



Working Together

Admissions Procedure

December 2020

History of Changes

| Version | Description of Change | Authored by | Date |
|----------------|--|--------------------|-------------|
| 1.1 | | C Nairn | 18/12/2017 |
| 2.0 | | J Robertson | 22/01/2019 |
| 2.1 | Clarification to processes for late applicants and new schools academy applicants. | J Robertson | 09/12/2019 |
| 2.2 | Addition of outcome of Referral for new applicants. Enrolment reference updated to Online Enrolment. Application dates for Schools Academy updated. Rapid Impact Assessment removed. Author updated to Head of MIS | J George | 30/11/2020 |
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Course Application Guidelines

All applicants:

- Before submitting an application, read the course details on the college website or published prospectus, taking particular note of the entry requirements and progression routes available.

Applicants with any *additional learning support requirements*:

- When completing the application, complete the section detailing your additional needs fully. This will help us to prepare and plan as quickly as possible to support your needs.

Applicants who are *in care* or are *care experienced*:

- Will be forwarded automatically to the Second Stage of the application process.

There are slightly different arrangements depending on if you are a:

- New applicant for a Full Time course
- Late applicant for a Full Time course (by late, we mean your application is made from mid-July to end-September)
- Current or Progressing student for a Full Time course
- Schools Academy Pupil

Please see the relevant section on the following pages.

The Curriculum Teams will check applications weekly as they are submitted and notify applicants of the next stage.

All Applicants who have accepted a Full Offer or Conditional Offer:

- Apply online for funding, usually in April, when the application processes open for:
 - EMA/Bursary – Further Education students, or
 - SAAS – Higher Education students

All successful applicants:

- Must complete their **Online Enrolment** prior to Induction
- Must attend **Induction** in mid-August.

New Applicant – Full Time

- Apply through the online portal on the college website:
 - www.borderscollege.ac.uk
 - the portal is open for applications from December
 - only one application per person is permitted
 - you will receive an automated response, acknowledging receipt of your application

- Apply as soon as you can. Demand is extremely high for some subject areas:
 - applications will remain open throughout the year until the maximum confirmed enrolment figure has been reached for that course or until the end of September, whichever is earliest.

Stage 1

Decision

When we receive your application, we will check your application for the following, in order to make a decision on the outcome:

- Entry requirements: matched against your current or potential qualifications
- Confirmation of only one application
- Personal Statement
- Care Experienced or Care Aware status (fast-tracked to Second Stage)
- Spent and Unspent conviction information provided by applicant

Outcome

Potential outcomes are:

- Full offer of place – where the application meets all the entry criteria
- Invitation to Interview Session
- Referral to appropriate alternative programme

Interview Session

Not all applicants will be invited to an Interview Session(s). However, if you are invited to an Interview Session, you must attend.

This is an important opportunity for you to find out more about the course. In some cases attendance is mandatory if your application is to progress to conditional or full offer.

What is included in an Interview Session will vary from course to course. It could include, for example, group interviews, a skills test or information session. Some courses require specific skills or attributes e.g. game keeping.

Due to the nature of some of our more specialist courses, for these, you may be required to attend a personal interview as part of your Interview Session.

Stage 2

Decision

A decision at this stage may be dependent upon a number of factors:

- Attendance at an Interview Session
- Successful completion of a Skills Test (where appropriate – this is necessary for some courses and may form just one element of an Interview Session)
- PVG check (where appropriate – this is essential for some courses)
- Satisfactory reference check where applicable (where appropriate – we do not routinely ask for references, however this is a requirement for a very small number of courses)
- Care Experienced or Care Aware applicants - level of course confirmed

Outcome

Potential outcomes are:

- Full offer of place
- Conditional offer of place - given when applicants are working towards achieving a qualification or some other criteria before they can be accepted to college
- Unsuccessful – referred to other course or organisation

Stage 3

Decision

(for applicants with conditional offers awaiting exam results -

a decision at this stage will be confirmed based on external exams results in early August)

Outcome

Potential outcomes are:

- Full offer of place – condition met
- Unsuccessful – condition not met

Late Applicants – Full Time (mid-July to end-September)

- For some subject areas, demand is extremely high – only courses with places available will be open for late applications.
- Where places remain available, apply through the online portal on the college website for those courses.

