

## Recruitment and Admissions Policy

<b>Policy Reference</b>	SS-01		
<b>Issue Date</b>	April 2022	<b>Review Date</b>	April 2024

## Document Control

<b>Owner</b>	Director of Student Services
<b>Audience</b>	All Moulton College Stakeholders
<b>Confidentiality</b>	Low

## Version Control

Version	Description/Changes	By	Date
1.0	Initial Release	ADSS	May 2018
2.0	Review	ADSS	Aug. 2019
3.0	Review	DSS	Aug 2021
3.1	Mid cycle addendum	DSS	Feb 2022
3.2	Update (Apprenticeships)	DSS	Mar 2022

## Approval

Approved By	Meeting Date	Next Review
Senior Leadership Team	5 April 2022	5 April 2024

## Related Policies

Ref.	Policy
	Competition Market Authority Audit (actions referenced)
	Student Disciplinary Policy

## Equality Impact Assessment

Equality Impact Assessment
Completed at end of document – No actions.

## **Recruitment and Admissions Policy**

### **Policy Statement**

#### **Introduction**

1. Moulton College operate under an “Open-College” inclusive theme where it seeks to have a course available for everyone who wants to study in the areas we provide. We seek to select potential students on the basis of motivation, aptitude to succeed and prior experience, rather than by formal qualifications alone, and without creating unnecessary barriers to participation. Access to some courses may, however, be subject to the published restrictions imposed by individual awarding bodies.
2. The College is an organisation driven by the principles of equality, diversity, and inclusion. It seeks to recruit students without discrimination by the protected characteristics of age; disability; gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion and belief; and sex. Inevitably, however, the nature of the practical training involved in some courses will preclude some potential students with certain difficulties and disabilities from participation. Where this is the case, reasonable adjustments will be made wherever possible to ensure that they are able to participate in other parts of the programme.
3. EHCP and High Needs learners, identified at application or interview, will be further supported, and assessed to question if their needs can be adequately met. The overriding aim is to ensure an enrolment results in a realistic hope of achievement without discrimination. The intent of the interview will be to assess needs and necessary adjustments and view if they are within the scope of “reasonable adjustment”.
4. Moulton College will confirm the identity of students enrolling to ascertain their entitlement to funding and their right to study in the United Kingdom.

#### **General Statement on Admissions**

5. Moulton College is committed to dealing with all potential students' applications fairly and efficiently. Clear information regarding application, funding and enrolment will be available to applicants and the College will make every effort to meet the targets shown for handling applications.
6. The College will make every effort to:
  - a. Deal with all applications fairly and in order of receipt.
  - b. State clearly the fees payable and what reductions may be available.
  - c. Handle all applications and admissions in accordance with current legislation and the College's Equality Policy
  - d. Request and store only information that complies fully with current legislation and with the requirements of the Data Protection Act 1998

#### **Response to General Enquiries and Requests for Information and Guidance**

7. A response to an initial request for information will be given out within 1 working day.
  - a. The response will consist of sending relevant literature with a covering letter/email.
  - b. The response will be recorded in the enquiries database on MIS

## **Information, Advice and Guidance Opportunities**

8. To enable potential students to view the College and the facilities it offers, Careers Open Days and Evenings will be held on dates as advertised (see website). On these occasions academic and support staff will be available to give advice and guidance.

## **Applications for Full-time Further Education Courses**

### **Receipt of Application**

9. All applicants for a full time course are required to complete an application form.
10. The receipt of the application form will result in the applicant's full details being entered on to the MIS and a personal file being created. A written offer of an interview will be made within 3 working days from the receipt of the application. An electronic reference will be requested from either the last school attended, for all applicants who are under 19 at the time of application, or their last employer. A close relative would not normally be an acceptable referee. If necessary a Statement of Educational Needs will be requested from the school.
11. If an interview is arranged by telephone the details will be confirmed in writing via email.

