

**Stage 1 - Enquiry received into college from prospective student, this may be by phone, in person, via email or website enquiry or via the submission of an interest form.**

- Assistant Principal (HE) or other designated HE teacher will contact the prospective student by telephone, email or in person to provide information, advice and guidance and answer specific individual queries within 5 working days of initial enquiry.
- All prospective students are invited into college to meet the HE team responsible for the course of interest, to meet with and talk to current HE students and look around the college facilities.
- Specific course information is updated annually on the college website, this includes, but not exclusively entry requirements, course fees and any additional course costs and details about Learning, Teaching and Assessment methods [www.cardinalnewman.ac.uk/universitycourses](http://www.cardinalnewman.ac.uk/universitycourses)
- Each enquiry is logged for use to inform quality assurance processes.

**Stage 2 - Interest form received into college.**

- All interest forms are sent directly into college from prospective students and received by the Assistant Principal (HE).
- The Assistant Principal (HE) checks each one against the admissions criteria agreed at validation and identified in the course handbooks available on the college website.
- The Recruitment, Selection and Admissions check list is completed for each application to promote fairness and transparency which includes details of decisions relating to APL and APEL. The R, S and A checklist is shared and discussed at Programme Progress meetings with the HE team.
- If the prospective student **has** the required entry requirements an email is sent, within five working days to acknowledge the application and to provide information about the next stages of the R,S & A processes. **(R.S.A IF acknowledgement 2020)**.
- If the prospective student has identified a specific need requiring support they will be invited, within five working days into college to meet with the Assistant Principal (HE) and Head of Additional Learning Support for more detailed IAG.
- If the applicant **has not** got the entry requirements specified in the validated course handbooks the prospective student will be contacted by Assistant Principal (HE) within five working days and invited into college to meet to discuss this and specific IAG can provided.
- All Interest forms are stored electronically integral to OfS Transparency Return processes.

**Stage 3 – Higher Education Information, Advice and Guidance Events.**

- Designated HE information events are delivered by the Assistant Principal (HE) and repeated monthly for prospective students from February until July each year in preparation for the September course start.
- Prospective students are invited by the Assistant Principal (HE) to attend at least one of these events where they can meet other prospective students, find out more specific information about their course, meet their HE teachers and receive information specific to higher education such as applying for student finance, learning support and work experience.
- Once a prospective student has attended one of these events they are invited to interview **(Invitation to interview letter 2020)** which are held in the late afternoon, early evening monthly on different days from March onwards thus offering prospective students some flexibility.
- An introductory / Induction L6 event is held in June for all L6 prospective students including those progressing from our L5.

#### Stage 4 – One to one Interview / Information, advice and guidance meetings.

- Prospective students are asked to bring specific documentation to progress their application detailed in letter R.S.A Process 2 which includes qualification certificates and ID.
- Each prospective student is interviewed by a HE teacher of the course to which they have applied.
- Interview paperwork is completed and specific details on each application form is checked and discussed as required such as an identified learning or physical need.
- The interviewer will explain specific details of the course such as workplace experience requirements, DBS and student finance procedures. The process is interactive with opportunities for prospective student to ask specific questions.
- Following the interviews the HE team will meet within two working days to discuss outcomes of the interview process scrutinizing each completed interview form and ensuring fairness and transparency of the process.
- All prospective students will be notified within 7 working days of the outcome of their interview.
- If the prospective student is to be offered a place they will be notified within seven working days by Assistant Principal (HE) (**Offer letter and invitation to enroll 2020**). The first enrolment event takes place in late August there is flexibility with days and appointment times.
- In the event of the decision not to offer a place the prospective student has applied for, they will be contacted by Assistant Principal (HE) (**Unable to offer a place letter 2020**) which will be followed up by a one to one meeting where specific guidance and support will be provided.

#### Stage 5 – Enrolment and Induction.

- The first enrolment event is held in later August. Appointments are arranged to provide flexibility for students to attend around other commitments.
- Once enrolled current students begin their full time courses on the first Wednesday in September from 1pm for 33 weeks each year, term time only.
- Course induction takes place over several weeks and will include but not exclusively orientation of the college campus, an introduction to each validating university academic regulations, assessment methods and grading systems and an introduction to the resource manager and accessing academic resources.
- The college takes student feedback very seriously and we use it to improve our provision year on year during induction we will ask all recently enrolled current students to complete a student perception of recruitment, selection and admissions processes survey and report on and share these findings.

The Assistant Principal (HE) will lead and oversee Cardinal Newman College recruitment, selection and admissions processes 2020. All procedures will involve HE teachers involved in the delivery of higher education courses to ensure consistency, fairness and transparency.

Although the recruitment, selection and admission processes has key milestones leading up to August enrolment for prospective students the deadline for receiving applications for September 2020 entry is 30<sup>th</sup> September 2020.

Prospective students who apply after June 2020 will still receive robust and comprehensive information, advice, guidance and individual support integral to stages 1 -5 above with opportunities to sure integrity of enrolment.

The college has a complaints procedure available to view on the college website

[www.cardinalnewman.ac.uk/universitycourses](http://www.cardinalnewman.ac.uk/universitycourses) and prospective students can lodge a complaint at any stage of the recruitment, selection and admissions process and be assured it will be dealt with expeditiously.

**Katherine Salisbury Assistant Principal (HE)**  
**Reviewed November 2019.**

