

ADULT ADMISSIONS PROCEDURE



Adult Admissions Procedure

Policy Owner: ELT

Date of Review: March 2025

Date Approved: 3 June 2025

Next Review: June 2028

Responsibility for Review: Vice Principal Curriculum Delivery and Planning

Policy Review Frequency: 3 Years

Applicable to staff: Yes

Applicable to students: Yes

Publish on College website: Yes

Consultation:

Undertaken with:	Yes/No:	Date:
Board/Committee		
ELT	Yes	22 April 2025 3 June 2025
CMT		
Unions		
Students		
Employees		
Employers/Stakeholders		

Any Associated Documentation, for Reference:

FE Admissions Policy, 16-18 Admissions Procedure, Apprenticeship Admissions Procedure, Safeguarding Policy, Fitness to Study Procedure, HE Admissions Policy

ELT SIGN-OFF: Mick Noblett, Vice Principal Curriculum Delivery and Planning



Adult Admissions Procedure

1. Stage 1 - Application

- 1.1. All applications are to be submitted via the Preston College website and applicants are asked to select the relevant subject of interest.
- 1.2. Applications are acknowledged electronically on receipt of submission, stating that an Advisor will be in contact via telephone to discuss next steps.
- 1.3. Applications will be electronically recorded within 72 hours of receipt and tracked via the College's student database. This timeframe is extended during peak enrolment periods.
- 1.4. Applications are directed to the respective Advisor for that specified provision, who will endeavour to make initial contact with the applicant within 48 hours. This timeframe is extended during peak enrolment periods.
- 1.5. Applications that are received without a defined subject will be referred to an Advisor who will offer the appropriate guidance to progress the application further.
- 1.6. Applications that declare a learning difficulty, medical condition or safeguarding matter will be signposted to the SEND/Safeguarding Teams respectively.
- 1.7. Applications for courses that require an interview by a Curriculum Tutor will be arranged by the Advisor handling the application. Interviews will take place via telephone or on-site, as appropriate.
- 1.8. Once an interview is scheduled, confirmation of the interview is sent electronically. Notification of an invitation to interview will be given at least seven working days prior to the proposed date, dependent upon submission of application.
- 1.9. For particular courses that do not require an application and or interview with a Curriculum Tutor, an Advisor or Admissions Officer will advise accordingly, taking into consideration subject specific entry criteria.
- 1.10. Certain courses specifically require formal assessments to be undertaken, these include Maths, English, ICT and ESOL subject areas. Assessments are booked online via the College's website or by calling the College's Course Information and Enrolment Department. Dependent upon the subject, assessments will be undertaken via telephone, by electronic submission or face to face, where appropriate.
- 1.11. If an applicant has booked on-line for a Maths or English assessment, the automated booking confirmation will include revision guides, to support an applicant in their preparation for their formal assessment.
- 1.12. If an applicant declares that they were not born in the UK, they must fulfil the residency eligibility requirements, outlined in the Adult Skills Fund, funding rules, for the respective academic year.

1.13. The College will require residency evidence, to proceed with their application. The Applicant will be advised on what documentation is required, as appropriate to their immigration status.

1.14. Internal applicants who are looking to progress to another Preston College qualification will be provided CEIAG during the last three months of their programme to confirm their application.

2. Stage 2 - Interview

2.1 Dependent upon the course, Interviews will be undertaken on a 1-1 basis. Some interviews may be conducted via group participation and may incorporate written assessments. Specific interview arrangements will be detailed by the Advisor and/or within the correspondence sent to applicants electronically.

2.2 Interviews will be undertaken by a Curriculum Tutor or Advisor via telephone or on-site, where deemed appropriate.

2.3 Appropriate arrangements will be made for a representative from SEND/Safeguarding Team to discuss learning support needs with applicants, for those that have specified a need.

2.4 Applicants will receive an interview reminder via text at least 24 hours prior to the scheduled date.

2.5 Applicants who fail to attend a scheduled interview will be contacted to arrange another appointment. If a second interview is missed without prior notice being given, the application will be withdrawn and this notification will be sent via text.

2.6 Applicants who undertake a formal interview with a Curriculum Tutor, will be informed of the outcome of the interview verbally or via electronic letter within 5 working days, unless otherwise specified.

2.7 Applicants who undertake a telephone interview with an Advisor, will be informed verbally of an offer of a place to study.

2.8 Following a successful offer of a place to study at the College, the conditions of enrolment will be communicated via telephone by an Advisor.

2.9 Where it is identified that an applicant has additional challenges or barriers to education, the college will endeavour to support the applicant through an admissions panel meeting. In the first instance, the college will liaise with external stakeholders and support services to gather information which will be reviewed at the panel meeting.

2.10 External stakeholders can include but are not limited to; social workers, previous educational establishments, family members, carers and employers. The admissions panel will holistically review and discuss all information with a supportive approach. The panel will review barriers, opportunities, funding restraints and risks to admission to fulfil its duty of care for the applicant and wider college body. This includes adapting curriculum offers, setting small

realistic goals and bespoke support packages to aid a successful transition into college.

3. Stage 3 – Enrolment

- 3.1 Dependent upon the course, individual circumstances and date of application; enrolment will be facilitated on-line or via telephone, dependent upon whether any pre-requisite documentary evidence is required.
- 3.2 For applicants who are eligible for government funding, specific evidence will be required as a condition of enrolment e.g. eligible state benefits or proof of earnings. Applicants will receive text reminders to provide the necessary evidence.
- 3.3 Applications will be automatically withdrawn where documentary evidence is required as a condition of enrolment, but not received by the start date of the programme. Such conditions may include, providing evidence of pre-requisite qualifications, or evidence to obtain funding for the course. Notification of this will be sent via text.
- 3.4 Once enrolled, students will receive confirmation of their enrolment via text message, containing a link to their welcome guide. This contains instructions on how to log-in to their Prospect account, sign their learning agreement and upload a photo for their college ID. The learning agreement outlines the terms and conditions of enrolment and will require a digital signature. As part of the enrolment process, all students will sign a privacy notice which will enable the College to carry out its legal duty under the Education Act 2011 and Education and Inspections Act 2006, and contractual obligations with other funding agencies and awarding bodies.
- 3.5 The week prior to the start date of their course, students will be sent a welcome text, specifying the name of their tutor and the building/room number of where they need to arrive on their first day.
- 3.6 For those applicants referred to an admissions panel, the panel will review barriers, opportunities, funding restraints and risks to admission to fulfil its duty of care for the applicant and wider college body. This can include adapting curriculum, setting small realistic goals and bespoke support packages to aid a successful transition into college. At this point the applicant will be enrolled to the college. Where the panel determines that no offer can be made the panel will provide a response in writing, along with recommendations to alternative providers or support services.

4. Stage 4 – Appeal

- 4.1 Any applicant who is declined a place at the college has the right to appeal. Appeals must be submitted in writing to the College Principal, Simon Nixon, within 5 working days of the decision being communicated.