### **Interview**

12. The interview will be scheduled on the next available interview date, or selected online at the time of application. Interviews are normally held over the phone whilst alternative options will be available if access issues dictate. The interview will enable the College to collect all the data required to fully process the application and determine course suitability. During the individual interview the requirements of the course and what it involves together with the financial costs will be explained. Some essential information will be collected and there will be an opportunity for the interviewee to ask questions. The standard format of the interview is informed by the interview checklist. If the interview is being performed by the curriculum staff and the checklist is not returned within 1 working day the Head of School will be sent a reminder by Student Services.

### **Outcome of the interview**

13. The outcome of the interview will be confirmed immediately to the candidate and followed up with a signed letter within 3 working days of the interview date. Letters will normally be signed by the Director of Student Services. If a place on a course is offered, the candidate will be supplied with an "offer pack" which will include covering letter providing detailed instructions, a comprehensive information booklet that highlights transport/accommodation and term dates, a financial assistance application form, a pre-filled transport application and a pre-paid return envelope. The MIS will be updated to show that an offer has been made.

### **Acceptance**

14. Once the applicant accepts the offer of a place, the MIS will be updated within 1 working day to record this. Heads of School will monitor the list of students who have been offered a place. Where applicants have not confirmed their acceptance of the offer within 10 working days of it being made, a student services administrator will telephone the applicant to offer further advice and guidance. A letter will be sent by Student Services at 28 days giving a deadline for the applicant to confirm and be guaranteed a place.

### **Confirmation of a Place**

15. Applicants needing entry qualifications for their course are required to submit evidence to their Course Manager once they have their results. Confirmation will be requested via email on GCSE results day and where this isn't provided will be sought via telephone by Course Managers within 3 days of the results being published. Results will be recorded by Course Managers onto Columbus via the course list template provided and MIS will import the file into Unit-e.
16. Applicants who have failed to obtain the standard entry qualifications may, at the discretion of the Principal, still be offered a place if they have narrowly missed the requirements or be offered an alternative course. This offer will be confirmed in writing.

### **Joining Instructions**

17. Joining instructions will be sent electronically prior to the commencement of the course and include the time and location of enrolment and also the course start.
18. The documentation will include:-
  - College rules
  - Parental consent form for student visits and for use of images in publicity materials
  - Residence agreement and regulations for resident students, where appropriate
  - Details of equipment, clothing list and PPE

### **Enrolment (on-boarding)**

19. Prior to the start of the course, applicants will be provided with the opportunity to enrol with the College.
20. Returning students will be provided with an opportunity to re-enrol before the completion of the previous year at the College and where possible will be processed automatically.
21. Enrolment days will be communicated to students in July giving exact dates and times of attendance and will include:
  - Course Manager meet and greet
  - GCSE check
  - programme confirmation
  - enrolment
  - Identity check
  - ID Photo taken
  - initial Assessment
  - PPE fitting
  - Transport
  - Finance
  - Learning Support.
22. A printed list of applicants that had accepted a place on a given course will be provided to the Course Manager who will check off those who attended and immediately chase those absent with an aim to convert onto "Wave2" of enrolment.

23. A printed list of applicants who have accepted a place and re-enrolled, accepted a place but not re-enrolled and all who remain at offer will be provided to Heads of School by the MIS Office before the start of the programme. On the first day of attendance, each Course Manager will check the names of those attending against the lists and will make contact within 24 hours with those applicants listed who are not in attendance.
24. All students who have pre-enrolled will be issued with their student card from the data stored on MIS and all fees collected, transport arrangements finalised and learning agreements signed during the enrolment process
25. During the induction period, all students who have not enrolled will participate in a formal registration process in which their details will be checked and confirmed on the MIS, student ID cards produced from data stored in the MIS, all fees collected and transport arrangements finalised.

### **Devolved Area Funding**

26. Students applying from devolved funding areas will be processed congruent to the current admissions process with the addition of a clear statement included in the conditional offer letter that describes the caveat that if the devolved areas refuses to fund the students course then the full fees will become payable by the student or be withdrawn.

### **Change of Name**

27. Where a student's given name presents a barrier to engagement and studying with Moulton College, for example students undergoing a legal gender reassignment this will be actioned following completion of a learner details change form. This will be done under the express understanding that any costs coming from subsequent alterations/return to original name changes (for example the costs involved in changing qualification certificates) will be payable by the student.

