding, the College reserves the right to make sure that this funding is secure prior to enrolment.

7.3 Admission will be approved providing:

- a) The applicant satisfies all pre-course entry/assessment requirements including completing all paperwork accurately, returning requested forms on time, attending appointments/interviews/assessments
- b) The applicant meets the specific entry requirements of the course(s) applied for
- c) Approval from the relevant curriculum staff is received
- d) Satisfactory references and/or school reports are received, if requested. For 16-18 applicants, this is mandatory
- e) There is sufficient demand to run the course, and space available on the course or programme of study
- f) In the case of an apprenticeship programme, appropriate employment is secured
- g) Any other specific requirements, as noted in individual course materials, are met

7.4 To be officially enrolled a learner must have completed relevant and up to date enrolment documentation (online or paper format) which is signed – digitally or hard copy - at the point of enrolment; and committed to the appropriate fee. Where fees are remitted, the learner must provide all relevant evidence and documentation as required by the College's funders. This is an important contractual stage in the admissions process

7.5 Where a tuition fee is payable, entry to a course can only be confirmed once the fee (or the first instalment of an agreed payment plan) has been paid in full. All fees and other costs are subject to the 'Tuition Fee, payment and other charges' policy. Learners may be able to receive financial support from the College in accordance with the College's 'Financial Support' policies. Please refer to these documents for further information.

7.6 Where the applicant is funding the course through an Advanced Learner loan, initial enrolment can be done with the CRN number alone, however the loan offer letter must be supplied at a later date, when asked.

7.7 Where an employer is paying fees, a confirmatory letter on business letterhead signed by the employer or an email with the company signature is required. Otherwise, a sponsor agreement form will suffice.

7.8 Where the applicant owes the College money all debts must be paid off in full before an applicant can be admitted onto another course.

7.9 Attendance on a course will be denied if the fee remains unpaid. Learners who fail to make full payments will have their access passes stopped until full payment is made.

8. CRIMINAL CONVICTIONS

8.1 A previous criminal conviction does not necessarily preclude entry to JFC Training College, however a thorough and consistent process must be followed before an applicant is permitted to enrol at JFC Training College.

8.2 The College will consider applications from applicants with convictions/cautions and will also consider and has a procedure to monitor full-time undergraduate applications where applicants have declared criminal convictions as part of the application process.

8.3 When an applicant declares a criminal conviction and meets the academic requirements for that programme, the College will seek information about the nature of their criminal conviction. Such information will be handled confidentially and assessed by Senior Management as part of the decision-making process for admission.

8.4 The College's exercises duty of care towards its employees and learners. Their safety and security are its prime concern and it is responsible for assessing the risk of admitting an applicant.

8.5 Applicants will be notified of the outcomes of these assessments and, in cases where applicants are unsuccessful, an explanation will be provided by the designated Admissions Officer.

8.6 Applicants to some professional courses require mandatory Disclosure and Barring Service (DBS) checks, in addition to the initial assessments by the College, in accordance with the requirements of the respective professional bodies representing their courses. For professional courses, it is essential that DBS clearance is given. Failure to receive this may

result in an offer being withdrawn or, in cases where a learner has enrolled, the termination of their studies.

9. APPLICANTS UNDER 18

9.1 The College welcomes applications from people of all ages. However, we have a duty of care towards all our learners, employees and visitors and in the case of learners joining before their 18th birthday this duty is enhanced as such learners are regarded as children under UK law. The College, in admitting learners under the age of 18, must ensure that all appropriate legal obligations are recognised and discharged. Learners that will be enrolling before their 18th birthday will be required to provide proof of parental or guardian approval through completion of the relevant form: please see the Safeguarding Under 18s and Adults at Risk Policy and Procedure.

9.2 Each applicant will therefore be assessed on his or her merits in the light of available information.

9.3 Learners under the age of 18 may be restricted from participating in specific events and activities, however JFC Training College will try to ensure a similar, inclusive experience and information on restricted events will be provided at the start of the academic year.

10. INTERNATIONAL STUDENTS (Not currently enrolling)

10.1 JFC Training College has regulations and robust processes in place to make sure that applicants and learners meet the requirements of the Home Office to study in the UK.

10.2 In addition, applications from international students are welcomed on the basis that their study, student visa and English language skills meet the requirements of the course for which they have applied.

10.3 Learners who have previously studied or taken qualifications under the educational systems of countries outside of the UK must present evidence of their previous qualifications so that the College may compare them to equivalent UK qualifications.

11. ENTRY CRITERIA

11.1 The College accepts a wide range of qualifications from UK applicants as entry criteria for its courses. The College will verify the result of any qualification. Applicants will be required to present original results slips/ certificates as part of the enrolment process. Relevant work experience may be considered in place of formal qualifications for certain courses, and this is normally specified in published course entry criteria.