Stage 1

Decision

When we receive your application, we will check your application for the following, in order to make a decision on the outcome:

- Entry requirements matched against your current or potential qualifications
- Confirmation of only one application
- Personal Statement
- Care Experienced or Care Aware status - level of course confirmed
- Successful completion of skills test (where appropriate – this is necessary for some courses)
- PVG check (where appropriate – this is essential for some courses)
- Satisfactory reference check where applicable (where appropriate – we do not routinely ask for references, however this is a requirement for a very small number of courses)
- Spent and Unspent conviction information provided by applicant

In some cases we may follow up with a telephone interview prior to making a final decision.

Outcome

Potential outcomes are:

- Full offer of place
- Unsuccessful

For all courses requiring Personal Protective Equipment (PPE), the curriculum area will make arrangements for these.

All successful applicants will be required to complete Enrolment and Induction. Successful applicants will receive an email inviting them to enrol online and Curriculum staff will make arrangements for Induction.

Current and Progressing Students – Full Time Only Including School Academy Pupils

- Apply through the online portal on the college website:
 - www.borderscollege.ac.uk
 - the portal is for applications between December and February
 - only one application per person is permitted
 - you will receive an automated response, acknowledging receipt of your application

Stage 1

Decision

When we receive your application, we will conduct some checks in order to make a decision on the outcome based on:

- Attendance and Achievement to date
- Adherence to action plan - Behaviour and Attitude
- Successful completion of current course and/or any further conditions
- PVG check (where appropriate)
- Spent and Unspent conviction information provided by applicant

Outcome

Potential outcomes, which will be agreed by the Course Teams, are:

- Conditional offer of place – dependent upon passing current course; additional conditions may be added e.g. an agreed and measurable Action Plan
- Full offer (in exceptional circumstances)

For those students changing subject/direction, we may set a condition to complete successfully your current programme of study, even where you have the entry requirements from previous qualifications gained.

We will make the Stage 1 Decision by the end of the study week in February.

Stage 2

Decision

We will make the Stage 2 decision at the end of the course based on:

- Achievement of current qualification
- Adherence to any Action Plan
- Achievement of external exam results (usually confirmed in early August)

Outcome

Potential outcomes are:

- Full offer of place – all conditions have been met
- Unsuccessful – referred to other course or organisation

For progressing schools academy students, we will generally make the Stage 2 Decision in March/April.

For other progressing students, we will make the Stage 2 Decision in March-June (or August following external exams).

New Applicants to School Academy Courses

School pupils must:

- Prior to submitting an application, discuss their course choice with appropriate school staff
- Apply through the online portal on the college website:
 - www.borderscollege.ac.uk
 - between **January and April**

The College and the School will liaise, with a view to providing support through the Borders Young Talent Project (BYT) where required.

Stage 1

Decision

The Decision will be confirmed based on the following:

- Entry requirements matched against current/potential qualifications
- Personal Statement

