

Admissions Policy

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Admissions Policy

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The City of Liverpool College's mission is to provide high quality skills and education by delivering opportunities for growth to all people and businesses of the Liverpool City Region.

1. General Principles

- 1.1 The purpose of this policy is to outline the College's admissions process. The process will abide the College's Equality, Diversity and Inclusion policy and Safeguarding policy.
- 1.2 The College is committed to providing an admissions service that is transparent, consistent, and without prejudice.
- 1.3 The college is committed to widening participation and fair access and encourages applications from all social and cultural backgrounds.
- 1.4 All applications will be treated equally and offers will be made based on individual merit.
- 1.5 The College is committed to carrying out its duty to the Equality Act (2010). The College will make reasonable adjustments to ensure students with disabilities are not placed at a disadvantage during the application process, ensuring there is equal opportunity to the admission process. Applicants are encouraged to discuss their individual needs with the College as early as possible to ensure support can be provided.
- 1.6 The college is committed to offering an appropriate course provision for all prospective students. However, at times the course or college facilities may not be appropriate, and the College will provide careers advice and guidance or refer to an external agency, for support and impartial advice about other opportunities.
- 1.7 This policy covers admissions for applicants to all College courses and apprenticeships, including those delivered at partner organisations. All data will be handled in line with the College's Data Protection policy, however, when appropriate, we will share information regarding applicants participating in multi-agency arrangements. The Data Protection Policy can be accessed [here](#)
- 1.8 The College reserves the right to withdraw offers or close admission to courses based on suitability, availability, and sufficient numbers. Applicants will be notified by the Admissions department and when appropriate an alternative course will be offered.
- 1.9 Places are offered on a first come, first served basis for enrolment.
- 1.10 All applicants are asked on the application form if they have relevant spent and unspent criminal convictions. The College's main concerns when considering applicants with criminal convictions are to:
 - ensure that the College admissions process is fair and reasonable.
 - minimise risk to the safety and well-being of staff, students, visitors, and others using our services or facilities.
 - protect the College's property.
 - protect the College's reputation.

Any admissions decision relating to the disclosure of criminal convictions will be taken in the light of a risk assessment against these criteria [here](#). In addition, the College will comply with current and future legislation and aims to promote good practice in all aspects of the College. This assessment is separate to and will not influence the decision as to whether an applicant is academically suitable for a programme.

Applicants can find more information through the following government guidance:

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/299916/rehabilitation-of-offenders-guidance.pdf

2. Roles and Responsibilities

- 2.1 The Deputy Chief Executive is the Senior Leader at the College who is responsible for the Admissions Policy.
- 2.2 The Head of Business Support is responsible for overseeing the operation of the admissions process for full-time and part-time courses. The admission team will make offers for courses which have been delegated to central services.
- 2.3 The Head of Apprenticeships is responsible for overseeing the operation of the admissions process for apprentices, who is supported by the Head of Funding and Compliance.
- 2.4 The Head of Funding and Compliance is responsible for overseeing the operation of the admissions process for Employability and Partnership courses.
- 2.5 The Head of School is responsible for ensuring the entry requirements are met, which are set out in this policy.
- 2.6 The Director of Personal Development Student Progression is responsible for ensuring students receive appropriate advice and guidance from the Careers, Advice and Guidance Team. This role will also assess if students are able to internally progress with the college or if a recommendation for continued exclusion remains in place.
- 2.7 The Director of Student Support and Wellbeing is responsible for assessing applicants who make a declaration of need or conviction at the point of application or enrolment. The assessment will consider whether;
 - To admit the applicant based on the evidence provided.
 - To recommend non-admittance based on the risk assessment or evaluation of need.

3. Entry Requirements

- 3.1 Entry requirements are specific for each course and can be viewed on the City of Liverpool College website. Applicants who are unsure of their suitability are guided to take advice from the Careers, Advice and Guidance team.
- 3.2 Students aged 16-18, who have not achieved a grade 4 at GCSE Maths or English, prior to enrolling with college, will be required to undertake the qualifications whilst they are on programme.

