



19+ ADMISSION POLICY & PROCEDURES

**ACCESS & DAYTIME STUDENTS
SEPTEMBER 2011 ENTRY**

**OTHER ADULT EDUCATION
SEPTEMBER 2010 ENTRY**

Last Reviewed:	May 2009
SLT Approval:	14 June 2010
Curriculum & Standards Committee:	23 June 2010
Corporation Approval:	5 July 2010
Review date:	May 2011

1. Introduction

Varndean College offers courses to adult students in the following areas:

- a) part-time enrolments in adult education classes, either 'on-site' or at various 'outreach' centres.
- b) full-time enrolments in Access to Higher Education (University)
- c) full-time enrolments in Office Administration
- d) Students who joined daytime classes aged under 19 but who are 19 before the second year of the course
- e) Adults who will be aged under 25 on 31st August 2011 and who wish to join the daytime 16-18 curriculum may contact Admissions after 1 May for advice on the likely availability of in fill classes. Priority is however given to those aged 16-18 and no places will be allocated until after September enrolment when priority will be given to those without a full level 2 qualification.
Adults with a current statement because of a learning difficulty or disability aged under 25 on 31st August 2011 and who wish to join the daytime curriculum should contact admissions to arrange a guidance interview from April 2011.

Varndean College aims to provide impartial information and guidance to help you choose the course that most suits your needs.

The appropriateness of the course may depend upon:

- your personal wishes and interests
- your aspirations for employment or HE opportunities
- your prior learning and existing skills
- your other commitments (e.g. other learning, employment or caring commitments etc.)

2. Students with Disabilities

Varndean College is committed to ensuring that people with disabilities including learning difficulties, are treated fairly. All reasonable adjustments to provision will be made to ensure that people with disabilities are not substantially disadvantaged.

3. General Admissions Criteria

To enrol on any course as an adult student you should:

- have an appropriate level of skills or interest to give you a reasonable chance of completing the course and achieving success.
- be prepared to meet College expectations set out in the 'learner agreement' with regards to conduct and behaviour, including attendance.

The college may reasonably decline to accept an enrolment if one or both of these criteria are not met. In such cases, the College would aim to provide information

and guidance about alternatives.

4. Admissions Criteria for Specific Courses

a) Part-time Adult Education Classes

i) ICT

- Beginners computing courses ✓ No entry requirements
- CLAIT ✓ Students should have completed an introductory computing course or have some experience of using a computer including mouse skills
- ECDL essentials ✓ Students should have completed the CLAIT course or equivalent
- ECDL extra ✓ Students should have completed the ECDL essentials course or equivalent
- Courses using specialist software.
E.g. Photoshop, flash and dreamweaver. ✓ Students should have a good understanding of using a computer including mouse, keyboard and file management skills
- Sage Computerised Accounts Level 1 ✓ No entry requirements.
- Sage Computerised Accounts Level 2 ✓ Students should have completed the level 1 computerised accounts course or have some basic knowledge of accounts
- Bookkeeping ✓ No entry requirements.

ii) **Languages**

- For beginners courses students do not need to have any previous knowledge of the language.
- Students enrolling on a stage 2 course should have recently attended a language course for at least 1 year.
- Students enrolling on a stage 3 course should recently have:
 - attended a language course for at least 2 years
 - or
 - achieved a GCSE grades D-G
 - or
 - achieved Foundation Award
- Students enrolling on a stage 4 course should have:
 - attended a language course for at least 3 years
 - or
 - achieved a GCSE grades A-C
 - or
 - achieved a Intermediate Award
- Students enrolling on a stage 5 course should have
 - attended a language course for at least 4 years
 - achieved an AS level grades A-C
 - achieved an Advanced award
- Students enrolling on a one year GCSE course should normally have completed a stage 2 or 3 course. Some students may be accepted on to a course (ab initio) if they have proven linguistic ability. E.g. They have already achieved or are studying at GCSE or A Level in another language.
- Students enrolling on an AS course should normally have:
 - achieved a GCSE grade A-B
 - or
 - achieved an Intermediate Award or equivalent.
- Students enrolling on an A2 course should normally have
 - achieved an AS grade A-C

iii) **ESOL**

All potential students will be interviewed prior to being offered a place in order to determine the appropriate class and level for them.

For Entry 1 classes students do not need any previous knowledge of English but will normally have completed:

- a diagnostic test indicating this level.

For Entry 2 classes students will normally have completed:

- A diagnostic test indicating this level
- An Entry 1 ESOL class

For Entry 3 classes students will normally have completed

- A diagnostic test indicating this level
- An Entry 2 ESOL class

For Level 1 classes students will normally have completed

- A diagnostic test indicating this level
- An Entry 3 ESOL class

For Level 2 classes students will normally have completed

- A diagnostic test indicating this level
- A Level 1 ESOL class

For the IELTS course, students will normally have achieved:
A diagnostic test indicating this level

- IELTS at level 5.0
- or
- Cambridge First Certificate
- or
- Skills For Life Level 1 Certificate

iv) **Counselling Level 2**

- CPCAB Award Introduction to Counselling Skills.
 - Students will be required to provide the names of 2 referees. Students may then be asked to attend an interview.
 - Students do not need any previous knowledge of counselling but would be expected to have communication skills at level 2.

