



Document No:	SS021
Issue No:	
Issue Date:	2019-10-01
Renewal Date:	2023-10-01
Originator:	Student Services
Responsibility:	Director of Student Services and Marketing

This policy applies to all College activity including ESF contracts.

COLLEGE POLICY DOCUMENT

STUDENTS APPLICATIONS PROCEDURES

1. Applications (16-18 and 19+)

- 1.1 All applications (electronic and paper) received in the College must be sent to the Information Centres at Freeman's Park, Abbey Park Campus or St Margaret's. All applications follow the same process as that detailed for PS:16 applications. Electronic communication for direct applications to the College is via email, rather than an application portal.
- 1.2 Each Curriculum area will have a designated member of staff in the Information Centre who will be responsible for the processing of all F/T and P/T applications in that area.
- 1.3 The Information Centre will acknowledge receipt of each application within 5 working days of receipt by sending an **Acknowledgement Letter** to the applicant.
- 1.4 Applications from students living overseas will be sent to the International Office – contact the International Student Officer at APC on extension 4111.

2. PS:16 Applications Process (school leavers only)

- 2.1 Applicants who apply via the PS:16 system, will be applicants in year 11 at school.
- 2.2 The applicant submits application form via PS:16, usually with guidance from their school.
- 2.3 The Information Centre receive the application and send an acknowledgment to the applicant via PS:16.

- 2.4 The Information Centre staff read the application form and reference, and match the applicant's predicated grades to the entry requirement of the course they are applying for.
- 2.5 If the application meets the entry requirements for the course and has a satisfactory reference they are made a conditional offer and they are invited to a curriculum Welcome Event. In some circumstances this element of the applications procedure may be missed out. These circumstances include situations when the College is closed for a prolonged period due to local or national epidemics of infectious diseases and similar major situations. In these circumstances the applicant will proceed through the applications process without any negative consequences to them.
- 2.6 Where an applicant does not meet the entry requirement for the first course that they have applied for, the Information Centre staff will check the entry requirements for a course in the same curriculum area at a different level or will check the entry requirements for their second and third choice.
- 2.7 Where an offer is being made, the Information Centre will submit a conditional offer on PS:16 and also send out a conditional offer letter from the college via EBS to the applicant.
- 2.8 Once the applicant receives their offer on PS:16 they have the option to accept or decline the offer via the same system.
- 2.9 Where an applicant does not attend three Welcome Events, curriculum staff will decide whether to withdraw the offer or continue to invite the applicant to further Welcome Events.
- 2.10 If curriculum staff decide to withdraw an applicant's offer they will inform the Information Centre, who will send a withdrawal of the offer via PS:16 to the applicant.

3. Below Minimum Requirements

- 3.1 If an applicant who does not meet the entry requirements of any courses in their area of interest their application form will be examined to see if they can be referred to other areas. The applicant will be contacted by telephone to discuss their options. If the applicant cannot be contacted by telephone a **Below Minimum Requirement Letter** will be sent to them. This informs the applicant of the status of their application and provides telephone numbers for them to contact the College.
- 3.2 Student Services staff have access to reports showing BMR (Below Minimum Requirement) to provide careers advice and support.

- 3.3 When a suitable course is found the application will be returned with this indicated on the form. The application process will then be resumed. If no possible alternative course can be found the applicant must be informed and sent the **Options Exhausted letter**, which will withdraw the application and file it in the withdrawn file.

4. Courses that require an interview

- 4.1 Certain courses that require skill in a practical discipline may require an interview as part of the application process. These courses are typically in the Creative and Performing Arts but not exclusively. Courses that require an interview detail this in the College prospectus and on-line prospectus.

Prior to the start of the interview process the Information Centre team will send out an interview details pro-forma requesting the following details from the curriculum areas:

- Course Code & Title
- Interview Dates & Times (for the period January – August)
- Interviewing Tutor(s)
- Staggered or group interviews, length and number of candidates
- Room booked by curriculum
- Target Numbers

As soon as interview dates are available the Information Centre team begin to invite in applicants.

Interview letters are sent out a minimum of **7 days** and a maximum of **3 weeks** before the interview date. The following information is sent with the interview letter:

- A Reference Checklist Form (if applicant is applying on a Leicester College Application Form and has not already enclosed or returned their reference)
- Interview guidance notes
- A “How to Find Us” map
- Your curriculum area inserts (if applicable)

In situations when the College is closed for a prolonged period, or face to face interviews cannot be held for other reasons (e.g. infectious disease epidemic) interviews may be conducted online. In these circumstances alternative arrangements to those indicated below will apply and will depend upon the circumstances that apply at the time. The principle will be that no applicants is disadvantaged by the process.

4.2 Attendance Lists and Interview Packs – Stage 2

The Information Centre will send an **Interview Attendance List** to the appropriate campus Information Desk **5 days** prior to each set of interviews that have been arranged.

