



**19+ ADMISSION  
POLICY & PROCEDURES  
(Academic Year 2017-18)**

# Varndean College

## Admissions Policy 19+

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### 1. Introduction

Varndean College offers courses to adult students in the following areas:

- a) part-time enrolments in adult education classes, either 'on-site' or at various 'outreach' centres
- b) full-time enrolments in Access to Higher Education (University)
- c) Students who joined daytime classes aged under 19 but who are 19 before the second year of the course (see 16-18 Admissions Policy)

Varndean College does not make provision for adults to join classes which are funded by the EFA and aimed at students aged 16-18.

Varndean College aims to provide impartial information and guidance to help you choose the course that most suits your needs.

The appropriateness of the course may depend upon:

- your personal wishes and interests
- your aspirations for employment or HE opportunities
- your prior learning and existing skills
- your other commitments (e.g. other learning, employment or caring commitments etc.)

Courses where fee remission is available to applicants meeting the criteria are indicated in our course brochures.

You can apply for an Advanced Learner Loan for some level 3 courses including Access to Higher Education courses, if you are over 19 and meet the criteria. They are also available for the CPCAB Level 3 Certificate in Counselling Studies and the CPCAB Level 4 Diploma in Counselling. These courses are indicated in our course information.

### 2. Students with Disabilities

Varndean College is committed to ensuring that people with disabilities including learning difficulties, are treated fairly. All reasonable adjustments to provision will be made to ensure that people with disabilities are not substantially disadvantaged.

### 3. General Admissions Criteria

To enrol on any course as an adult student you should:

- have an appropriate level of skills or interest to give you a reasonable chance of completing the course and achieving success.
- be prepared to meet College expectations set out in the 'learner agreement' with regards to conduct and behaviour, including attendance.
- Pay all fees or produce evidence of entitlement to fee remission in advance of the course start date.

The college may reasonably decline to accept an enrolment if any of these criteria are not met. In appropriate cases, the College would aim to provide information and guidance about alternatives.

#### 4. Admissions Criteria for Specific Courses

##### a) Part-time Adult Education Classes

Entry requirements for part time courses can be found in the Adult Education brochure and on the web-site. Information on 19+ loans, financial support for fees and travel to students on low incomes and childcare are available from the adult education office.

##### b) Access to Higher Education Diploma

The Access Diploma aims to serve the needs of adults who may not have the formal or traditional educational qualifications required for entrance into Higher Education.

All applicants are required to complete an application form and are invited to attend an interview. The purpose of the admissions interview is to establish whether or not the applicant has the level of literacy and numeracy; enthusiasm and commitment to benefit from a return to education and the opportunity to progress to Higher Education.

Speakers of languages other than English are required to sit a screening diagnostic test which has been approved by an ESOL teacher. This is to ascertain whether or not they would stand a reasonable chance of succeeding on a level 3 programme of study. Applicants who have IELTS qualifications will need to have achieved a score of 7 or more.

Applicants for the Science and Health Related Professions course who do not have Maths GCSE at grade C (or equivalent) will be required to sit a short diagnostic test. This is to ascertain whether or not they would stand a reasonable chance of succeeding on a level 3 programme of study. Applicants may be advised to take a GCSE course before starting an Access to H.E course, if it is appropriate.

It is sometimes clear from interview that an applicant is ready to apply direct to Higher Education and they will be advised accordingly. Some applicants may be advised to follow another programme of study before applying for an Access course; others may be advised to follow another course at the same time as following the Access course. Prospective teachers, for instance, who are required to have GCSE Mathematics, English, IT and Science can follow these courses through the adult education curriculum at the College. Information on 19+ loans, financial support, applications for bursaries to ESCC, childcare grants is available from the Varndean Welfare Officer.

Application is open to anyone **aged 19 or over**. However Access courses aim to provide progression to groups under-represented in Higher Education and priority is given to applicants from the following target groups:

- ✓ adults who have previously been prevented from "normal" entry to Higher Education because of lack of qualifications
- ✓ those who have suffered interrupted careers (e.g. carers, single parents) and who wish to return to, or start, a study programme

- ✓ those previously educationally disadvantaged, who might need extra support to obtain necessary qualifications for entry
- ✓ those whose interests have matured and who now wish to study to a higher level
- ✓ unemployed people who wish to return to study to improve or change their career and employment prospects
- ✓ those who have followed adult education programmes of study and who are now seeking a focused direction for their studies
- ✓ EU nationals who have settled in the area
- ✓ adults who have travelled and who now wish to direct their interests and experience towards qualification and therefore towards a clearer career plan.

#### **An Access Waiting List Offer**

The College has sometimes had to operate a waiting list in recent years. If this is the case you will be informed on enquiring, or at interview, according to when it is known that the waiting list must operate. If you hold a ***waiting list offer***, it means that we cannot yet guarantee you a place for September. We will already have recommended that you apply elsewhere for an 'insurance offer'.

The waiting list will be reviewed at regular intervals before the summer break and if a place becomes available, you will receive a firm offer. If any student who has accepted the offer of a place does not attend the enrolment day in the first week of September and their place becomes available, you will receive a firm offer.

The criteria used to determine priority on the waiting list are a combination of the following:

- Space on specific courses
- Membership of the target group as described above
- Date on which the application was received by the college

#### **5. Admissions Procedures**

- a. Part-time Adult Education Classes (Person responsible: Community Development Manager).

Information about particular classes is set out in the College's adult education brochures and other publications and on the college website. An enrolment and information evening is held in the first week in September for September enrolments, but students may contact the Adult Education office at any time of the year for information and guidance. Students may apply by post, by telephone or in person via the College registry. Online applications will soon be available for some leisure courses; application forms are also available online to download.

A separate application form is required for the CACHE Certificates for Teaching Assistants, Working with Children, Adult Social Care and all Counselling courses.

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For other courses such as Languages a pre-enrolment discussion of your needs is advisable.

Where popular courses are over-subscribed we may have to operate a waiting list.

b. Access to Higher Education Diploma (person responsible: Access Coordinator)

General enquiries are answered by the Registry staff, who then send out further information packs. These include information on course content, structure and timetabling, financial arrangements and application forms.

If specific questions cannot be answered, applicants are referred to the Access Coordinator.

Applicants are encouraged to read the course details available on the college website and also to contact the relevant Admissions Tutors at universities to have an awareness of possible course options.

Applicants are also invited to attend an Information and Interview event at Varndean College where they can discuss their career ideas and receive advice about funding their Access studies. These events are offered at regular intervals between February and June.

On receipt of both the application form and also a supporting letter, applicants will be invited to an interview and will discuss the following:

Interviews are conducted informally with a view to establishing:

- the personal needs and objectives of each applicant
- previous relevant experience
- the study background of applicants
- restraints on time and child care responsibilities
- the need for guidance on availability of financial assistance

The aim is to be sure that applicants understand fully what the course would entail and that they are ready to cope with the demands of the course and therefore to benefit from it.

The Access Diploma to HE is designed for adults who have work and life experiences, but do not for a variety of reasons have the necessary qualifications for HE.

The Access Diploma is specifically targeted at groups identified as underachieving in education and therefore formal qualifications are not required. These groups are given priority

#### 6. Still Uncertain?

If you have any concerns about our policy or procedures please contact the Adult Education Department. Telephone: (01273) 546602 or for Access courses please contact the Registry on 01273 508011.