

ADMISSIONS POLICY

Family:	Operations
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Line Manager Responsible:	Director of Operations
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Aim of Policy

To offer a broad range of courses to a varied learner population, and to ensure that learners are appropriately matched to a programme of study and make informed choices about their future direction.

We provide access for those who would not otherwise contemplate further education and prepare Learners for life beyond Free2learn. Free2learn aims to attract and retain learners who have the potential to succeed and offer educational opportunities for learners from a wide and diverse community.

This policy outlines the Further Education Admissions procedures applicable to all Learners. As a result of the UK leaving the EU, EU (or EEA) nationals will be required to provide evidence of their status in the UK

Purpose of Policy

The purpose of the policy is to ensure that the admissions process is consistent and fair to all Learners and to provide advice for staff and associates working with and for Free2learn; whilst providing an inclusive learning environment, whereby our learners develop their personal and intellectual potential. The Recruitment Team Leader has overall responsibility for the operation of this policy. The selection criteria and interview procedure are reviewed from time to time and adjusted as appropriate. The Admissions Policy is regularly monitored and reviewed and may be subject to change.

Free2learn aims to:

- Be consistent throughout the application, interview, offer and enrolment process
- Be committed to providing clear, accurate, complete and accessible information on its courses, relevant entry requirements and associated admissions procedures.
- Be accountable to all stakeholders
- Be committed to ensuring equality of opportunity for all persons seeking to study with Free2learn
- Ensure each applicant is individually assessed, without partiality or bias, in accordance with the policy on equal opportunities
- To provide accurate and timely information, advice and guidance to new Learners to enable them to make the right choices for their future
- To build a community that celebrates inclusivity, diversity and the contributions of a wide range of learners
- To operate open, transparent and consistent admissions procedures
- The operation of procedures guided by a sense of 'fairness' and the aspiration that Learners are placed on a programme that meets their long term career aims and interests
- Free2learn will work with other agencies such as JCP, Local Authorities, NCS, employers and specialist support services to develop appropriate information sharing and referral processes and ensure that the information and advice provided to potential Learners and is accurate.

- Free2learn will offer Learners the opportunity to view our centres and their facilities prior to the commencement of a course by holding open days, taster events, or by arranged visits.
- Learners with additional support needs can access appropriate support from Free2learn's Additional Learning Support team and will be given the opportunity to disclose their support needs at application, application review, and at enrolment so that their needs can be met from the earliest stages in the Learner journey.

Confidentiality: personal information will only be passed on with the applicant's or learner's consent.

Career Information, Advice and Guidance: this service is available, free of charge to all eligible Learners. We provide self-service careers information, individual guidance interviews and career planning. Appointments are currently available 9.00am - 5.30pm Monday to Friday and may be booked via any point of contact with the Employability team. The availability of this service is under constant review and is subject to change to enable access to all who require the service.

Accessibility: information advice and guidance will be accessible to all eligible users.

Further help: is available for Learners with learning difficulties and/or disabilities. Learners are asked to contact the Employability Team for further information.

Policy Statements

Potential learners receive advice and guidance from the Employability team and/or course tutors to support learners' decisions as to the course of study best suited to their needs. Learners applying for courses are made aware of the admissions procedures. Opportunities for learners to view Free2learn and its facilities prior to the commencement of a course are currently arranged through one-to-one visits.

Entry requirements vary between programmes of study and course level and apply to all new and existing learners. Details are available on the website and corresponding information leaflets. In addition to the specific entry criteria for each course/programme Free2learn requires each learner to be motivated and committed to their studies.

Free2learn reserves the right to request references and/or school reports for Learners depending upon the course/ they are applying for; and may choose to interview once the relevant references and/or school reports have been received.

Free2learn reserves the right to refuse admission to an applicant/learner who has previously been excluded from this or any other educational institution.

Free2learn reserves the right not to admit an individual who previously attended Free2learn but failed to make sufficient progress towards successfully completing their course/programme.

Free2learn recognises its duty of care to learners and staff, and reserves the right not to admit a learner where there is evidence that there could be a threat or danger to others.

Free2learn reserves the right not to admit a learner who has any outstanding debts with Free2learn.

