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| <b>Teitl:</b><br><b>Title:</b>   | Full Time Further Education (FE) Admissions Policy                        |
| <b>Fersiwn:</b><br><b>Version</b>  | 1   |
| <b>I bwy mae'r Polisi hwn yn berthnasol?</b><br><b>Who does this Policy Relate to?</b> | Myfyrwyr / Staff / Myfyrwyr a Staff / Arall (rhowch fanylion)<br>Students |

#### Cydraddoldeb ac Amrywiaeth / Equality & Diversity

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| Dolen at Gam 1 Asesu Effaith (ar Gydraddoldeb a'r Gymraeg): / Impact Assessment Stage 1 (Equality & Welsh) link:   | <a href="#">FE Admissions Policy EIA Stage 1</a>  |
| <i>Effaith ar yr Iaith Gymraeg</i><br><br><i>Mae asesiad effaith wedi'i gynnal ar y polisi hwn i ystyried ei effaith ar yr iaith Gymraeg yn unol â Safonau'r Gymraeg (94-104) a Mesur yr Iaith Gymraeg (Cymru) 2011.</i> | <i>Welsh Language Impact</i><br><br>An impact assessment has been carried out on this policy to consider its effect on the Welsh Language in accordance with the Welsh Language Standards (94-104) and the Welsh Language (Wales) Measure 2011. |

#### Adolygu a Chymeradwyo / Review and Approval

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|--|---|---|---|--|
| <b>Perchennog y Ddogfen:</b><br><b>Document Owner:</b> | Admissions Manager  |   |   |  |
| <b>Ymgynghoriad / Consultation:</b>                    | Admissions Project Group<br>FE Student Reps   |   |   |  |
| <b>Dyddiad cymeradwyo / Date Approved</b>              | Cymeradwyaeth y Pwyllgor Mewnol e.e. Grŵp Diogelu / Internal Committee Approval e.g. Safeguarding Group | -   |   |  |
|  | Pwyllgor Cyfathrebu a Diwylliant / Communications & Culture Committee:                                  | 02/02/22  |   |  |
|  | Pwyllgorau'r Bwrdd / Board Committees:  | Pwyllgor Archwilio a Risg / Audit & Risk Committee:                       | - |  |
|  |   | Pwyllgor Cwricwlwm a Safonau / Curriculum & Standards Committee           | - |  |
|  |   | Pwyllgor Cyllid, Pobl a Diwylliant / Finance, People & Culture Committee: | - |  |
|  | Corff Llywodraethu / Governing Body:  | -   |   |  |
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Anfonwch y ddogfen wedi ei chymeradwyo i'w chyfieithu gan ddefnyddio'r [Ffurflen Cais Cyfieithu](#)  
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Rhifwch bob adran a pharagraff  
Please number each section and paragraph

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## **Full Time Further Education (FE) Admissions Policy**

### **1. Purpose**

The purpose of this document is to outline the college's Full Time Further Education (FE) Admissions Policy.

### **2. Scope**

The policy is applicable to all college FE programmes. Further education relates to courses that are below the level of a university degree for people who are older than the compulsory school age. Separate policies apply for applications to apprenticeships, part time and Higher Education courses.

The aim of the policy is to provide a transparent and customer focused approach for applications to Coleg Cambria from initial application to admission as a student.

### **3. Advice and Guidance**

Coleg Cambria is committed to providing impartial advice and guidance to help applicants choose the course or programme which is right for them. If an applicant requires advice and guidance before submitting an application (or at any stage throughout the application process) then they can contact the Student Services Team.

### **4. Entry Requirements**

All course entry requirements are shown on the course profile for each course, which are available on the college's website [www.cambria.ac.uk](http://www.cambria.ac.uk)

If an applicant does not have the necessary predicted/actual GCSE grades for the course they have applied for then Admissions, Student Services or the curriculum teams will contact them to discuss this and the application may be transferred to a more suitable course.

The college is committed to ensuring that every student is on the most appropriate course relevant to their academic ability and aspirations for their future. All offers of places are made subject to the specific entry requirements, adherence to College policies and there being sufficient demand for the course offered. The College will request to see proof of applicant's qualifications. The College may withdraw an offer if an applicant submits false or misleading information in their application.

### **Applicants with non UK Qualifications**

Cambria welcomes applications from applicants whose previous education has not included UK qualifications. Applicants should have their certificates/qualifications translated into English. The Admissions Team can then convert them into GCSE equivalents and assess them against the entry requirements for the course applied for.

## **5. The Application Process**

### **5.1 Stage 1 - Application Form**

Applicants are encouraged to apply online at [www.cambria.ac.uk](http://www.cambria.ac.uk) Coleg Cambria can provide paper application forms upon request.

The college can only process one application per applicant at any one time. If an applicant submits numerous applications for different courses then the Admissions Team will contact them to establish which application they would like to be processed.

Applicants will receive acknowledgement of receipt of their application when it has been submitted.

All applications are checked for accuracy and completeness within 48 hours of being received. Where any information is missing the Admissions Team will contact the applicant via telephone, email or text message to obtain the missing information. The application will not be processed until the missing information is received.

### **5.2 Stage 2 Form**

Applicants will be emailed a Stage 2 Form for completion. It must be completed in full in order for the application to be considered.

If an applicant needs help completing the Stage 2 online form they can contact the Admissions Team to obtain guidance and support.

Applicants will receive an acknowledgement of receipt of their Stage 2 Form when it has been submitted.

All Stage 2 Forms are checked for accuracy and completeness within 48 hours of being received. Where any information is missing the Admissions Team will contact the applicant via telephone, email or text message to obtain the missing information. The Stage 2 Form will not be processed until the missing information is received.

