



**19+ ADMISSION
POLICY & PROCEDURES
(Academic Year 2018-19)**

Varndean College

Admissions Policy 19+

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) 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 if you are over 19 and meet the criteria. They are also available for the CPCAB Level 3 Certificate in Counselling Studies, CACHE Level 3 Certificate in Supporting Teaching and Learning 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. However, it is important to bear in mind that the College is not a distant learning College and all students must be in position to meet the college's attendance requirements (see Attendance Policy).

3. Admissions Process

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

- have an appropriate level of skill 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.

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Information about particular classes is set out in the College's brochures and on the college website. Enrolment and information evenings are held throughout the year. See website for details. However, students may contact the Adult Education office at any time of the year for information and guidance. Students may apply by post, by telephone, online or in person via the College registry.

Application forms for the CACHE Certificates for Teaching Assistants, Working with Children, Adult Social Care, Counselling courses are available to download from the website or from the Adult Education department.

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

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. Conditions of Enrolment

To be enrolled on a course you must meet the entry requirements; these include the general requirements to study a particular course.

Entry criteria for specific courses are published in the brochure and on the website.

5. 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 on the course. We will already have recommended that you apply elsewhere for an 'insurance offer'.

The waiting list will be reviewed at regular intervals and if a 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
- English, Maths and ESOL learners will have pre enrolment interviews. During the interview they will complete a diagnostic assessment to ensure they are placed on the correct course.
- Level 4 counselling students will be interviewed prior to enrolment to ensure their suitability for the course.
- Date on which the application was received by the college

6. Still Uncertain?

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