NCFE Level 1 National Award (Introduction to counseling)

- Access to this award is open to all students over 16.
- Students will be expected to have literacy skills at level 1.

NCFE Level 2 Award in Helping Skills

- **Students should be at least 18 years of age.**
- Have completed the NCFE Level 1 Award in Interpersonal Skills
- Or a similar award in terms of length of study and academic demand
- Or have certified practical experience of using counseling skills (e.g. with a voluntary agency) over at least 30 hours.
- Students may be invited for an interview.

NCFE Level 3 Award in Counselling Skills and Theory

- Students should be at least 18 years of age
- Have completed the NCFE Level 2 Award in Helping Skills or equivalent
- Have considerable experience in a voluntary organisation (e.g. CRUSE) of working on a one-to-one basis, which can be certified
- Be able to provide evidence of work of an appropriate kind and level (either occupationally or on training courses) certified by a suitably qualified person.
- Students may be invited for an interview.

v) **CACHE Level 2 Certificate in supporting Teaching and Learning in Schools**

- Students must be at least 18 years of age and have:
- GCSEs at D grade or above.

Students may be asked to attend an interview.

CACHE Level 3 Certificate in supporting Teaching and Learning in Schools

- Students must be at least 18 years of age and have:
- GCSEs at C grade or above for level 3.

Students may be asked to attend an interview.

For further information about part-time adult education classes see the Varndean College Adult Education Administrator.

b) Access to Higher Education Diploma

The Access Diploma aims to serve the needs of adults who may not have the formal or traditional educational qualifications required for entrance into Higher Education.

All applicants are asked to write a letter of application which is the basis for the Interview discussion. The purpose of the admissions interview and letter of application is to establish whether or not the applicant has the level of literacy and numeracy; enthusiasm and commitment to benefit from a return to education and the opportunity to progress to Higher Education.

There are normally no diagnostic tests but speakers of languages other than English sit a screening paper to ascertain whether or not they would stand a reasonable chance of succeeding on a level 3 programme of study. Varndean College offers ESOL courses alongside the Access course if it is agreed that this is appropriate.

It is sometimes clear from interview that an applicant is ready to apply direct to Higher Education and they will be advised accordingly. Some applicants may be advised to follow another programme of study before applying for an Access course; others may be advised to follow another course at the same time as following the Access course. Prospective teachers, for instance, who are required to have GCSE Mathematics, English, IT and Science can follow these courses through the adult education curriculum at the College.. Information and guidance on finance, applications for bursaries to ESCC, Adult Learning Grant, childcare grants and on alternative courses is available through the Brighton Area Careers Adviser based at Varndean or from the Varndean Welfare Officer.

Application is open to anyone **aged 19 or over**. However Access courses aim to provide progression to groups under-represented in Higher Education and priority is given to applicants from the following target groups:

- ✓ adults who have previously been prevented from "normal" entry to Higher Education because of lack of qualifications
- ✓ those who have suffered interrupted careers (e.g. carers, single parents) and who wish to return to, or start, a study programme
- ✓ those previously educationally disadvantaged, who might need extra support to obtain necessary qualifications for entry
- ✓ those whose interests have matured and who now wish to study to a higher level
- ✓ unemployed people who wish to return to study to improve or change their career and employment prospects
- ✓ those who have followed adult education programmes of study and who are now seeking a focused direction for their studies
- ✓ EU nationals who have settled in the area
- ✓ adults who have travelled and who now wish to direct their interests and experience towards qualification and therefore towards a clearer career plan.

An Access Waiting List Offer

The College has sometimes had to operate a waiting list in recent years. If this is the case you will be informed on enquiring, or at interview, according to when it is known that the waiting list must operate. If you hold a **waiting list offer**, it means that we cannot yet guarantee you a place for September. We will already have recommended that you apply elsewhere for an 'insurance offer'.

The waiting list will be reviewed at regular intervals before the summer break and if a place becomes available, you will receive a firm offer. If any student who has accepted the offer of a place does not attend the enrolment day in the first week of September and their place becomes available, you will receive a firm offer.

The criteria used to determine priority on the waiting list are a combination of the following:

- Space on specific courses
- Membership of the target group as described above
- Date on which the application was received by the college

c) Certificate in Office Administration Level 1

There are no formal entry requirements for 19+ students, but students should have a level of spoken and written English equivalent to GCSE grade D/E.

- d) Students who are 19 before the second year of the course will progress to year 2 in the same way as all year 1 students

e) Places on daytime 16-18 courses

Entry requirements are as for 16-18. Any available places are determined in September following 16-18 enrolment. Priority is given to those without a full Level 2 qualification.

5. Admissions Procedures

- a) Part-time Adult Education Classes (Person responsible: Adult Education Manager).