Free2learn interviews and holistically assesses all Learners, applying for accredited courses, using all available information including but not limited to:

- Academic record, including degree, BTEC, diploma, GCSE and AS (or equivalent) grades and marks and A Level (or equivalent) grades or predictions
- School/applicant's or employer reference
- Personal statement
- Submitted work, where requested
- Results of initial and diagnostic assessment performance at interview

Initial Assessment

Learners will be asked to complete an initial assessment of their literacy, numeracy and Digital Skills prior to the start of their course. The information from this assessment will be used to indicate potential learner support needs.

The outcome of the interview is communicated to the applicant and he/she will receive either a conditional offer along with the details of any conditions that need to be met; or advice on alternative options and/or courses available.

Learners must accept the offer and return all requested documents to the Recruitment team within five working days or during the Assessment Day, whichever is the latter. The Learners' place on the course will not be confirmed until the conditions have been met in full.

All offers are made on the basis of:

- There being sufficient demand for the course offered
- There being sufficient spaces available on the course concerned
- Meeting the entry requirements of the chosen course as specified on the website and course information leaflet
- Appropriate employment being secured for programmes
- If a course is not thought to be suitable, or the applicant does not meet the required course entry criteria, they will be invited in to see a member of the Learner Recruitment team for support in looking at alternative courses.

Learners may be offered an alternative course, or added to a waiting list, or signposted to other institutions.

Free2learn requires learners to be either funded by a government body, self-financing or using an Advanced Learning Loan in order that Free2learn receives payment for the cost of studying. All fees must be paid in full before the course begins.

Learners with a learning difficulty or disability can access appropriate support through the learning support referral route and will have opportunities to disclose a support need during the recruitment and enrolment process.

Learners who withdraw for any reason after course tuition will still be liable to pay the outstanding balance.

Information collected in the recruitment and enrolment processes will adhere to the current legislation concerning data protection.

Free2learn actively supports and promotes equality and diversity in all matters relating to education and employment. Consequently, Free2learn aims to identify and eliminate attitudes, practices and procedures which discriminate against people on grounds of age, gender, race, sexual orientation, disability, religion/belief, gender reassignment, social background, marital status, nationality/citizenship or any personal characteristic of the individual(s) and the actions or comments are viewed as demeaning and unacceptable to the recipient.

Course Closure and Change of Location

Where a course is under-subscribed or there is a significant change to how a course is funded, Free2learn reserves the right to withdraw the course. In such cases, Learners will be offered advice on the availability of alternative courses, both at Free2learn and with other local education providers. However, the offer of a place on alternative courses cannot be guaranteed.

Free2learn reserves the right to change the location of courses but will only do this in exceptional circumstances.

Free2learn reserves the right to:

- Require DBS checks prior to entry on courses that lead to careers where this is a requirement or where work experience providers have this as a requirement. Certain convictions may lead to a refused course offer.
- Refuse admission to an applicant who has previously been excluded from this or any other educational institution. Previous exclusions do not automatically lead to an application being rejected. In such circumstances and providing all other entry criteria have been met, the applicant will be invited to a review meeting with a member of the Free2learn Senior Leaderships Team. This meeting will be used to assess a learner's suitability to study on the course and in a training environment. A decision will be reached in full consultation with the applicant and their parent / guardian / carer (if aged under 18). Full consideration will be given to the welfare of the applicant and to that of other Learners, and staff.

- Conduct risk assessments, review and refuse admission for learners where there is evidence that they could be a threat or danger to themselves or others. This relates to Free2learn's duty of care to learners and staff.
- Require that learners are funded by a government body, themselves or another body in order that the Free2learn receives payment for the cost of studying.
- To review all enrolled learners and may decide to withdraw a learner due to exceptional circumstances such as new information becoming available.
- Learners are asked to declare any unspent convictions or convictions not eligible for filtering at enrolment. This is part of Free2Learn's duty to provide a duty of care to all staff and learners. The declaration of prior convictions allows Free2Learn to review the suitability of admission on an individual basis.

Admissions Appeals and Complaints

All appeals and complaints received from Learners, schools or other agencies regarding the application process will be addressed individually. All appeals and complaints should be referred to the Senior Leadership Team.

A member of the Senior Leadership Team will be asked to conduct the investigation. A response to the appeal or complaint will be made in writing within twenty working days or receipt.

Data protection

We collect personal information about Learners in order to process course applications. Primarily, personal data is used for:

- Administrative services, such as course registration and arranging interviews.
- The provision of Learner support services and other learner guidance.

When we do collect personal data, we are regulated under the provisions of the UK Data Protection Legislation.