### **Offender**

28. We will use the information declared relating to criminal convictions to ensure we fulfil our responsibilities and obligations for the safeguarding of children, young people and adults with whom staff and students are in contact.
29. Applications are first given a preliminary check by the Admissions Team, to ensure that they meet entry requirements and other basic expectations for the programme. If the application is unsuccessful at this stage criminal conviction data is not considered.
30. If the applicant does meet the basic academic requirements for the programme but a criminal conviction has been declared, then the applicant is asked to provide written details of the nature of the offence(s), including dates, the sentence imposed and the name of the court, with a copy of any conviction notices, and any information about whether conviction(s) are 'spent' and the appropriate date. This information is sent directly to the Director of Student Services (or nominee). The applicant may also be asked to give details of their Probation Officer and to give their consent for the Director of Student Services (or nominee) to contact him/her in order to obtain the Probation Officer's views as to the likely danger or otherwise of the applicant's behaviour to other students and staff. The applicant will generally be required to

provide this information electronically; however, if the applicant is applying for a programme which requires the student to be interviewed in advance of an offer being made, they may be asked to bring the information to the interview. In all cases and interview will be offered.

31. When this information is received, the Director of Student Services (or nominee) will consider the information provided and will complete a risk assessment. In doing so, the Director of Student Services will refer to the Child Protection and Safeguarding Policy and Procedure.
32. The Director of Student Services will consider whether to offer a place or whether the conviction is of sufficient seriousness to warrant convening the Sensitive Admissions Sub-Group to consider the matter further. The Sensitive Admissions Sub-Group will always be convened to consider the following convictions:
  - Any kind of violence including (but not limited to) threatening behaviour, offences concerning the intention to harm or offences which resulted in actual bodily harm.
  - Offences listed in the Sex Offences Act 2003.
  - The unlawful supply of controlled drugs or substances where the conviction concerns commercial drug dealing, trafficking, possession, or possession with intent to supply.
  - Offences involving firearms, knives and weapons.
  - Offences involving arson.
  - Offences listed in the Terrorism Act 2006.
33. The Director of Student Services will have discretion to convene the group for reasons not covered by this list where they determine that there are possible grounds for withholding the offer of a place. In all cases the confidentiality of the applicant will be maintained, and personal information will only be made available on a need-to-know basis.
34. When considering this matter, the opinion will be sought from the lead responsible for young person protection issues (or nominee) and the Head of School where the course is taught. The group shall consult with such other departments or persons as it may require (e.g. Accommodation Services/ Security/ Student Services) and will be convened to consider whether a place can be offered. The group will consider the information provided by the applicant and any further information made available by the applicant's Probation Officer. The group may at its absolute discretion request the applicant to meet with the group to make representations in person and present any further evidence (e.g. references). The group will take a reasonable view as to the risk which the applicant could pose to the institution, its members and visitors, and admission will only be refused if this risk is considered to be unacceptable.
35. If an applicant is found to have a relevant offence which was not declared at the point of application or at any stage throughout the application process, the application will be considered fraudulent and this could give grounds for rejecting the application or, if the applicant has become a registered student, then excluding the student.

## **Fraudulent Applications**

36. We are not prepared to admit applicants on the strength of information believed to be either fraudulent or plagiarised, and reserve the right to reject or cancel an application at any point under these circumstances. We also reserve the right to:
- request additional information to verify an application;
  - put the application process on hold whilst investigating the alleged fraudulent application and/or plagiarism;
  - withdraw the application/place if it is proven, or we have reasonable belief, that the information provided is false, or if the applicant/student refuses to provide the requested information;
  - terminate a student's registration if they are found at a later stage to have submitted a fraudulent application;
37. Students will be required to be able to present original academic and personal documentation at enrolment prior to the start of the programme of study.
38. All documentation is verified by admissions staff. If any information relevant to the application is found to be fraudulent, inconsistent with the application, or missing, the application will be deemed void, and the offer of a place may be rescinded.

