POLICY 62

ADMISSIONS POLICY

Policy Statement

Oaklands College operates a centralised Contact Centre ensuring a common and transparent approach for all applicants should they apply online through the website or through hard copy paper application. On average the College receives over 5,000 full-time and part-time applications per academic year. The College's Admissions Policy sets out the means by which we will encourage and welcome applicants with different educational and social backgrounds.

The Policy relates to courses offered by Oaklands College. The College is committed to ensuring that all applications are considered and evaluated on the basis of individual potential.

Scope

We recognise the importance of establishing policies and procedures for recruitment, selection and admission that are fair, clear and accurate. When you apply to study at Oaklands College, we will always try to follow the principles listed below.

Principles

Your application will be treated courteously, fairly and without prejudice and we will act in accordance with the College's Equality and Diversity Policy. This includes the way in which we handle applications from young people (who could be under 16 on the date of admission) and from vulnerable adults.

We will review our entry requirements, admissions procedures and practices regularly, including simplifying the applications process.

We will provide clear and objective pre-entry guidance on our website, our prospectus and on all matters relating to admissions. This includes any visa requirements or age restrictions on courses, so that you can make an informed decision about your application.

If you wish to apply for a course that is run jointly with another institution (for example the University and other learning partners), we will explain the interaction between the admissions requirements for each institution.

Procedures

You can apply for our full-time and part-times courses online through our website or fill in a paper application form and post it to us. For Higher Education students please see the instructions in appendix 1.

Online

The full range of courses on offer are available to view on our College website, which is fully searchable and aims to provide information about each course (including fees, course contents and how you will be assessed). Once you are certain that you have found a course that is right for you, click on 'Apply Now' and you can process your application further.

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By Post
Completed application forms should to be return to:
Contact Centre
Oaklands College
St Albans Campus
Hatfield Road
St Albans
AL4 0JA

We aim to send you acknowledgement within three working days of receipt of the application form by email or a telephone call. Please note that at peak application times this may take longer. Please also note that places on many of our courses fill up quickly and so it is important that you follow any specific guidance or instructions that we will send to you once you have made your initial application e.g. completion of certain forms online and/or attendance at enrolment.

We will tell you if there are any specific requirements you must meet when you apply. This may relate particularly to programmes which may ask for additional information or portfolios. Some courses may require entry tests , Disclosure and Barring Service (DBS) checks etc. or may have age restrictions in place.

Applicants who do not have three years of permanent residency in the UK or EU will be asked to provide further evidence of a passport/visa or other travel documents to support their application.

Oaklands College will provide specific strategies to assist and support students with learning difficulties and/or disabilities. Our Independent Learning Support Team will be made aware of any individual support needs that are disclosed on the application form and ensure that appropriate arrangements are in place to support applicants at interview, for example, if they require a signer or need a separate room.

Once your application has been processed, you may be invited to attend an interview to discuss your application further. The interview is an opportunity for each applicant to find out more about the College and for us to find out more about you. As part of the interview, we may ask:

- why you have chosen the course
- what your plans are for the future
- that you understand the commitment you have to make

After your interview we hope to offer you a place on the course.

We will make a decision on whether or not to offer you a place based on the entry requirements and criteria for your chosen course and any other factors listed below. Your qualifications, any previous learning and aspirations for the future will all contribute to the decision making process, which is fully aligned to our commitment to providing equal opportunities for all.

Oaklands College has a statutory duty to promote the welfare of children, young and vulnerable people receiving education and training at the College, while providing a safe environment for all to learn and work in.

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The College asks students to disclose previous criminal convictions/ongoing investigations at three points within the recruitment cycle. Please see the Criminal Convictions /ongoing investigations Procedure for further details.

Appendix 1

If you are looking to apply for a full-time Higher National Certificate/Diploma, apply via UCAS using the Oaklands College institution code, **O12** and course code which can be found within our HE Brochure or through our website.

For a full-time Foundation Degree/Extended Degree programme, apply via UCAS using the University of Hertfordshire institution code, **H36** and campus code **O** and course code, which can be found within our HE Brochure or through our website.

Visit the UCAS website at www.ucas.com and apply for courses by creating an account.

For a part-time Higher National Certificate/Diploma apply direct to Oaklands College. Visit www.oaklands.ac.uk and apply online, or complete an application form available from the college, or call 01727 737000.

For a part-time Foundation Degree, applications must be made on the standard university application form with the University of Hertfordshire.

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