The **Interview Pack** is delivered to the interviewing tutor via the Curriculum Administration or Director/PAM five days prior to the date of the interview.

The interview pack is a wallet containing the following:

- Front address sheet
- Interview Attendance List
- IDS1 – Self Assessment for Disability
- Application forms and other documentation such as references
- Application Progress Report for that course available from the dashboard

4.3 Applicants rearranging interviews

Should applicants rearrange or cancel interviews after the pack has been delivered, the Information Centre will notify the appropriate curriculum area.

A new interview date will be arranged or the application will be withdrawn.

5. Offers

5.1 Where no interview is required, the Information Centre will check that the applicant meets, or is likely to meet, the minimum requirements for the course they are applying for. Information on the college Course Database is used to carry out this check. Where an interview is part of the admissions process, the curriculum staff involved in the interviews will inform the Information Centre who an offer should be made to.

5.2. Applicants will be sent an Acknowledgment letter along with an Application 'Step by Step' guide. This guide will explain the Application process in stages and what they need to do to prepare as shown below:-

- Stage 1 – Acknowledgment
- Stage 2 – Conditional/Unconditional Offer
- Stage 3 – Offer Acceptance
- Stage 4 – Welcome Events
- Stage 5 – Enrolment

6. Offers Letters

6.1 A letter will be sent to the applicant with one of the following outcomes:

- Offer of a place (conditional or unconditional)
- Offer of a place on the Reserve list
- No offer

6.2 Offer / Reserve List letters will include the following:

- Reply Slip / Previous Conviction Declaration
- Term Dates (FE conditional/unconditional offers only)
- DBS check form (for certain courses only, eg Childcare)

- Financial Aid information and application form
- A freepost return envelope for the reply slip

7. **Acceptance of the Offer**

- 7.1 On receipt of the completed reply Slip, or notification via PS:16, the Information Centre will update the applicant's record in EBS with details of Acceptance or Decline of the Offer and Previous Conviction Declaration.
- 7.2 The Reply Slip will be retained in the Information Centre together with the original Application Form.

8. **Late Applications** **(Applications received on or after GCSE results day)**

- 8.1 The Information Centre will send the application form directly to the relevant interviewing tutor or PAM.
- 8.2 The interviewing tutor may contact the applicant to arrange a mutually convenient time for interview.
- 8.3 The Information Centre will cease to send out Offer Letters at this late stage and therefore arrangements should be made to enrol the applicant by contacting the Information Centre directly.

9. **Joining**

- 9.1 In the spring term, the Enrolment Project group will agree an enrolment calendar and will then confirm the dates and times of Enrolment sessions with Curriculum Directors.
- 9.2 In late July, the Information Centre will send out **Joining Letters** to all applicants with conditional or unconditional offers, informing them of their Enrolment date, time, and guidance on fees and fee waivers, etc.
- 9.3 In late August, the Information Centre will send curriculum a list of applications invited into enrol.

10. **Reporting Procedures**

- 10.1 Reports on application numbers, offers and progress are available on the Matrix dashboard.

11. **Welcome Events**

- 11.1 Each curriculum area will arrange Welcome Events, to introduce the applicants to the curriculum area, throughout the year for those who have been offered a place on a course. Following Welcome Events curriculum areas need to ensure 'keep warm' activities take place

throughout the year. The Marketing department can support these with activities.

12. Convictions and Risk Assessments

12.1 Student Services carry out risk assessments on all applicants who are required to complete a DBS check form, and on applicants who have indicated on their offer Reply Slip that they have a criminal record. On some occasions this may result in Student Services withdrawing the application.

13. Fee Status

13.1 Applications received from students who are living in the UK but who have indicated that they are not British or have not lived in the UK for the past three years will be sent a **Fee Status Letter** from the International Office at APC. This letter will invite them to make an appointment with a Welfare Advisor at the college (and to bring in their passport and immigration documents).

13.2 After the meeting with a Welfare Advisor a decision will be made as to whether they qualify as **home** status for fee purposes.

13.4 The application form will action one of the following procedures:

- Home Status – Application Procedures carried out by the Information Centre
- Overseas Status – Application Procedures carried out by the International Office at APC.

14. Apprenticeship applications

14.1 Where an application is submitted via PS:16 or the College application form then the following will apply:

Applicants with no employer

Where the applicant has no employer listed the IC staff will also book the applicant onto an appropriate full time course interview and also refer the application to the apprenticeship team for potential traineeship programmes. The reason for arranging an interview on a full time programme is to ensure that if the applicant is unsuccessful with an Apprenticeship they have an alternative full time offer.

Applicants with an employer

These applicants will be contacted directly by the apprenticeship team and invited in for an interview to determine the most appropriate programme.