

Further Education (FE) Admissions Guidelines and Procedure

Wigan & Leigh College is committed to a fair, consistent and impartial admissions procedure for learners wishing to study at the College. The College is committed to raising learners' aspirations, widening participation and promoting equal access. The College will support applicants who are seeking a place at College and ensure that they are matched to a suitable course wherever possible.

The procedures described in this document refer to applicants who wish to join full-time or part-time Further Education (FE) courses at Wigan & Leigh College. There are separate admissions guidelines and procedures for Higher Education admissions and Apprenticeship admissions.

Wigan & Leigh College aims to provide:

- A fair, consistent and impartial admissions process
- High quality impartial information, advice and guidance in-line with the matrix quality standard for Information, Advice & Guidance.
- A one to one interview where individual need, potential and aspiration will be discussed.
- A process which will identify individual learning needs and effective support mechanisms are put in place to ensure applicants are appropriately matched to a course.
- A process which uses fair and impartial selection criteria which are consistently applied.
- Specialist guidance for those needing additional learning support services.
- A comprehensive range of up-to-date information about courses on offer, including all fees and costs involved.
- Detailed information on facilities and services available.
- Efficiency of service, allowing for a prompt response and processing of applications.
- A process which is accessible and understandable to applicants and is consistent with the College's commitment to equality and diversity.
- Opportunities to visit the College and view the facilities.
- Well organised and efficient enrolment procedures.
- An induction to the College and the course.
- A structured and organised progression process for all current students.
- A process which ensures that the data protection policy and guidelines are followed.
- A process which ensures that all applicants who disclose a relevant unspent criminal conviction are processed confidentially in the relevant manner.

1. Changes to courses

Wigan & Leigh College will do all that it reasonably can to deliver its courses. In exceptional circumstances it may be necessary to discontinue a programme or to make significant changes to a programme between the time an offer is made and enrolment, in which case applicants will be notified at the earliest opportunity and advised of the options available.

2. Criteria for an offer of a place on a course

The offer of a place on a course will be made based on the following criteria:

- Suitability of the applicant for the programme they have applied for; and
- Meeting the course entry requirements (qualifications and/or previous experience and/or DBS clearance for particular courses)

Interviewers will assess the suitability of the applicant and their predicted or confirmed grades matching the entry requirements for the course when deciding to offer a place on a course. The course entry requirements and any additional suitability criteria are outlined on the College website www.wigan-leigh.ac.uk and also in the College's 16-18 full-time prospectus, Leigh College prospectus

and the A Level Professional Honours Programme prospectus. These are updated and published in the September/October prior to the year of entry and are also available on the College website.

3. Suitability of applicant

The College will provide general advice and guidance in connection with course applications and admissions to the College and seek to ensure that the offer of a place on a course is appropriate and meet individual needs.

All applicants must:

- Satisfy the requirements for admission to the course.
- Demonstrate a commitment to further study and the ethos of the College
- Provide evidence of their previous qualifications and/or work experience history
- Demonstrate appropriate behaviour in line with the College's standards and expectations.
- Undertake further assessments as necessary to allow the College to support any learning support needs.

The College is committed to seeking to find a suitable course for all applicants in accordance with these Guidelines and Procedures subject to course availability and applicant suitability requirements.

4. Further Education entry requirements

Wigan & Leigh College advice and guidance staff work within a framework for entry requirements for new entrants for full-time and part-time courses. Entry requirements vary between courses, however, each course has a clear statement about its entry requirements. These are found on the College website and prospectuses. Part-time courses have varying entry requirements and these are shown on the College website within the course information pages.

Generally, the College FE entry requirements are:

Full-Time courses

Level	Entry Requirements
Access to Higher Education	Evidence of recent study at Level 2 and GCSE Maths or English at grade A*-C.
Professional Honours Programme	8 GCSEs graded A*-C / 9-5 of which a minimum of 4 GCSEs graded B/6 (including English, maths & science).
Level 3	5 GCSEs graded A*-C / 9-5 including maths or English.
Level 2	5 GCSEs graded A*-D / 9-3 including maths or English.
Level 1	5 GCSEs graded A*-E/F / 9-2.
Entry Level	No formal entry requirements

5. Applicants requiring additional support

Applicants are usually identified as requiring additional support from their application form. Applicants are strongly encouraged to disclose this information within the application process. Failure to do so may mean the College cannot put appropriate support arrangements into place for the start of the course. The Additional Learning Support Team is notified of all applicants that disclose any support needs on their application form.

