

# Admissions Procedure

## [QP2.38]

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# Admissions Procedures Session 2010 onwards

(Full / Part-Time Day Programme leading to a National Qualification)

## Admissions Staff on receipt of Application will

Acknowledge within 24 hours of receipt of online, 3 working days for paper outlining processes for applications

Comply with recruitment method; inform Curriculum Heads of applications to be processed and decisions required

Invite students for interview where applicable  
Review additional support requirements  
Access calendar for Learning Services to arrange interviews for students with ASN  
Invite students indicating ASN  
Forward ASN applications to Learning Support Co-ordinators

Make offer decisions after ASN requirements accepted and understood  
Send Bursary Application when available

Full offer letters when exam results are in or conditions are met  
(Exam Hotline in place for August)

ASN Additional Support Needs

## Curriculum Heads To:

Liaise with Admissions Staff to inform them of decisions on applications and indicate the number of students to invite to Open Days etc

Where applicants have the entry requirements full unconditional offers will be given

Curriculum Heads make decisions on offers

Monitoring reports are circulated regularly to Principals Group, Directors, Department Managers, and Curriculum Heads

## IMPORTANT INFORMATION

- Curriculum Heads to liaise with Admissions Staff – monitor invitations to Open Days
- All applicants will receive a communication detailing the current status of applications and any offers made
- Curriculum Heads will provide a schedule for Interview dates/times to Admissions Staff.
- Applicants who do not have the necessary qualifications/experience, etc should be referred for guidance interview or given alternative course choice
- Open day plans include Guidance and Careers Staff being available to support Curriculum Heads and students in this situation.
- **Current students progressing to the next level or the next year do not have to complete any application form – these will be picked up by our MIS system**

## PART-TIME/DAY/EVENING/ PROGRAMMES

