



BCOT

success through learning



INVESTOR IN PEOPLE

BASINGSTOKE COLLEGE OF TECHNOLOGY

**STU 21**

# ADMISSIONS POLICY FOR FULL-TIME STUDENTS

Impact Assessment Completed	Yes
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*July 2008*

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ADMISSIONS POLICY FOR FULL-TIME STUDENTS

- **Introduction**

BCOT embraces the value of 'Opportunities for All' and has courses which are appropriate for people of all abilities. BCOT welcomes applications from students irrespective of disability, marital status, race, ethnicity, age, religion or belief, gender or sexual orientation. BCOT is committed to ensuring that people with disabilities including those with learning difficulties are treated fairly. All reasonable adjustments to provision will be made to ensure that students with a disability are not disadvantaged. Students with a disability, learning difficulty or medical problem which may affect their studies should ensure that the college is aware of their condition at the application stage so that the College Additional Needs Support Tutor can be available during the guidance meeting to give advice and support where required.

The College operates a centralised admissions procedure for all of its courses under which decisions are made based on set criteria provided by course tutors.

The Admissions Policy applies to all students who wish to enrol at the college on a full-time course or programme of study, including those who are already studying and wish to progress from one programme of study to another. The policy refers to both Further Education (Section 1) and Higher Education (Section 2) students. The policy also covers applications from International Students (Section 3)

## **1. Applications for Further Education (FE) courses/programmes of study**

- **The policy**

The College will determine the total number of students enrolled in accordance with the funding agreement with the Learning & Skills Council and the availability of accommodation and other resources.

Students are required to meet the entry criteria for specific programmes of study. Full details are available in the College prospectus, on individual course sheets and on the College website [www.bcot.ac.uk](http://www.bcot.ac.uk). In exceptional circumstances a Head of Department may use her/his discretion in accepting individual students who do not meet the required criteria.

In the event of a course being oversubscribed at the start of the academic year, the college will endeavour to provide additional resources. However, if this is not possible, priority will be given to those students who applied early and accepted their offer of a place. The College will endeavour to find an alternative programme of study for those students who cannot be accommodated on their chosen course.

Where a course is undersubscribed the College reserves the right to withdraw the course. In such instances the College will endeavour to find an alternative programme of study for the students.

- **Application Process**

a) Applications from outside the College

For applicants who attend local schools completed application forms should be returned to their school. The College Schools Liaison team will visit the schools and make appointments with applicants if required. The forms will be forwarded to the College Admissions Administrator. Other applicants i.e. those not from local schools, should return their completed application form to the Admissions Administrator. The Admissions Administrator will acknowledge all applications within ten working days and will invite applicants (and their parents where applicable) to a guidance meeting where a tutor will provide information about the college, the courses available and the entry criteria for specific programmes of study.

At the guidance meeting the tutor will offer the applicant a place on a course suitable to their expected, or previously achieved, qualifications and in accordance with the entry requirements specified. This may be a 'conditional' or 'unconditional offer' depending on the prior experience and qualifications of the applicant. This offer will be confirmed in writing by the Admissions Administrator within 10 working days and applicants should accept or decline their place within four weeks of receiving the offer.

International students should contact the Admissions Administrator on 01256 306457 or by e-mail to [admissions@bcot.ac.uk](mailto:admissions@bcot.ac.uk) for details about the application process and fees. See Appendix 1.

At enrolment, students with conditional offers are required to provide sight of official GCSE results notification from the awarding body (or other prior qualifications). If they have not achieved the required grades for their chosen course the tutor will advise the student of possible alternative courses or programmes of study.

b) Applications to progress from a full-time BCOT programme to a further programme of study

The application process for students already at the College and who wish to apply for a further programme is managed jointly by the Directors of Curriculum and the Admissions Administrator. Students will need to submit a completed application form. References/recommendations will be made by the student's current tutors and a decision on whether to make an 'unconditional' offer, a 'conditional' offer or 'referral' offer i.e. subject to the student completing any outstanding work or improving attendance, will be made. Any 'conditional' or 'referral' offers will be reviewed at the end of the academic year and the student advised of the decision taken by the tutors. Students need to be aware that applications to progress to a further programme of study will only be processed where all fees due have been paid for the current year.

c) Applications from students who wish to enrol on a course leading to a qualification in Health, Care or Early Years

During the application process prospective students will be asked to complete Criminal Records Bureau documentation so that a clearance check can be made to ensure that it is appropriate for a student to work with children or other vulnerable individuals. An issue with the clearance check will not necessarily be a bar to obtaining a place and each case will be considered on an individual basis.

d) Applications from students who have previously been excluded or asked to leave the College.