## **Convictions during study (whilst enrolled)**

39. Students convicted of crimes during their enrolment period must disclose the required information to the College. The College will then review the risk the offences present to the College and the safety of its community. This will be reviewed between the DSL and the DSS. The student may be asked not to attend the College, if necessary, during the time it takes to review the risks.
40. Failure to notify the College immediately of a conviction will be treated as a failure to comply with the policy and could result in immediate exclusion.
41. Students should also advise their Course Manager immediately of any active criminal investigation where they are involved or the suspect, this will allow the necessary precautions to be put in place.

## **High Needs, Supported Learning and Education Health Care Plan (EHCP) Applications**

42. When identified at interview that the candidate has either EHCP, additional or high needs they will be moved onto the assessment pathway, a holding letter issued communicating the extra steps and arranging the appointment. Professional at the college will assess candidate's needs, engage with local authorities where necessary and return decisions to Director of Student Services, or their designate. This side process will be completed, where external parties are not involved, within two weeks. It is acknowledged where local authorities are involved this timescale may be longer.

## **Applications for Part-time Further Education**

### **Applications**

43. All students will be required to complete an application form. For courses with 60 or more hours, legislative entry pre-requisites or unique entry requirements, students



will have prior to an interview and evidence that they meet the entry requirements. All applications will be dealt with in order of receipt. A place on a course cannot be reserved until a completed application form, interview if applicable and full payment has been received or a payment agreement has been arranged with the Finance Office for courses of £500 or more.

44. Points 27 to 37 apply to Part-time Further Education applications equally.

#### **Interview**

45. When an application is received where an interview is required, Student Services will produce an interview checklist with the candidate's name and the course applied for. This will be passed to the appropriate Head of School. The subject team will ensure that the applicant is contacted, and an interview arranged to take place within 3 working days of the application being received. The interview may take place by telephone but, if the candidate requests an interview in person, this will be arranged within the timescale. Student Services will keep a log of all checklists issued, the manager it was issued to and the date it was issued and returned. When checklists are not returned within 1 working day following the interview, the Head of School will be sent a reminder by Student Services staff. The outcome of the interview will be confirmed within 3 working days of the interview date.

#### **Enrolment**

46. If an application form with the appropriate payment is received in the post, Student Services will check if an interview has taken place and, if not, an interview will be arranged. If an interview is not required, the application form will be checked and receipted. Enrolment details will be entered on to the MIS. The application will be acknowledged within 3 working days.
47. Where a student's employer is to pay course fees, proof that the employer is responsible for payment is required and must be retained. Enrolments should not be processed without written confirmation that the employer will meet the course fees.
48. Where a student's fees are to be remitted, evidence of entitlement must be seen and the application form must be marked accordingly. The person recording details of the evidence must fill in the correct Unit-e evidence field. 5.3.4. In principle, no enrolments should take place without an application, an interview if required and confirmation of fees or remission supported by current evidence.

#### **Oversubscribed courses/course cancellation**

49. An MIS report will be produced on a weekly basis showing the number of students enrolled on part time courses. If the course is oversubscribed, late applicants will be offered a place on the next course, or their fees returned. If the course is cancelled due to lack of demand, Student Services will generate a list of applicants who are to be refunded within 1 working day from when notification of cancellation is received from the Head of School, working in liaison with the Director Curriculum. All fees received will be returned by the Finance Office within 3 working days of the cancellation of the course.
50. Where a course start date is deferred, applicants will be offered the new start date or a refund.

## Documentation

51. Joining instructions will be issued at the very latest 5 working days prior to the start of the course.
52. The joining letter should include an access map and the location of the class.
53. For vocational courses greater than 60 hours in duration, a joining pack will be issued containing:
  - Learning Agreement
  - Student rules
  - Internet agreement
  - Details of equipment, clothing list and PPE

## Registration

54. All new students will be met by the Course Manager who will commence the induction process. A class list will be produced by MIS which will list the names of all students who are expected. Any additional students (not listed) will be required to complete an application form and learning agreement at that time. These will either be processed within the registration venue or passed to Student Services immediately, where they will be entered onto the MIS.
55. As part of the induction process a student identity/library card will be produced using information derived from the MIS. Any outstanding fees will be collected at this time, or arrangements put into place to collect via RCP.

