



CURRICULUM POLICY & PROCEDURES FRAMEWORK

Admissions Policy and Procedures

1.0 Purpose

- 1.1 This policy describes the basis for selecting criteria and adopting procedures for student admissions to ensure that the limited numbers of places are allocated fairly, that course information and provision, and learning, teaching and support reflects principles of equality, diversity and inclusion, recognises economic and social priorities, and responds to the aspirations and needs of individual students.

2.0 Policy Statement

Jewel & Esk College promotes equality, diversity and inclusion through student admissions monitoring and management that can demonstrate fair access to appropriate provision. Balance is sought between demand from those whose needs are greatest and those who could benefit most while focusing on economic and social priorities and ensuring that the student community is a reasonable reflection of the diversity within the communities that the College serves.

3.0 Scope

- 3.1 This policy covers courses offered by Jewel & Esk College.
- 3.2 The principles described in this policy apply to all applicants for College courses, regardless of the mode of delivery, eg part-time.
- 3.3 This policy should be read in conjunction with the College Equality Diversity & Inclusion Policy and its separate Disability, Race and Gender Equality Schemes.

4.0 Responsibilities

- 4.1 The Principal is the final arbiter in the interpretation of this policy.
- 4.2 The Depute Principal is responsible for the implementation and development of this policy.
- 4.3 Heads of Faculty are responsible for the effective and consistent operation of this policy through the overall management of procedures.

- 4.4 The Quality & Qualifications Manager is responsible for monitoring and reporting on the effectiveness of this policy.
- 4.5 All staff are responsible for ensuring the effective operation of this policy.

5.0 Applications

- 5.1 Application forms for College courses are available from College Information, Student Services or the College website.
- 5.2 Student Services staff are available to advise on application process and assist potential students on the completion of the application form and on course selection.
- 5.3 Completed Applications Forms should be sent to Information Services who will record and process all applications, and will send an acknowledgement of receipt to each applicant.
- 5.4 Information collected on Disability is not used in any selection or allocation process. Such information will be used to enable the College to support the student whilst at College and is collected in accordance with the code of practice issued under the Disability Discrimination Act.

6.0 Course Entry Requirements

- 6.1 All applications will be recorded and acknowledged and are forwarded to the Academic Faculty who manage the chosen course for processing. The Faculty will write to the applicant directly.
- 6.2 If the minimum entry requirements are met and supported by evidence at the point of application, and there is still a place available on the chosen course, then the applicant will be issued a formal offer, or advised to attend an information session, prior to final selection of course choice.
- 6.3 If there are no places on the chosen course the applicant will be invited to discuss alternative opportunities with Student Services, which may include being placed on a reserve list for the chosen course.
- 6.4 If the minimum entry requirements are not met at point of application, but the applicant is able to demonstrate current study likely to lead to the minimum entry requirements, the applicant will be offered a conditional place, invited to an information session or notified that they are on a reserve list if the course applied for is full.
- 6.5 The College will consider relevant prior certificated and/or experiential learning as an alternative to the minimum academic entry requirements.
- 6.6 Some specialist courses require that, in addition to the minimum entry requirements or relevant prior certificated and/or experiential learning, the applicant must attend for an interview which may include an assessment or audition to establish prior skills or aptitude.
- 6.7 Following interview, the applicant will be offered an unconditional place, a conditional or reserve list place, or will have been unsuccessful in gaining a

place on their chosen course.

- 6.8 For the purpose of assessing an applicant's suitability for a course involving a placement within an organisation working with children, young people or adults at risk, the College will undertake an Enhanced Disclosure check under Part V of the Police (Scotland) Act 1997. This is covered by the College Disclosure of Student Information Policy and Procedures that is available at Student Services or on the College Website at www.jec.ac.uk.
- 6.9 Students continuing from one session to another must progress at a higher SCQF level. It is only in very exceptional circumstances that a student could repeat the same course or progress to a course at the same SCQF level.

7.0 Entitlement

- 7.1 Applicants will receive complete and accurate information and advice about the College, its facilities, courses, support services and fees.
- 7.2 Applicants are entitled to advice on the selection criteria and appropriateness of courses and on the teaching and learning facilities, approaches and demands associated with any course.
- 7.3 Courses requiring interview or audition will only assess applicants' suitability for their chosen course against pre-determined criteria. Applicants are entitled to feedback on the assessment of their performance against these criteria.

8.0 Monitoring and Evaluation

- 8.1 The Quality & Qualifications Manager will monitor student admissions within the "Equality Themes" of the College Equality Diversity & Inclusion Policy.
- 8.2 The Quality & Qualifications Manager will report and make recommendations to the Academic and Planning Committee, Equality Diversity & Inclusion Group and Learning Management Team on areas of required action where there is statistical evidence of disproportionate or restricted access for defined categories of students.
- 8.3 The Academic & Planning Committee will reflect upon and recommend action for addressing issues on equality diversity and inclusion in course provision that will be addressed in the Curriculum Delivery Plan.
- 8.4 The Equality Diversity & Inclusion Group will reflect upon and recommend action for addressing issues on equality diversity and inclusion in College communications after advice and support and interaction with the communities it serves that will be addressed in the Operational Plan.
- 8.5 The Learning Management Team will reflect upon and recommend action for addressing issues on equality and diversity in the provision of teaching and learning and in the overall student experience.

9.0 Refusal of Admission

- 9.1 Jewel and Esk College is a selective academic institution and as such the Principal reserves the right to refuse admission to any student, however an explanation will be given for the reasons for refusal.

9.2 The reasons for refusal may include:-

- 9.2.1 A response to evidence of a serious criminal record as defined in section 7.2 of the College Student Disclosure Policy and Procedures.
- 9.2.2 A student wishing to access a course where the academic judgement is that it would not be in the best interest of the student class, or College to permit admission.
- 9.2.3 A person who has previously been dismissed from College or who has been subject to disciplinary action under the College Student Disciplinary Policy and Procedures.

This is not an exhaustive list.

10.0 Appeals

- 10.1 If applicants feel that they have been treated unfairly they have the right to appeal against decisions made during the application process, using the Student Appeals Policy and Procedures, available at Student Services or on the College Website www.jec.ac.uk.

11.0 Review

- 11.1 This policy will be reviewed in February each year, as circumstances deem necessary.