The College will consider applications from students who have previously been excluded or asked to leave the course. The electronic student record for these students will be set with an alert to identify any possible future application/enrolment. Applications will be referred directly to the Head of Student Administration and the relevant Head of Department. The applicant will be interviewed and a decision will be made as to whether to offer a place on a course or reject the application.

e) Applications from prospective students declaring criminal convictions

Prospective students with a criminal convictions should not be deterred from applying as BCOT actively promotes equality of opportunity for all. The following process will be followed in addition to any requirement for potential students to undertake Criminal Records Bureau checks where the nature of the course applied for requires it.

Applicants should be aware that BCOT has a duty of care towards its staff, students and visitors and as such it is necessary for the college to consider whether the applicant is a suitable candidate for enrolment and in some situations may carry out a risk assessment.

Convictions that are spent (as defined by the Rehabilitation of Offenders Act 1974) are not considered to be relevant and should not be revealed unless an application is being made to a course in teaching, health studies, child-care and any other course which involves work with children or vulnerable adults. In such cases any convictions, including sentences and cautions (including verbal cautions), reprimands, final warnings and bind-over orders are exempt from the Rehabilitation of Offenders Act 1974.

Applicants will be sent a copy of the policy and a declaration form for completion. This form will be treated with the strictest confidence and will only be seen by those college staff directly involved in the assessment of any potential risk. The completed form will be used to assess the suitability of the prospective student by the Head of Department or Director of Curriculum. Where an individual's circumstances warrant further consideration, the case will be referred to the Deputy Principal Curriculum & Quality.

In circumstances where the offer of a place on a course has been made, the college may withdraw that offer or terminate the enrolment of a student who is subsequently found to have omitted or falsified information concerning criminal convictions, or who fails to disclose any further convictions incurred during their time at BCOT. See Policy and Procedure for the Application and Enrolment of Prospective Students Declaring Criminal Convictions.

f) Late Applications

Applications will be accepted up to the scheduled enrolment sessions for the new academic year. However, during the month of August applicants will be offered an appointment to discuss their application at one of the scheduled Advice and Guidance days.

Any application received after the last Advice and Guidance day will be processed and applicants invited to attend an interview. This interview will take place after the scheduled enrolment session for the individual curriculum area. An offer of a place will be dependent on there being a suitable course available and the chosen course not being oversubscribed.

Applicants will be asked to provide the names of two referees to confirm their commitment and suitability for the course of study.

- **Appeals process**

Any appeals against a decision made by the College with respect to the admissions process should be referred to the Head of Student Administration. The Head of Student Administration will respond to the appeal. Any further appeal can be made direct to the Principal whose decision is final.

## **2. Applications for Higher Education (HE) courses/programmes of study**

- **The policy**

The College will determine the total number of students enrolled in accordance with the funding agreement with our HE partner and the availability of accommodation and other resources.

Students are required to meet the entry criteria for specific programmes of study. Full details are available in the HE prospectus and individual course sheets (full/part-time courses) and on the UCAS website or the College website [www.bcot.ac.uk](http://www.bcot.ac.uk). In exceptional circumstances the relevant Director of Curriculum may use her/his discretion in accepting individual students who do not meet the required criteria.

In the event of a course being oversubscribed at the start of the academic year, the college will endeavour to provide additional resources. However, if this is not possible priority will be given to those students who applied early and accepted their offer of a place. The College will endeavour to find an alternative programme of study for those students who cannot be accommodated on their chosen course.

Where a course is undersubscribed the College reserves the right to withdraw the course. In such instances the College will endeavour to find an alternative programme of study for the student.

- **The process**

All applications for full-time courses (including those from International students) are to be made through the Universities and Colleges Admissions Service (UCAS). BCOT processes its applications according to UCAS systems and procedures.

At enrolment students need to provide sight of official certificates/results notification from the awarding body (or other prior qualifications) along with a passport or birth certificate to confirm the student's identity.

International students should contact the Admissions Administrator on 01256 306457 or by e-mail to [admissions@bcot.ac.uk](mailto:admissions@bcot.ac.uk) for details about the application process and fees. See Appendix 1.