11.2 For some courses, the College may request and expects to receive a reference or report from an applicant's previous school (or other relevant referee) showing their

dedication and potential for adhering to the JFC Training College commitment to study. The College may contact an applicant's previous school regarding a reference.

11.3 Applicants wishing to be considered for entry to the second or third year of study, or wishing to import credits or evidence of prior learning into the course for which they are applying, will be considered in accordance with the awarding bodies policy on Accreditation of Prior (Experiential) Learning.

11.4 Learners progressing within the College (to the next year, a higher level of study or to another course or subject) must have a positive record of study at the college, and have passed the relevant qualifications and assessments for progression.

11.5 For some programmes and courses, applicants will be asked to take an initial screening assessment. The purpose of this is to assess the applicant's level (of maths and/or English or a skill where the course is skills-based) in order to place the learner on an appropriate level of course. For some practical-based courses, there will be a course-specific assessment.

11.6 Initial assessments and screenings help to place each learner into a course that is the right level for them to support their opportunities for success. It is possible for a learner's level to be changed after the point of enrolment, should the curriculum team assess that this is necessary.

12. DISCONTINUATION OR SUSPENSION OF COURSES

12.1 The College reserves the right to discontinue or suspend a course for which offers have already been issued, or learners enrolled but will only do this in exceptional circumstances. Where a course is discontinued, applicants holding offers or enrolled learners will be informed as soon as possible, and where possible and appropriate, will be offered a place on an alternative course offered by the College or alternatively supported by the College or partner advisers.

13. RIGHT TO REFUSE AN APPLICATION

13.1 The College reserves the right to refuse admission, at the college's discretion and after full consideration by a senior manager, to an applicant who:

- a) Does not meet the admission criteria (if this is due to previous qualifications, in most cases alternative provision will be recommended)
- b) Is not able to provide a reference or report indicating an appropriate commitment to study

- c) Withholds information; provides false or misleading information
- d) Has convictions that have not been spent or can never become spent. This procedure may also be invoked where information is available concerning activities outside the law or the expression of beliefs, which present a clear and immediate danger of infraction of the law
- e) Has previously been excluded from JFC Training College or another education institution
- f) Has previously attended this or another education establishment and not completed courses, including all external assessments
- g) Has outstanding debts to the College
- h) Poses a significant threat or danger to others. The College recognises it has a duty of care to learners and staff and thus reserves the right not to admit an applicant where there is evidence that they could be a risk

14. SAFEGUARDING RISK ASSESSMENT

14.1 Applicants are encouraged to alert the College of any reason or circumstance that may affect their attendance, safety and wellbeing, or the safety and wellbeing of other learners or users of the college. The College reserves the right to conduct a Risk Assessment based on any information declared. This will be taken into consideration by the College Safeguarding Lead or Centre Manager when making a decision about admitting an individual to the College. If an applicant withholds information which is subsequently revealed, JFC has the right to revoke admission or enrolment. Any appeals for this process will be heard by a Senior Management Team.

15. COMPLAINTS AND APPEALS

15.1 Applicants who wish to appeal against any decision made during the admissions and enrolment process should contact the College via email appeals@jfctrainingcollege.co.uk who will look into each case in discussion with relevant managers. The College will make every reasonable effort to respond to the appeal within 10 working days of acknowledgement. Where a response is likely to take longer than 10 working days the College will provide an interim update.

15.2 Any appeal of a Safeguarding Risk Assessment outcome (as outlined in section 14.1) will be referred directly to the Centre Manager or the College's Designated Safeguarding Lead.

15.3 Where it is found after enrolment that a learner is in breach of any conditions outlined in section 13 above, they will be withdrawn under the terms of the 'Admissions Policy'.

Learners who wish to appeal any decision made to withdraw them should write to the Centre Manager. Any appeal should be submitted by no later than 10 working days after any decision made and be based on one or more of the following grounds:

- That there were procedural errors that affected the outcome
- That evidence has not been properly considered and/or there are reasons to query the judgment that has been reached

15.4 If an applicant is not satisfied with the outcome of their appeal, they may use the College's 'Complaints Policy and Procedure'. The Complaints procedure should be used where there is evidence of procedural irregularity, including failure to adhere to the Admissions Policy. Applicants can find the Complaints Policy on the JFC Training College website.

Complaints or requests for formal review should be made as soon as possible and must be made in writing or by email within 6 weeks of the admissions appeal outcome decision. Should a complaint fall outside of this timescale it will be rejected unless there are extenuating circumstances by way of justification. Formal complaints may be made:

By email to complaints@jfctrainingcollege.co.uk

Or by writing to:

Complaints, JFC Training College, 12-14 Wellington Street, Woolwich, London, SE18 6PE