- 3.3 Entry criteria may be varied at the discretion of the Head of School when an applicant has suitable experience equivalent to entry criteria or qualification.
- 3.4 Academic ability and the potential to succeed will be fundamental factors taken into consideration for any offers made.
- 3.5 Some courses require non-academic requirements such as a DBS check. These requirements are clearly stated on the course website page.
- 3.6 Students who are progressing internally, from one course to another, must fulfil the relevant internal criteria which includes meeting the College standard for punctuality, attendance, and conduct. There may be additional conditions which may result in a student being excluded from the College. The College Progress Boards will determine the outcome and students will be notified via written correspondence.
- 3.7 Students with additional learning needs will be assessed on an individual basis to ensure the College can provide the required support.

4. Application and Confirmation Process – FE Classroom-based.

- 4.1 Applications can be made via the College website, in person at the Learning Exchange centre, or when appropriate, through the Careers, Advice and Guidance team.
- 4.2 Applicants will receive all communication, such as acknowledgements and offers, via email.
- 4.3 Applicants must apply with their legal name. It is the applicant's responsibility to notify the College of any change in name, address, contact details or any other change in circumstances which may affect their application. Applicants who are found to provide fraudulent information will have their application withdrawn.
- 4.4 Applicants must declare criminal convictions on their application form, and it is their responsibility to notify the College of any change in declaration both during the application process and whilst enrolled.
- 4.5 Applicants who are required to attend an interview, audition or assessment will be invited via the Admissions team. Students who do not complete the requirement will not have met the entry criteria and will be unable to enrol. The college will make three invitation attempts and failure to attend may result in the application being withdrawn by default. Applicants will be notified via the Admissions team.
- 4.6 The College reserves the right to withdraw an application if applicants are repeatedly unresponsive to requests for information.
- 4.7 Evidence of identity and qualifications will be required at the point of enrolment. Failure to provide the required evidence may result in an offer being withdrawn.
- 4.8 Applicants who do not meet the condition of offer, will be reviewed with the appropriate Wider Leadership Team member, and will be referred to an alternative course or for impartial careers, advice and guidance from the College or another supporting organisation.

- 4.9 Applicants who make a declaration to college regarding a criminal conviction will be reviewed by the Safeguarding team and enrolment to the college will be based on an individual risk assessment.
- 4.10 Applicants who declare they require learning support due to a disability or have an Education Health Care Plan (EHCP) will be reviewed by the Learning Support team to ensure the College can provide the required support.
- 4.11 It is the applicant's responsibility to provide information that is accurate, complete and does not include any misleading or false information. Applicants who are found to have provided false information are at risk of having their offer or enrolment withdrawn.
- 4.12 The College has a dedicated HE applications policy, which can be found [here](#)
- 4.13 The college is unable to consider children of statutory school age, which is under the age of 16 on 1st September of the school year. Applicants will be directed to the College Schools Liaison Officer.

5. Work Based-Learning Application and Confirmation Process

- 5.1 Applications for Work-Based Learning, including apprenticeships, will be made to the Apprenticeship team. The Apprenticeship team will support the employer and applicant with the start-up and necessary paperwork as required.
- 5.2 The Apprenticeship team will support applicants to secure employment is secured when it is appropriate. Apprentices must be in secured employment before enrolment commences.
- 5.2 Start-up packs, including enrolment forms, associated apprenticeship paperwork and completed assessments will be approved and processed by the Funding and Compliance team.

6. Partnership Courses

- 6.1 Admissions made through College partners will be made directly on the College student record system.
- 6.2 Partner organisations have an agreed sign-up process, which forms part of the contract with the College.

7. Course Fees

- 7.1 Details of fees can be found on the College website against the course page.
- 7.2 Fees must be paid in accordance with the College's Tuition Fees Policy, which can be found [here](#).

7.3 Subject to availability, applicants may be entitled to a fee waiver when certain criteria are met. Applicants can speak to Student Finance Team or course enquiries for further information.

7.4 The College reserves the right not to admit a learner who has any outstanding debts to the College.

8. Appeals and Compliments, Comments & Complaints Process

8.1 Applicants have the right to appeal against any decision taken during the application and admission process using the colleges compliments and complaints process which is available on the college's website.

https://www.liv-coll.ac.uk/policy_documents/compliments-comments-complaints/

9. Monitoring and Review

8.1 Admissions activity is monitored regularly through SLT (Senior Leadership Team) and Business Planning Group.