The Additional Learning Support Team will usually be available at Interviews to discuss support needs and to arrange for appropriate support to be put in place.

The interview will take place in an accessible and private environment where applicants feel able to discuss their support needs.

6. Criminal convictions

Applications from ex-offenders are welcomed but disclosure of unspent convictions will be asked during the admissions interview.

Wigan & Leigh College aims to create a safe and healthy environment. This includes for all those studying and working on and off site or using any of its services. In addition we have a duty of care including to those under the age of 18 years of age and those deemed vulnerable and at risk. Therefore we need to know about those applicants who have unspent convictions related to serious offences. If any applicant has a serious unspent conviction they will be asked to complete a confidential form before the offer of a place at College is made. Confidentially the Designated Protection Officer or their designated nominee will make a decision as to whether the application can continue and the applicant is offered a place at College.

If an applicant fails to reveal an unspent conviction prior to their enrolment, any enrolment agreement with the College may be terminated with immediate effect.

Please note - Having a criminal record will not necessarily bar an applicant from a place on a college course. This will depend on the nature of the circumstances and background of the offence

Certain courses (Childcare, Health & Social Care and Teacher Education) are exempt under the Rehabilitation of Offenders Act 1974 and these applicants are also required to declare any spent convictions. Students on these courses will also be required to have a DBS (Disclosure Barring Service) check prior to the start of their course.

Further guidance is available at <https://www.gov.uk/government/organisations/disclosure-and-barring-service>

7. Right to refusing admission

On occasions the College may choose to refuse an application to study at the College for the following reason(s).

- The applicant has previously been a student at the College and has been excluded. This will be referred to the Head of Marketing & Admissions who will consider this along with the relevant Head of Studies and the Assistant Principal. Students who have been permanently excluded will not be able to apply to study at Wigan & Leigh College.
- The applicant has previously been a student at the College and has any outstanding monies owing to the College (e.g. not all fees have been paid). The applicant's application will not proceed until all outstanding debts are cleared.
- The applicant has not met the course entry requirements. If the applicant has not met the entry requirements, then the College will seek to find a suitable alternative course and offer advice and guidance to enable applicants to make alternative choices.
- If the suitability requirements are not met by the applicant they may be refused entry to the College if the College has not got a suitable course offer for an applicant or if the applicant is not suitable for reasons highlighted in section 4 for the course for which they have applied.

8. Appeals

If an applicant wishes to appeal against an admissions decision, then they must do so in writing initially to the Head of Marketing and Admissions within 10 working days of the date on the decision letter.

The appeal will then be considered by a panel consisting of the Vice Principal – Curriculum and Head of Department or their appointed nominees.

The College will consider all appeals and inform applicants of the decision normally within 5 working days of receipt of the appeal letter.

9. Responsibilities and duties

Responsibility for the implementation of the guidelines and procedures lies with the Head of Marketing & Admissions.

Interviewing staff have a responsibility to ensure that impartial information, advice and guidance are provided to all applicants and applications are considered in a fair and consistent manner.

The Admissions team are responsible for the day to day administration of applications and implementation of the procedures and guidelines described in this document.

Wigan & Leigh College ensures that the personal information provided by an applicant remains confidential by the designated parties and includes a declaration on the College application form authorising the release of information that they have supplied to the designated parties.

10. Training for Admissions Tutors and Admissions Staff

Admissions staff who are making decisions on whether a place can be offered have the knowledge and skills necessary to make those decisions in a fair and consistent way without bias.

11. Archive of Applicant Records

Records created on the College's Management Information System will be removed or archived as determined by the College's IT and Data Protection policies.

Application forms (paper and electronic) are archived and kept for three years and then destroyed.

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