
IAG and Admissions (Full & Part Time Courses) Procedure

Document Control

Ref: TOCDOC-395-140
Issue No: Version 1.8
Issue Date: 06/09/2022



Oldham College

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1 Scope

- 1.1 The IAG (Information Advice and Guidance) and Admissions Procedure supports the College's commitment to Equality & Diversity & Widening Participation. It refers to the IAG and admissions of full time and part time post 16 learners.
- 1.2 The procedure covers Marketing and PR, Student Services and curriculum teams who have responsibility for IAG and Admissions as part of their job role. Guidance and applications for full time courses made in advance of the start of the academic year will be dealt with under this procedure.

2 Responsibilities

- 2.1 It is the responsibility of the Head of Student Services, Student Recruitment and Careers Manager and the Data & Admissions Manager to ensure that the procedure is operating effectively and that departmental selection and admissions practices are transparent and fair.
- 2.2 Faculty & Sector Heads are responsible for monitoring applications and offers in line with agreed targets, taking any remedial action necessary.
- 2.3 The Marketing and PR Department, working with Faculty / Sector Heads, will provide timely and accurate written and web based information on College courses and services, including entry criteria.
- 2.4 The Head of Student Services with the Data & Admissions Manager has the responsibility for ensuring the implementation of the application process and entry entitlement.
- 2.5 The Admissions team will be responsible for administering the applications and liaising closely with an agreed case load of curriculum areas to ensure that the process is tailored to the needs of the applicant and the curriculum.
- 2.6 Curriculum staff are responsible for delivering recruitment activities and conducting interview sessions and for applying any selection criteria as published in the college prospectus. Some interviews will also be conducted in schools by the Student Recruitment team. Interviews for aged 17 plus may be conducted over the phone, using online meeting portals or face to face.
- 2.7 Faculty Heads are responsible for ensuring the staffing and quality of interview/information sessions and for publishing selection criteria where selection is competitive.
- 2.8 Faculty Heads are responsible for ensuring that every 17 plus applicant is offered a 1:1 course guidance interview
- 2.9 Faculty Heads are responsible for working closely with the Admissions team to ensure that high quality interview/information sessions are planned to meet application demand.
- 2.10 The Admissions Coordinator and relevant Faculty Head will make every effort to provide reasonable adjustments to both services and curriculum delivery in order to meet the needs of students who require additional support.

- 2.11 The Head of Student Services is responsible for ensuring all feeder schools undergo a school transition meeting regarding their applicants to ensure college have sufficient information to ensure a smooth transition from school to college.

3 Student Input

- 3.1 Prospective students should apply using the college online application system.

3.1.1 Prospective students should attend a course interview or keep in touch session with a member of the college team at least once during the application cycle.

- 3.1.2 School leavers holding an offer should attend a keep in touch session at the college.

4 Procedure

- 4.1 Initial Information Advice and Guidance

4.1.1 The Marketing team will provide prospectuses, comprehensive and up to date course information and web based materials to all feeder High Schools and the general public on request.

4.1.2 The Marketing team will co-ordinate and invite school leavers to College Open Days.

4.1.3 Initial advice and guidance for internally progressing learners will be provided by Curriculum areas/tutors and supported by Student Services Careers team, supported by Positive Steps and Careers Guidance Service careers advisers on site.

4.1.4 Initial advice and guidance for school leavers (Year 11) will be provided by Student Services Student Recruitment Advisors and signposted to Positive Steps careers advisers if further help required.

4.1.5 Learners aged 17 years and over will receive initial advice and guidance on demand from Student Services Careers Advisors and course tutors and signposted to National Careers Service advisers, where appropriate.

- 4.2 Applications

4.2.1 Applications (part time & full time) can be received by the College through the Oldham College Online Application, accessed via the Oldham College website.

4.2.2 All applications will be received centrally by Admissions. The Admissions team will ensure central recording of all data and an acknowledgement of receipt issued either by text message or email within five working days. They will raise queries with the applicant where there is missing information or where there are duplicate applications.

4.2.3 Applicants will receive an acknowledgement and will be notified of their next steps within two weeks of submission of an application.

4.2.4 Internal progression applications will be generated through Progress Review meetings recorded on Vital. This process covers all full time students who are intending to progress to a further course within the College.

