

Fareham College Full-Time Admissions Policy and Procedure

Fareham College is a Good College (Ofsted 2009) that is able to offer a full range of vocational and general courses from entry level to pre-degree for the wider community. We aim to offer places to all students for whom we have suitable programmes of study.

Students are not competing for a place with other people, but will be offered a place on an appropriate programme of study which best meets their learning needs and aspirations.

For many of the programmes of study, there are minimum entry requirements (see Appendix). These requirements must be met and will be discussed at interview. Some courses or subjects, particularly those you may not have studied at school, may only require the minimum entry requirements. For other courses or subjects where you are building on work you have studied before, you may need a GCSE pass at grade C or Grade B in order to cope with the work. All full-time students benefit from Tutorial and Pastoral Support and Enrichment Activities.

Once you have accepted a place, your place is secure and we are committed to working with you. You make your final choice of courses or subjects in September, during the enrolment process, when school leavers will have their GCSE results.

You confirm your second year programme at the end of your first year. There are entry requirements to be met for progression to the second year of a two year course which will be made clear to you by your Tutor. You will have the opportunity to discuss your progression and any adjustments that may need to be made to your learning agreement.

There are no enrolment or tuition fees for students under 19 where they meet the residency and other criteria set out by the local education authority. Most basic materials including books and handouts are made available to students but there may be charges for trips and visits and specific course materials. We have Learner Support funds to help students who are eligible for extra financial help.

Fareham College is registered with the UK Border Agency and is therefore able to accept applications from students overseas. Applicants from outside the EU who are not termed 'Home Students' will be expected to pay overseas fees.

Students are expected to abide by the College's Regulations. The procedure for processing full-time applications is documented by the Student Services Department and is updated annually.

All applicants must:

- Demonstrate a strong commitment to further study, the ethos of the College and that they will benefit from further study
- Provide evidence of their previous achievements and good conduct at their current school or college
- Satisfy requirements for admission to the proposed programme of study
- Undertake further assessments or provide information as necessary to allow the College to support any additional learning needs
- Agree in writing to adhere to the Rules of the College by signing their Learner Agreement, reading the guidance in the Student Diary and to any agreements between the College and individual students and/or their parents or legal guardians that the College may reasonably require.

Allowances and Discretionary Awards

In certain circumstances students may be eligible to claim financial assistance. Students wishing to find out more about financial assistance should contact the Student Welfare Officer.

Equal Opportunities

The College will always operate within the terms of its Single Equality Scheme and according to appropriate legislation for Equality and Diversity. In cases where applicants have additional needs or special requirements, we request that these are discussed with us at an early stage in the application process so that we can make all necessary arrangements to meet those needs by the start of the academic year.

Safeguarding

The College takes its responsibilities for Safeguarding extremely seriously. All students attending the College are asked to declare any criminal convictions that they may have or are pending. Criminal convictions are not necessarily a barrier to entry for study at the College. However, a student risk assessment will be carried out and the College reserve the right to contact agencies such as the Independent Safeguarding Authority, Criminal Records Bureau, Police and Youth Offending Teams if they feel this is necessary. For some courses of study it is a requirement that students are registered with the Independent Safeguarding Authority before they are able to go out on placement. Where this is appropriate, students will be notified in advance.

Student Health and Wellbeing

Fareham College has Healthy FE Status. The College provides support and the signposting of services for all students. The medical form is not used as part of the application process. All full-time students are asked to complete a medical form with relevant details including next of kin. It is the right of all students to not disclose a medical condition if they do not wish to do so. However, if a medical condition is not disclosed and it has a material impact on the student's ability to complete the course, the College cannot be held responsible. Any student wishing to discuss any form of medical issue, in confidence, should do so with the Health and Wellbeing Coordinator in Student Services.

Reasons why you may not be offered a place on your preferred programme of study

The College aims to provide all applicants with a programme of study which suits their individual needs. You will not be admitted to a programme if:

- You are unable to demonstrate that you hold the minimum entry requirements;
- You are seeking to undertake a programme which is not in your best educational interest
- You have a criminal conviction which bars you from certain areas of work and you wish to follow a programme which would normally lead to that type of work;
- You have behaved inappropriately whilst on College premises
- There are other circumstances which question your suitability for a course (which we would discuss fully with you).

If we are unable to admit you to the programme of your choice, we will do our utmost to offer a suitable alternative programme and offer appropriate advice and guidance to enable you to make other choices. A student will only be refused admission to the College if it proves to be

impossible to provide alternative, appropriate study for them. Any refusal to admit can only be agreed by the Student Services Manager who has overall responsibility for student admissions.

Admission Appeals

Where applicants are refused a place at the College, they have the right to appeal against the decision. Such an appeal is to the Vice-Principal Students & Teaching and you will be advised of that right if the circumstances arise.

Appendix: Guidance for Entry to Full time courses

All new **Level 3** students must satisfy the College's general entry criteria, which are:

- Four GCSE's at grade C or above, or the equivalent, to undertake a National Diploma/Certificate programme of study
- Five GCSE's at grade C or above, or the equivalent, to undertake a four AS programme
- With the agreement of the Director of Faculty, a student with four GCSE's at grade C or above may undertake a three AS programme with other qualifications such as GCSE English and/or GCSE Maths if they do not hold a grade C or above in these subjects. Such a course of study would only be permitted if it was in the best educational interest of the student.

Access to HE: students need to demonstrate commitment and the potential to progress to Higher Education at interview

All new **Level 2** (eg: BTEC First Diploma, NVQ 2)) students will normally be expected to hold four GCSE's at grade D/E or above, or the equivalent; in exceptional circumstances a student may follow a level 2 course with lower GCSE grades with the agreement of the Director of Faculty

All new **Level 1** (eg: BTEC Introductory Diploma, NVQ 1) students will normally be expected to hold some GCSE's at grade E, or the equivalent

All new **Entry-level** (eg: Skills for Working Life) students will need to demonstrate their enthusiasm and commitment for further study at interview

NVQ/VRQ Vocational Courses

Vocational courses have specific entry criteria dependant on the subject specialism. All vocational courses require an interest in the subject, commitment to the course and good record of attendance and attitude from a previous educational organisation or school.

Most vocational courses require new students to start at Entry or Level 1 to gain the practical skills and underpinning theoretical knowledge before progressing on to Level 2 and consequently on to Level 3. Students will need to demonstrate their enthusiasm and commitment to further study to allow progression on to the next level.

Some vocational courses eg Hairdressing and Beauty Therapy allow new students to start at Level 2 if they meet the specific departmental GCSE requirements published.