## Contacting applicants

56. Course Managers should use the register generated via MIS for induction to contact non-attendees within 24 hours of the induction.

## Applications for Apprenticeships

57. The structure of apprenticeship applications and admissions will follow the following four sections (58-61) with wider, supplementary information following in section 62 - 67.
58. **Step 1** – Application will be submitted online once the applicant has found an apprenticeship/position via the “find an apprentice website”.
59. **Step 2** – Applicants will be invited for an onsite 1-2-1 interview and assessment meeting. The meeting will feature an interview with a panel and also take in opportunities to learn more about the work to be undertaken and the expectations of the employer and college through a “Job Showcase” activity. At this point existing skills will be discussed, the parameters/concept of on-the job training will be provided and explained etc.
60. **Step 3** – Offer and On-boarding is an essential part of the process that is made up of several parts occurring in the following order:
  - a. Issuing of offer.
  - b. Acceptance of offer by applicant and employer

- c. Sending of electronic acceptance pack with all welcome information included. This will include applications to all other services and functions for example transport and residency (if required).
  - d. Invitation to candidate and apprenticeship meeting where any bespoke requirements will be discussed, the expectations and culture of employment and any additional items can be discussed.
  
- 61. **Step 4 – Induction and On-Boarding** – Start dates, work timings, PPE and all the processes needed by both the employer and apprentices will be provided and discussed to ensure both parties are clear of the road map to successful completion and what services are available to support them.
  
- 62. Apprenticeship application enquiries and employer enquiries should be directed to the Apprenticeship Office in the first instance to ensure consistence of service and for recording on the relevant system for example the CRM.
  - The employer will be sent the following information at the point of enquiry by the Apprenticeship Office
    - Apprenticeship Wage Rates
    - Guidance on minimum levels of numeracy and literacy for each apprenticeship standard
    - Our Service Standards
    - Details of the next steps
  
- 63. As part of Step 2 an initial employer visit will be planned by a training adviser. The purpose of this visit is to
  - guide the employer on the minimum literacy and numeracy levels required by applicants
  - respond to any questions that the employer may have
  - advise on the employer's responsibilities towards an apprentice
  - advise on the apprentice's responsibilities towards their employer
  - complete a health and safety check
  - set a level of expectation around equality, diversity and inclusion
  - complete the subject specific identification of tasks document
  - discuss any further training needs
  
- 64. Internet advertising Vacancies using the Apprenticeship Vacancy Matching Service – similar to the apprenticeship finding service but bespoke to Moulton. Internal advertising
  - Vacancies will be displayed on all college notice boards and the internal intranet site
  - Vacancies will be advertised through the college's social media presence
  - Vacancies will be distributed to all students who would be appropriate
  - A report will be sought from MIS to distribute information to appropriate former students.
  - The applications will be sent to the employer by their chosen method on the day that the vacancy closes
  - Unsuccessful candidates will be contacted to advise of the outcome, with feedback

## Receipt of Application Form

65. On receipt, each application form will be checked for eligibility and completeness. Apprenticeship Office administration will follow up with individual applicants where gaps in information exist. References will be requested upon receipt of application forms. Where an applicant was in receipt of a statement at school, the statement will be requested.
66. All applicants for an apprenticeship will be invited to the next available apprenticeship interviews. For building and construction applicants, the Structured Learning Exercise practice test information will be included in their interview invite.
67. Apprenticeship Interview Outcomes -
- Unconditional - The applicant has satisfied all criteria to be offered a place
  - Conditional - The applicant has not yet secured suitable employment, but satisfies all other criteria and shows motivation to actively search for an apprenticeship. The applicant has satisfied all criteria. Offered a place on the apprenticeship programme subject to suitable references being received.
  - Decline
    - The applicant has been offered an alternative course at Moulton College as interview and initial assessment demonstrate that he/she would not complete their chosen apprenticeship standard successfully.
    - The applicant has been signposted to relevant local provision as interview and initial assessment demonstrate that the applicant would not complete their chosen apprenticeship standard successfully
    - The applicant has not yet attained the level of numeracy to enable them to successfully complete their chosen apprenticeship standard
    - The applicant has not yet attained the level of literacy to enable them to successfully complete their chosen apprenticeship standard
68. Applicants identified as requiring additional learning support
- Applicants who are identified as requiring additional learning support will be invited to a one-to-one session with Learning Support staff to undertake a diagnostic assessment which will inform the Learning Support Plan put in place. This process will take place within one week of the interview and will be arranged by Apprenticeship Office administration in liaison with the applicant and the Learning Support team.