- 4.2.5 The Head of ISS and Student Services will review School Transition notes and recommend any adjustments to course applications and instigate support mechanisms. In the case of any safeguarding disclosures, the Designated Safeguarding Officer will collate this information and enter onto the Safeguarding database.
- 4.3 Interview/Information Evenings for School Leavers
- 4.3.1 Interview and Keep In Touch dates will be agreed through consultation by the Operational Recruitment group meeting and agreed at the Recruitment Steering Group.
- 4.3.2 Admissions and Student Recruitment team will send out invitations to all applicants on the basis of the interview schedule. Details of the invitees to interview will be available two days prior to the interview session.
- 4.3.3 At the Interview guidance session, applicants must be informed of the entry requirements (including DBS if required) and, where relevant the selection process for the course they applied for.
- 4.3.4 The attention of the applicant must be drawn to any additional/extraordinary course costs stated in the fact sheet.
- 4.3.5 Any applicant with a specific learning difficulty, health issue or disability or Safeguarding disclosure will be encouraged to disclose this on the application form and/or at interview so that appropriate adjustments and arrangements can be made.
- 4.3.6 If an applicant is not offered a place on a course or they are uncertain as to their preferred career area, s/he will be offered referral to other services/departments/guidance interviews.
- 4.3.7 The Admissions Coordinator will maintain an ongoing check on return of interview records and offers made, highlighting any concerns to Faculty Heads where necessary. They will also ensure each stage of the learners application is progressed.
- 4.3.8 No applicant will be refused admission to the college without reference to the Head of Student Services or Head of Faculty. Refusal will be based on the college's inability to provide an appropriate learning programme or satisfactory support, or the applicant's unsuitability on safeguarding grounds.
- 4.3.9 Previously excluded learners must be interviewed and risk assessed by the relevant Safeguarding Officer prior to consideration for any course. Individual applicants in some cases may need to be referred to the Assistant Principal Curriculum.
- 4.4 Interviews for applicants aged 17 years of age and above (ALL OF THE ABOVE)
- 4.4.1 Applicants for full time courses ages 17 years and above may be offered an interview, assessment or an individual course interview with the relevant course tutor. A further guidance interview is available if required and can provide impartial advice and guidance about courses, the support available and the financial implications of studying including any course fees via Careers advisors.
- 4.5 Offers to Applicants
- 4.5.1 During the Interview/Information conversations, the tutor delivering the session must complete the offer using the electronic offer form on MyCap. Certain courses may receive an automatic offer – this will be outlined in the Course Admissions procedure.

4.5.2 An automated e mail response will be sent to the applicant, to confirm whether his/her application has been successful or unsuccessful, within five working days of receipt of the interview. This will also outline any condition of the offer.

4.5.3 All applicants requiring DBS as a mandatory condition of offer will be provided with the relevant DBS application information.

4.6 Reviewing and Monitoring

4.6.1 Feedback from students regarding their experience of the admissions process will be obtained through Entry SPOCs. This will be monitored through the Quality Unit, Curriculum Teams and Head of Student Services.

4.6.2 The Admissions process will be reviewed annually.

Associated Documentation

Prospectus
Web site
Fact sheets

5 Related Procedures

Safeguarding Policy
Fees Policy

Change History Record

Issue	Description	Approval (author signature)	Date of Issue
Draft 1.0	New Procedure	S. Lawton	28.02.13
Draft 1.1	Appendix 1 Added (NM)	Nick Middleton	01.03.13
Draft 1.2	Head of Quality Ownership statement removed from footer.	Nick Middleton	20.09.13
Version 1	Updated Procedure	Sally Lawton	12.05.14
Version 1.1	Author updated with minor amendments for 2014/15. Link to Appendix 1 removed from this version.	Sally Lawton	05.09.14
Version 1.2	Reviewed and updated – postholders name changes. No change to process	Sally Lawton	21.08.15
Version 1.3	Reviewed and updated – slight change to titles and process	Michelle Royle	6.10.16
Version 1.4	Reviewed and updated – slight change to titles and process	Michelle Royle	4.9.17
Version 1.5	Reviewed and updated – slight changes to titles and responsibilities	Michelle Royle	27.9.18
Version 1.6	Reviewed and updated – slight changes to titles and procedures. Updated for coronavirus context.	Michelle Royle	14.9.2020
Version 1.7	Minor Amendment required – job role titles and procedures. Procedure title changed to incorporate full time and part time courses.	Michelle Royle	15.9.2021

1.8	Minor amendments made to titles and processes	Michelle Royle	6.9.2022
1.9	Minor amendments made to titles and processes	Michelle Royle	5.9.2023