Outcome

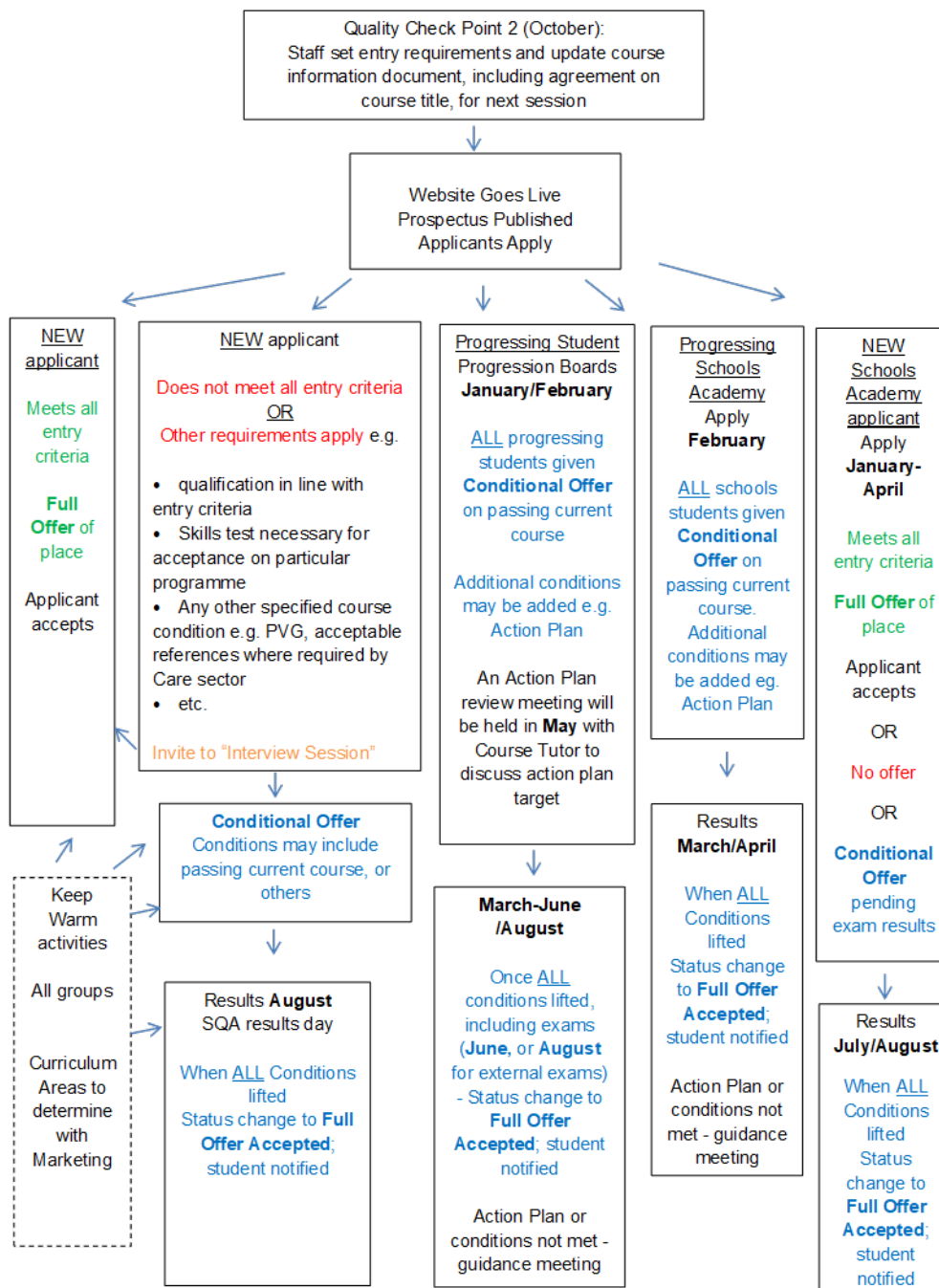
The Outcomes will be agreed by the Curriculum Teams and will either be:

- Full offer of place
- Conditional Offer of place (where entry requirements apply)
- Unsuccessful

We will make a decision in **July; pupils will be notified by email by the end of the second week in August**, and schools will be kept updated.

Please note: where a Conditional Offer of place has been made that is subject to exam results, pupils will be notified of a full offer or unsuccessful, after these are known in August.

ADMISSIONS PROCEDURE



Vn 0.6 Flowchart summary for illustration purposes

Status: Approved by Vice Principal Curriculum & Student Services
 Procedure Dated: December 2020
 Author: Head of MIS
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 Equality Impact Assessed: Yes