## Applications for Full and Part Time Higher Education Courses

### Full Time Higher Education Courses

69. **Receipt of Application** All applications for Higher Education courses are processed through the Universities and Colleges Admission Service (UCAS) and offers and rejections are therefore subject to UCAS regulations. The College is responsible for processing applications. However, applications for Sports courses will be received by the University of Northampton in the first instance. Non-standard applications, for example mature students without the standard entry qualifications, will be referred to the Subject Senior Lecturer who will make a recommendation about an offer or rejection. All applicants will be invited to attend one of a series of "Higher Education Visit Days" held throughout the year. A copy of newsletters, a location map and RSVP slip will accompany the letter.

70. **Higher Education Visit Days** HE Visit Days will be planned monthly over the entire year by the Dean of Higher Education and the Director of Student Services. The HE Administrator will compile a list of attendees and make this available to the Director of Higher Education at least 5 working days before the event. From October to December, these events will have a format to encourage applications for college courses and include a tour of the campus with emphasis on the specialist facilities for courses; advice from a member of staff teaching in the curriculum area; and the opportunity to view the residential accommodation. The events will include a presentation covering key issues such as the opportunities for university level study at the College, student accommodation and student fees and financial support.
71. **Interview** An informal interview will be arranged to take place within the HE Visit Days subsequent to the receipt of the application form. The interview will include a general presentation and the opportunity to view the College and its facilities. During the individual interview the requirements of the course and what it involves, together with the financial costs, will be explained. Some essential information will be collected, and there will be an opportunity for the interviewee to ask questions. . Formal offers following an interview must be returned to the HE Administrator within 1 working day.
72. **Contacting Applicants** On-going contact with applicants will continue throughout the year, subject to the UCAS published guidelines.
73. **Student Confirmation of Acceptances** Once applicants have firmly accepted their offer as a first choice, the HE Administrator will send out additional information giving details about the course and any clothing/equipment requirements. Information about the availability of and conditions for bursaries and scholarships will also be sent, together with further information about student accommodation. The offer will be confirmed by the HE Administrator when confirmation of qualifications is received from the relevant awarding body.
74. **Clearing** Once GCE 'A' Level results are published, College staff will liaise closely with the University throughout the "clearing period". A list of students confirming their acceptance of places will be produced and updated on a regular basis, up to and including the start of the academic year. Any clearing offers made by telephone must be recorded on a specific clearing form and submitted to the HE Administrator on the same day as the offer to record it on the UCAS system. When applicants confirm via UCAS that they want to take up the place, this will be recorded on MIS and joining letters sent out. At this point joining instructions and further information about enrolment and induction will be sent by the HE Administrator.
75. **Closing Courses to Offers** In the situation on a particular course where expected teaching group numbers are exceeded, that course may be closed to all applicants. It will also be necessary to close courses to applicants where there is a possibility that the overall number of students will exceed the finite number of home students allocated by the funding council. In this instance the courses may stay open to international students who do not count against the student number controls. Where courses are closed to all applicants or just home applicants, UCAS must be informed immediately in order to formally close the course(s). Academic and Registry staff will inform enquirers about the status of the course(s) and advise accordingly.