- **Appeals process**

Any appeals against a decision made by the College with respect to the admissions process should be referred to the Head of Student Administration. The Head of Student Administration

will respond to the appeal. Any further appeal can be made direct to the Principal whose decision is final.

### **3. Applications from international students (non EU/EEA)**

- **Further Education courses**

The Learning & Skills Council will fund eligible learners who have the legal right to be resident in the United Kingdom at the start of their programme as defined in the Learner Eligibility Guidance published by the LSC.

Applications from international students to study on full-time courses as advertised in the college prospectus are welcomed. However, such applications need to be for genuine full-time programmes (minimum of 15 hours per week); the College does not offer individual programmes that are made up of a number of part-time courses. The last date for overseas applications is the 31st May for the following academic year.

BCOT can offer tuition to improve English language skills in addition to full-time vocational programmes but applicants need to be aware that vocational courses are not suitable for students with little or no English skills. Students are expected to be able to understand and express themselves in both written and spoken English at a level appropriate to the course of study. Students are required to have evidence of a GCSE English at grades A-C or a recognised ESOL qualification at Entry 3 or above.

In order to ensure that applicants are offered a course appropriate to their needs, they are required to either complete an application form and attend an interview or, for those students who are residing outside the UK, complete an application form and enclose a handwritten personal statement. The statement should consist of approximately 500 words and should state the reason for choosing the particular course of study, any previous experience or previous study which is relevant, and why BCOT is the preferred choice. Applications should be forwarded to the Admissions Administrator, Basingstoke College of Technology, Worting Road, Basingstoke, Hants RG21 8TN, England. The Languages Programme Manager and the course tutor (if applicable) will assess the suitability of the applicant for the course. In cases where a student has not been formally interviewed an English language skills assessment will be made on enrolment and, as a result, we may recommend that an intensive language course is required as a preliminary course of study.

International students will be charged an 'overseas' fee to cover the total cost of their tuition. This fee is higher than the advertised 'home' fee because there is no government funding of international students' study. This whole annual fee must be paid before starting the course and students should ensure that they have sufficient funds to cover the college fees and their living expenses for the duration of the course (see Home Office leaflet "First Steps Guidance Note – Preparing for Entry Clearance" – page 3). Students on two-year programmes must have paid all fees due for the first year of study before they can join the second year and certificates will be only issued at the end of the course when all fees due have been paid.

If an offer of a place is made, the course fees can either be paid in full or a deposit of £1000 can be made to secure a place on the course while the College provides the appropriate documentation to support the student's application for a visa. In the latter circumstance, full payment of any outstanding balance must be paid either before or on enrolment for the academic

year; any monies paid to secure the place will be refunded in full in the event of the student visa application being rejected.

Students will be required to show their passport (with a valid visa) and original educational certificates at enrolment.

All correspondence to Immigration Authorities on behalf of the student is to be provided by either the Head of Student Administration or the Student Welfare Manager. All international (non EEA) students must organise their own visa.

The college is unable to provide an accommodation service. It is the student's responsibility to arrange for travel to and from the airport and to find accommodation.

- **Higher education**

All applications for full-time courses are to be made through the Universities and Colleges Admissions Service (UCAS). BCOT processes its applications according to UCAS systems and procedures.

At enrolment students need to provide sight of official certificates/results notification from the awarding body (or other prior qualifications) along with a passport or birth certificate to confirm the student's identity. In addition the student must be able to provide a valid student visa.

BCOT can offer tuition to improve English language skills in addition to full-time programmes but applicants need to be aware that these courses are not suitable for students with little or no English skills as the technical language of some college courses can present substantial difficulties to non-English speakers. Students are expected to be able to understand and express themselves in both written and spoken English at a level appropriate to the course of study. Students are required to have evidence of a GCSE English at grades A-C or an IELTS result at grade 6.5 as a minimum.

International students will be charged an 'overseas' fee to cover the total cost of their tuition. This fee is higher than the advertised 'home' fee because there is no government funding of international students' study. This whole annual fee must be paid before starting the course and students should ensure that they have sufficient funds to cover the college fees and their living expenses for the duration of the course (see Home Office leaflet "First Steps Guidance Note – Preparing for Entry Clearance" – page 3). Students on two-year programmes must have paid all fees due for the first year of study before they can join the second year and certificates will be only issued at the end of the course when all fees due have been paid.

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Students will be required to show their passport (with a valid visa) and original educational certificates at enrolment.

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