

## Admissions Procedure

Stage	Lead	Explanation of stage	Timescale
Admissions receive an application via <ul style="list-style-type: none"> <li>• The website</li> <li>• An event (e.g. Open Day)</li> <li>• A visit to the College</li> </ul>	Admissions Team	Applicants make an application for a course based on any of these routes	
Diagnostic assessment invitation letter sent out to applicant	Admissions Team	Admissions team process the application, create a student record and contact the applicant to invite them in for a diagnostic assessment	Within 5 working days of receiving application
i) Applicant attends diagnostic assessment: <ul style="list-style-type: none"> <li>a) Student finance information provided</li> <li>b) BKSB online English and maths assessments completed</li> <li>c) Written tasks (free writing and comprehension questions) completed</li> <li>d) Course deemed not suitable (applicant given information, advice and guidance about alternative courses)</li> </ul>	Student Engagement Officers (SEOs)  Heads of School	Applicant attends the assessment, completes the tasks and is provided with information about student finance.  Heads of School/Lecturers mark the written tasks  SEOs manage the online assessments  Results are given to the Admin Office and these are reported to Admissions	Diagnostic assessments take place every fortnight on Mondays  Marking completed within 1 – 2 days  As soon as marking is completed
ii) Applicant does not attend the diagnostic assessment	Admissions team	Admission team rebook and send out a second letter. Applicant withdrawn from system if they do not attend second time round	Within 3 – 5 working days
Applicant invited for group interview	Heads of School  Admissions	The applicant's written tasks and BKSB scores is deemed good enough to invite them in for a	Same day as diagnostic assessment or Thursday of

		group interview.	diagnostic assessment week
i) Applicant attends the group interview and is offered a place	Heads of School	<p>a) Heads of School give information is provided about the course</p> <p>b) Induction pack given to applicant with a pre-course task</p>	Induction packs given same day as group interview
ii) Applicant attends the group interview but isn't offered a place		<p>a) Applicant deemed not suitable at group interview stage. Information, advice and guidance given about alternative courses</p>	Same day as group interview
iii) Applicant does not attend the group interview	Admissions	The applicant is withdrawn from the system	<p>Within 3-5 working days of receiving paperwork back from NUC.</p> <p>Same day as group interview</p>
Applicant enrolls	Admissions	After the group interview, the applicant is taken to Admissions to enrol and receives a Learner Agreement and an ID card	Same day as group interview