76. **Registration** All students will go through the registration process at Moulton College, where:
- Prior qualifications will be checked
  - ID will be checked
  - Enrolment forms will be completed and collected
  - Outstanding fees will be paid
77. Enrolment forms will be produced from the MIS reports in readiness for this process.
78. Applicants who have accepted a place but wish to withdraw from Moulton College must do so through the UCAS systems. Offer documentation highlights the right to cancel an acceptance, without prejudice, within 14 days of offer.
79. Any changes to courses, design or viability, that impact on learners who have already been offered places will be communicated in writing, via email and letter to the individuals concerned within 5 working days of the decision. Moulton College will:
- a. Undertake to run bi-monthly reviews, on the first working days of January, March, May, July, September, and November. These reviews will be used to ensure position of all courses, viability, and changes, substantial or otherwise, and will control the need to communicate to learners, as above.
  - b. Cancellation of courses may occur when recruitment numbers do not meet the minimum number to ensure the experience meets the level required or that costs are not being met. Permission to cancel or close a course sits only with the Principal.
  - c. Substantial changes constitute changes to any published timetable, alteration of published course modules, duration, cost, or term dates. This is not an exhaustive list and the Dean of HE will update as required.
  - d. HE Study agreement will list all elements of study programme and identify any changes, different to offer.

### **Part Time Higher Education**

80. **Courses Enquiries** All enquiries for part-time courses will be forwarded to the HE Administrator who will send a Higher Education prospectus and application form to the enquirer with 1 working day.
81. **Applications** Once an application is received it will be sent with an HE Decision Sheet to the Senior Lecturer who is responsible for making the decision for an offer to be made. A copy of the application form and the decision sheet for courses in construction, interior design and sport will be sent to the University of Northampton once the student has accepted their place. The applicant's details will be recorded on the MIS in accordance with the decision sheet and an invitation to attend an HE Visit Day will be sent where appropriate
82. **Communication with Accepted Students** Once applicants have accepted their offer, the HE Administrator will send information giving details about induction and enrolment.
83. **Registration** All students will go through the registration process at Moulton College, where:
- Prior qualifications will be checked
  - ID will be checked Enrolment forms will be completed and collected

- Outstanding fees will be paid
84. Enrolment forms will be produced from the MIS in readiness for this process.
  85. In addition students will enrol at the University of Northampton. This may take place either at the University or the College.

### **Applications for Schools Taster Courses**

86. **Schools Taster Days** All GCSE and A level students are invited to attend Taster Days. Applicants will buddy a current student for the day to give an insight into what being a student at Moulton College is like. All applicants will be required to complete a Taster Day application form. Student Services will enter the applicant's details on MIS within 3 working days of receipt. Confirmation of a Taster Day place will be sent to the student within 3 working days of receipt of the application. The letter will include any details of PPE required if applicable and the meeting location. Places are allocated on a first come first served basis. Where maximum numbers are met, Student Services will contact Course Managers to see if another day could be arranged. Prospective students to confirm any new dates. Permission to attend the Taster Day will be required from the school if the day falls on a school term time date. At least 5 working days before the taster day, Student Services will send Heads of School a full list of students expected to attend. The list will also include details of any students who have not provided permission from their school to attend the Taster Day. The school will then be contacted by Student Services to confirm the student's attendance.

### **Complaints or Appeals**

#### **Decision Appeals**

87. Moulton College is firmly committed to the fair and professional handling of complaints. Applicants will be provided with feedback when decisions is made in relation to their application. If the applicant considers that decision has been unfair then they have the right to appeal the decisions. To do this the applicant needs to contact the Director of Student Services stating that they wish to appeal the decision and the reasons why they consider the decision is unfair. This must be received in Student Services within 14 days of the "no-offer" letter. If they have further information that they feel is relevant to the application they can submit this with the appeal. The College will consider the appeal and if necessary discuss the matter with the decision maker. The Director of Student Services will endeavour to notify an appeal decision within 10 working days. However, first and foremost, they will seek to make a considered decision and therefore sometimes it can take longer than this period to make a full assessment.
88. If after this first appeal the applicant still feels that the decision reached is unfair they have the right to make a final appeal to the Principal (or their designate)

#### **Complaints**

89. If applicants feels that the admissions process has not been followed, they may complain using the Customer Complaints Procedure, a copy of which is available on the Moulton College website. The complaint can also be completed electronically on the website.