### **5.3 Review of Applications**

Applications will be reviewed by the relevant curriculum teams to assess the applicant's suitability for the course based on;

- The information provided by the applicant in both the application form and Stage 2 Form.
- Whether the applicant has met the entry requirements for the course.
- Any additional information the reviewer may ask for to assess suitability (e.g. a telephone call or meeting to discuss and establish the suitability of skills and experience).

If an applicant has studied at Cambria before the reviewer will take into consideration any previous behaviour or attendance issues when making a decision of offer.

## 5.4 Outcome

Offers will usually be as follows;

- Conditional offer based on the applicant achieving the GCSE grades as specified in the entry requirements of the course applied for.
- Unconditional offer subject to original certificates being provided as evidence of the GCSE grades required as specified in the entry requirements of the course applied for. Unconditional offers are only usually given to applicants who have already sat their GCSEs.

When an offer has been given an offer email and text message will be sent to the applicant to inform them of their offer.

If no suitable offer can be made the application will be referred to the relevant Assistant Principal. The applicant may be invited to meet with the Assistant Principal to be informed of the decision and to discuss other options. Student Services will also be available to give further advice and guidance.

If an offer cannot be made due to the college being unable to meet an applicant's needs then the Inclusion Team will contact the applicant to inform them of the decision.

## 6. Appeals

If an applicant wishes to make an appeal about the decision not to offer them a place, they have the right to appeal providing they have not been offered a place on a course because it is full or not running, or because they do not have the correct entry requirements.

Appeals should be emailed to [admissions@cambria.ac.uk](mailto:admissions@cambria.ac.uk) within 15 working days of the decision being made.

The appeal will be referred to the Appeals Panel which will consist of the Head of Marketing, Admissions and Digital, the Head of Learner Services, Head of Inclusion and the Admissions Manager.

The Appeals Panel will confirm the outcome of the appeal via letter to the applicant. The decision of the Appeal is final.

## 7. Course Change Requests

If an applicant changes their mind and wants to change the course applied for at any stage during the application process they can contact the Admissions Team to request this. The new application will then be input by the Admissions Team and passed to the relevant curriculum team for a decision of offer (as per point 5.3 above).

## 8. New Student Days

Applicants may be invited to attend a New Student Day or Taster Day. These are an opportunity for applicants to come into college to meet their tutors and other new

students, and take part in practical activities to give an insight into the course they have applied for.

**9. Confirmation of Place**

Applicants will be contacted via email and text message at least two weeks before their course start date and asked to confirm their place online. This is a crucial part of the Admissions process and ensures that applicants are fully enrolled.

When an applicant has confirmed their place they will then be sent their course start date and time.

If an applicant does not confirm their place then the course that they applied for may become full and the applicant may have to pick an alternative course.

**10. Minimum Numbers**

There are minimum numbers of students required for each course to run. Should there be insufficient numbers to run a particular course then every effort will be made to enrol students onto a similar course.

**11. English Language Requirements**

Non native speakers have to be competent in the English Language at the level of B1 for Level 1 courses and B2 for Level 2 and above. Applicants have to show this by having passed an approved English Language test.

**12. Excluded Students**

Students previously excluded from the college may apply for a course after their exclusion period has ended. Applications will need to be made in writing to the Deputy Chief Executive Principal asking for permission to return to Cambria.

**13. DBS Checks**

Some courses require an enhanced Disclosure and Barring Service (DBS) check. These are usually for courses which involve working in positions of trust with children, young people or adults at risk. Cambria will inform applicants if they are required to complete a DBS check. A fee will be charged as determined by the DBS.

**14. Disclosure of Criminal Convictions**

Cambria is committed to providing equal opportunities for applicants irrespective of their personal circumstances or background and as such does not wish to unnecessarily preclude those with a criminal conviction from joining a course of study. However, Cambria has a duty to ensure the safety of its students and staff community and that of other people with whom students interact as part of their course of study. The application process therefore requires applicants to disclose unspent criminal convictions.

**15. Additional Learning Needs**

Applicants are asked to provide details of any additional learning needs on their Stage 2 Form. This will be referred to the Inclusion Support Team so that further contact can be made with the applicant, and parents/carers where required, about their needs and how these can be supported.

**16. Equality & Diversity and Legislation**

The policy has been informed and is compliant with relevant equality, diversity, data protection and Human Rights Legislation, and supports the college's Strategic Equality Plan.

The college is committed to providing an inclusive and accessible environment and strives to make reasonable adjustments to accommodate individual needs.

Details of our Strategic Equality Plan can be found on the college's website. This policy has an attached Equality Impact Assessment.

**17. Welsh Language**

This policy is compliant with the Welsh Language Standards as set by the Welsh Government under section 44 of the Welsh Language (Wales) Measure 2011.

We welcome applications through the medium of Welsh. Applicants are asked on the application form if they would like correspondence in Welsh or English. All correspondence will then be sent in the Language preference chosen. This preference can be amended at any time by contacting the college.

Phone calls and meetings can be conducted through the medium of Welsh.

**18. Consultation**

The Policy has been reviewed by;

Head of Inclusion  
Head of Learner Services  
Admissions Project Group

The Further Education (FE) Admissions Policy will be published on the college's website.

**19. Applicant's Personal Data**

Cambria processes applicant's personal data in accordance with relevant Data Protection and GDPR legislation.

It is the responsibility of the applicant to inform the college of any changes to their personal data and contact information, in particular their name(s), address, email, contact telephone numbers or criminal convictions.

Cambria will keep in touch with applicants and may send information on New Student Days/Taster Days, college news and other relevant information via letter, email and/or text message.