

# BEDFORD COLLEGE

## Admissions Policy

### Policy Statement

In line with our ambition to be a leading advocate for learning, and with our Curriculum Policy, Bedford College aims to ensure equality of opportunity by providing a wide range of programmes at different levels to facilitate access and progression. It is our policy to operate an admissions system which guides students onto appropriate programmes of study from which they are likely to benefit and which will enable them to fulfil their potential.

### Objectives

- To provide impartial information, advice and guidance (IAG) which helps students to make realistic and informed decisions about their choice of learning programme
- To ensure that the admissions process does not treat applicants less favourably on grounds of disability, age, gender, ethnicity, religion or belief, marital status or sexual orientation
- To make reasonable adjustments to facilitate access to learning programmes for people with disabilities
- To make available comprehensive and accurate information for each programme of study, to include: entry criteria, qualification aims, costs, study requirements, progression routes and assessment methods
- To implement the College's single equality scheme and action plan in relation to admissions procedures
- To process applications and enrolments in a quick and efficient manner in line with College Charter commitments
- To provide information and advice on College facilities and support services
- To undertake best endeavours to maintain a safe College environment for all our students, staff and visitors
- To ensure applicants are notified of the reason, where admission to their chosen course is declined
- To allocate places on a first come, first served basis where a course is oversubscribed and a limit on numbers has been approved, and to provide applicants with information on alternative opportunities including those offered by other providers
- To treat applicants with courtesy and respect
- To provide information, advice and guidance which continues to meet the requirements of the Matrix quality standard and to abide by the principles of the National IAG Board.

## **Responsibilities**

The central admissions process is the responsibility of the Director Student Services and is implemented by the Enquiries and Guidance team under the leadership of the Enquiries and Guidance Manager. Interviews for full-time and substantive/specified part-time courses are the responsibility of the relevant Course Manager.

## **Monitoring and evaluation**

The implementation of the Admissions Policy is monitored via:

- The Matrix quality standard
- Customer feedback
- Service standards
- Performance monitoring reports to the College Executive relating to enquiries and applications
- Monitoring conversion of applications to enrolment
- Monitoring early withdrawals and transfers
- Sampling of guidance interview checklists
- Observation of interviews
- College self assessment process and the common inspection framework
- Equal opportunities data relating to the admissions process reported annually to the Equality and Diversity Group.

## **Supporting documentation**

The following College documents give further guidance on the application of this policy:

- Disclosure of Unspent Convictions by Students
- Safeguarding Policy
- Single Equality Scheme
- Student Support Fund Policy
- Shuttleworth College Accommodation Guide.

Lesley Ferguson  
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