



# Recruitment and Admissions Policy and Procedures

## **Purpose/Scope**

ROUC aims to provide a programmes of study for learners to achieve qualifications that enable them to progress into higher education or into employment.

The Recruitment and Admissions Policy and Procedures has been written to ensure that the policy and procedures used to admit students are clear, fair, explicit and consistently applied and the process is transparent for applicants. It also meets the requirements of the accrediting body to ensure:

- Qualifications should be available to everyone who is capable of reaching the required standard
- Qualifications should be free from any barriers that restrict access and progression
- There must be equal opportunities for everyone wishing to access the qualification

Therefore, applicants require the ability to analyse key concepts, a thirst for learning, and an ability to work alone.

The Centre will take appropriate steps to assess the potential of each applicant in order to make a professional judgement about their ability to successfully complete the programme of study and achieve the qualification

- NCFE Level Two

## Responsibilities

**Programme Leader** : To ensure the Programme Specification is up to date and accurately reflects the programme for which they are responsible.

Also to ensure that the applications are processed in a timely fashion and given to the Admissions Tutor prior to the student being interviewed.

**Admissions Tutor ( Martin Ewoma)**: Responsible for interviewing the student and using professional judgement to evaluate the ability of the applicant to successfully complete the programme and achieve the qualification.

## Procedures

1. In order to apply for the course the applicant will fill in an application form.
2. The application will be assessed and if the candidate fulfils the criteria they will be called for an interview
3. During the interview the candidate will during discussion be given more information about the programme and technical and academic aptitude will be assessed to determine their suitability for the programme.
4. Part of the interview process will include a piece of written work of at least 750 words to assess the ability of the candidate. This allows the course leaders to assess literacy and numeracy ability and to look at preferred learning styles to best tailor the course to those undertaking it.
5. To enable candidates to successfully complete the programme they are required to have already achieved a certain level of education. The Academy therefore generally requires one of the qualifications below. However, sometimes potential students will have few prior qualifications but may have a significant amount experience in the industry, or be able to demonstrate a particular creative gift for the level of work. If you feel that the course is of interest and that you have sufficient experience in one of the two key strands of the course then potential learners are encouraged to apply.

## Qualifications

- A Level 2 Vocational qualification
- A minimum of 5 GCSE Levels including an english qualification
- An advanced vocational Baccalaureat

NOTE: For mature students (over 25) practical experience will also be taken into consideration.

6. Following the interview candidate will be letter informing them of the outcome, which will be either:

Unconditional Offer	Where the candidate meets all the requirements for the programme for which they have applied
Conditional Offer	Where the candidate is required to achieve additional qualifications before being accepted, or where they are required to undertake an additional qualification while they are on the programme, such as additional classes in English.
Refusal	Where after consideration the Academy has decided not to offer the candidate a place on the programme that they have applied for, and the candidate will be given a rationale for the refusal

All staff involved in the admissions process receive training in the policies, procedures and criteria for student admissions to Higher Education and have clearly defined roles

## Complaints and Appeals

Where the candidate wishes to question the decision of the Academy with regard to their application they have the opportunity to complete a Complaint form which is available from Reception or through the post. This will they enter into the Academy Complaints procedure and it will be be dealt with according to the procedures laid down.

## Promotional Materials and Activities

ROUC ensures that promotional materials and activities are accurate, current, accessible and provide information to enable applicants to make informed choices about their options. Initial information about the programmes is made available on the Ice ROUC website, through newspapers, leaflets to local community groups and centres, attendance at community group meetings and events. Further detailed information for prospective students is available from the Programme Specifications

Prospective students are offered the opportunity to visit the organisation through open days, and informal visits to enable them to meet current staff and students. Open days are promoted throughout the year and prospective students can visit at any time by prior arrangement.