Information about particular classes is set out in the College's adult education brochures and other publications and on the college website. An enrolment and information evening is held in the first week in September for September enrolments, but students may contact the Adult Education office at any time of the year for information and guidance. Students may apply by post, by telephone or in person via the College registry. Application forms are also available online to download.

A separate application form is required for the CACHE Certificate for Teaching Assistants and all Counselling courses.

For other courses such as Languages a pre-enrolment discussion of your needs is advisable.

Where popular courses are over-subscribed we may have to operate a waiting list.

- b) Access to Higher Education Diploma (person responsible: Access Coordinator)

General enquiries are answered by the Registry staff, who then send out further information packs. These include information on course content, structure and timetabling, financial arrangements and application forms. (See appendix).

If specific questions cannot be answered, applicants are referred to the Access Coordinator; Access Guidance Leader or Heads of School.

Advertisements and publicity material invite inquirers to submit applications. All applicants will receive an interview. Interviews are then conducted over a week and places offered at the end of the week. If there are more applicants than places students are selected according to their membership of the target group identified in the Validated Course Document and on consideration of their perceived ability to benefit from the course. Following these blocked interviews, places are offered on a first-come first-served basis.

Interviews are conducted informally with a view to establishing:

- the personal needs and objectives of each applicant
- previous relevant experience
- the study background of applicants
- restraints on time and child care responsibilities
- the need for guidance on availability of financial assistance

The aim is to be sure that applicants understand fully what the course would entail and that they are ready to cope with the demands of the course and therefore to benefit from it.

- c) Written applications are required for all applications. Application forms are available from the College Admissions office or on line. Applications are not accepted until after 1 May and places are not allocated until September.

6. Still Uncertain?

If you have any concerns about our policy or procedures please contact the College and ask for the person responsible (see above) to discuss your concerns. Telephone: (01273) 508011

Equality Impact Assessment Form

Part I: Initial Screening

1. Persons responsible for this assessment:

Name: Jill Sawyer	Date of Assessment: 14.06.10
Team: SLT	
Directorate: Student progress	

2. Policy:

Admissions 19+ 2009-10
Existing

3. If new briefly describe its purpose

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4. Could a particular group be affected differently in either a negative or positive way by the changes you are making to or the introduction of this policy?

	Positive	Negative	Neutral	Evidence
Age		x		Changes made to priority given to students aged over 19 on daytime 16-18 curriculum
Disability			X	''
Gender including Transgender			x	''
Race			x	''

Religion or Belief			x	”
Sexual Orientation			x	”
Other groups			x	<p>The Access diploma is specifically targeted at groups identified as underachieving in education and therefore formal qualifications are not required. These groups are given priority</p> <p>Priority given to those under 25 who have not achieved full level 2 or 3 qualifications on daytime courses.</p>

5. If you have identified a negative impact in Question 8 complete Question

Should the policy proceed to a full Equality Impact Assessment?	Yes	
If the answer is no please give reasons for this decision	▪	
Date by which full Equality Impact Assessment is to be completed	Date: 23.06.10	

Declaration

We are satisfied that this initial screening indicates that a full Equality Impact Assessment is required.

Completed by: Jill Sawyer

Date: 14.06.10

Countersigned by CMT member

Date:

Date for Review: June 2011

Part 2: Full Assessment

6. Summarise the negative impacts for each group(s) identified in section 8:

Students aged 19-25 have no priority on 16-18 programme. Some students apply to study via this route. In the past they have had access to the programme once 16-18 numbers are determined in May but this year there will be no availability until September. The change in policy makes this explicit and is therefore fairer to those applying. Access programme is designed for these students and more appropriate.

Those students needing GCSE Science will be unable to access this via the 16-18 curriculum and it is not offered as part of Adult Education Programme

7. What consultation has taken place or will take place with the relevant equality group?

We will discuss with the access Coordinator the numbers of students likely to be affected

8. What evidence has informed your assessment?

Knowledge of programmes

9. What does the consultation indicate about the negative impact?

See above

10. What changes do you propose to make to the policy or to related policies etc to mitigate the negative impact?

Negative Impact	Changes Proposed	Member of staff responsible	By When?	negative impact remains? Yes/No	Resources Implication	Comments
No access to GCSE Science for Access students	Add GCSE Science to Adult Education Programme	JS/JEA	September 2010	No	Additional class set up in programme	Will depend on numbers seeking to follow course

11. If there is still a negative impact what else can be done to mitigate this effect?

19+ enquiries about 16-18 curriculum should be sent information about Access programmes.

12a How will you monitor the outcomes of the changes you are making?

Monitor enrolments on GCSE Science program. Report from Access Coordinator

12b When will the changes be reviewed?

June 2011

Completed by:	Jill Sawyer	Date Started:	14 June 2010	Date completed:	
Role:	Student Progress Director				

I understand that this Equality Impact Assessment is required by the College and we take responsibility for its completion and quality

Countersigned by CMT member

Date