90. All reasonably practicable steps to resolve complaints informally are taken in the first instance. If the complaint remains unresolved, then a formal written complaint can be addressed to the Vice Principal Business and Finance. This may be made on a Confidential Complaint Form, by letter or by email.
91. Please note that, if an appeal is lodged, a complaint cannot be lodged at the same time.
92. The Customer Complaints Procedure, including timescales involved in making a complaint and the appeal process, can be found on the Moulton College website.



## Equality Impact Assessment (EIA)

Please complete both sides of this Equality Impact Assessment and ensure that the latest copy of this is recorded as part of the appendices of the specific policy.

<b>Policy Reference and Name</b>	Recruitment and Admission Policy
<b>Assessment date</b>	24/8/21
<b>Completed by</b>	Director of Student Services
<b>What are the aims of the policy?</b>	To promote the fair and equitable recruitment of students
<b>Who does the policy affect?</b>	Students
<b>Who is involved in implementing the policy?</b>	DSS/SSC/DSL/Student Services Staff/MIS
<b>What information is currently available about the impact of this policy and its associated procedures?</b>	Equality and Diversity report.
<b>Do you need more information to help you make an assessment about the impact of this policy and its associated procedures?</b>	No
<b>Do you have any examples that show how this policy will have a positive impact on any of the equality characteristics listed in the table below?</b>	Yes
<b>Which other policies does this policy link with?</b>	Safeguarding
<b>What consultation has taken place in the development of this policy?</b>	Relevant managers and directors consulted with. Staff in admissions consulted.

**Use the table below to assess the impact of this policy on each of the listed characteristics. Your decision must be evidence based.**

Sources of evidence might include success rates, achievement gaps, application and enrolment data, student voice, consultation outcomes, recruitment and employment data, customer feedback or complaints, meeting minutes.

<b>Characteristic</b> (These characteristics are protected under the Equality Act 2010)	<b>Negative impact?</b> <b>Y / N</b>	<b>Evidence to support your impact assessment decision</b>	<b>Requires further action?</b> <b>Y/N</b>
<b>Age</b>	<b>N</b>	Policy allows for an open admissions process	<b>N</b>
<b>Disability</b>	<b>N</b>	Policy states reasonable adjustments will be made wherever possible	<b>N</b>
<b>Race</b>	<b>N</b>	Policy allows for an open admissions process	<b>N</b>
<b>Gender, inc. re-assignment</b>	<b>N</b>	Policy allows for an open admissions process	<b>N</b>
<b>Sexual orientation</b>	<b>N</b>	Policy allows for an open admissions process	<b>N</b>
<b>Religion / belief</b>	<b>N</b>	Policy allows for an open admissions process	<b>N</b>
<b>Pregnancy / maternity</b>	<b>N</b>	Policy allows for an open admissions process	<b>N</b>
<b>Marriage / civil partnership</b>	<b>N</b>	Policy allows for an open admissions process	<b>N</b>
<b>Socio-economic</b>	<b>N</b>	Policy allows for an open admissions process	<b>N</b>

## Overall EIA judgement

Select	
<input type="checkbox"/>	<p><b><i>No change required</i></b></p> <p>The assessment is that the policy is/will be robust. There is no evidence of potentially unlawful discrimination and all reasonable opportunities to advance equality and foster good relations have been taken, subject to continuing monitoring and review</p>
	<p><b><i>Adjust the policy or practice</i></b></p> <p>This involves taking steps to remove any barriers, to better advance equality and/or to foster good relations. This may involve removing or changing the aspect of the policy that creates any negative or unwanted impact. It may also involve introducing additional measures to reduce or mitigate any potential negative impact</p>
	<p><b><i>Continue the policy</i></b></p> <p>This means adopting/continuing with the policy despite the potential for adverse impact. Set out the rationale for this decision, including how the decision is compatible with our legal obligation. Where there is discrimination, but it is considered not to be unlawful – the objective justification must be recorded</p>
	<p><b><i>Stop the policy</i></b></p> <p>If there would otherwise be unlawful discrimination or adverse effects that are not justified and cannot be prevented/mitigated</p>