

Admissions and Enrolments

Policy & Procedure

Policy details			
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Reviewed by		Review date	
Approved by		Date approved	
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Other documents	Fees Policy 20/21 , ESFA AEB Funding Rules and Guidance 20/21		

Purpose & Aims

Thurrock Adult Community College (TACC) intends to recruit learners in a way that is fair, consistent, transparent and confidential and is in the interests of the learner following the principles of the Equality Act 2010, Thurrock Council's equality, diversity and inclusion policy and the Colleges equality, diversity and inclusion statement. The College will:

- a. Ensure that potential learners have access to impartial advice and guidance for courses and careers.
- b. Ensure that when applicants are offered a place, the arrangements for enrolment and payment are explained to them, and to ensure that these arrangements promote their efficient and effective integration as learners.
- c. Provide clear feedback to unsuccessful applicants on request.
- d. Inform prospective learners, at the earliest opportunity, of any significant changes made to a programme they are enrolled on and advise them of the options available in the circumstances.

TACCs Admissions and Enrolments Policy & Procedures sets out the means by which we will encourage and welcome applicants of all backgrounds to submit an application, and once an offer has been accepted the means by which we will ensure the learners enrolment on a course is completed.

TACC is committed to ensuring that no learner who has the potential to meet our entry requirements is discouraged from applying. All applications are processed on the basis of individual potential.

We welcome all applications regardless of age, disability, race, gender reassignment, gender, sexual orientation, religion or belief, marital status and pregnancy. We strive to ensure there are equal opportunities for everyone wishing to access learning with the College.

General principles

TACC is funded by the Education and Skills Funding Agency and as such we must comply with the rules set out for each funding stream:

1. [Adult Education Budget](#) (Adult Skills and Community Learner courses for those aged 19+ as at 1st August in that academic year)
2. [Apprenticeships](#)
3. [Advanced Learning Loans](#) (Level 3 and above accredited courses for those aged 19+ as at 1st August in that academic year)
4. [Young People](#) (those aged 16 to 19 or for those with an EHCP aged 19-24)

All learners enrolling on a course with the College must meet the criteria set out in the relevant funding rules documents. For more information please refer to our [fees policy](#) and visit the [ESFA Funding Rules and Guidance website](#).

Course Entry requirements

We aim to admit all applicants who we judge to have a reasonable expectation of completing the course and achieving the standards required for that academic award, including any end-point assessments, skills and behaviours. All course entry requirements will be detailed in the course descriptor and course information sheet (CIS); these are available online or by request to info@tacc.ac.uk.

Qualification courses (adult skills, learner loans and commercial)

All qualification courses, regardless of the funding stream, require applicants to attend a pre-course assessment. The aim of this assessment is to assess learners' levels of English, Maths or ICT in relation to the requirements of the course they wish to enrol on. This requirement will be

If a learner is enrolled on a relevant course, at the discretion of the programme manager or tutor, they may progress onto the next level if it is felt they would be suitable, without attending a pre-course assessment. This is called a progression enrolment and is at the discretion of the College, there is no immediate right to progress. However, the College will strive to support learners progressing where it is felt this is the best route for the learner.

Non-qualification courses (community learning, family learning, wellbeing or commercial)

Community learning, family learning and commercial courses generally do not have any entry requirements or need to attend an assessment session. Wellbeing courses require learners to attend an induction session to determine if the course is suitable for them, this is because these courses have specific requirements and are aimed at supporting certain groups within the Community. Attending could potentially be detrimental if the course is not suitable.

Enrolment

Where possible all College forms will be in an electronic format and available to complete digitally. This is to ensure our forms are more widely available and accessible to individuals.

Learner information and data, which is required for enrolment and to ensure the College can claim funding is collected in three ways:

Verbally - by phone or in person

Digitally - by completion of an online enrolment form

Physically - in person

The College will make our enrolment form available in electronic and paper formats.

Electronic enrolment form - where possible, learners will be able to enrol online through the College website. Where this is not available, learners can be sent a link to an online digital microsoft form to complete. Learners can also complete this in person at any College site, using any available PC or at Learner Services on an electronic device (such as a tablet or chromebook).

Paper enrolment form - these are available on request and can be completed in person, sent by email or post. Where a paper enrolment form is received it will be scanned and attached to a learners account. If a physical enrolment form is received by email and already scanned, if deemed eligible it will be attached to the learners account. Paper formats are available in larger fonts and different languages upon request, however, due to availability these may take longer to reach an individual.

Completion of an enrolment form is not mandatory but collection of data required for funding and enrolment is. This is needed for each enrolment a learner completes and will be checked/confirmed with any individual before proceeding with the enrolment. Learners will be given an opportunity to check the data entered on to our MIS and either agree or dispute what is held.

Learning Agreements

All learners are required to check and confirm their details. This is done through an online learning agreement and is mandatory for all courses.

Learning agreement links will be sent via sms or email, depending on what is supplied at the point of enrolment. A link is sent for each unit/course a learner enrolls on. Reminder messages, via sms or email, will be sent every 3 days until the learning agreement has been confirmed.

Learners can choose to complete their learning agreement in the following ways:

1. Online via the link
2. Verbally by phone
3. Verbally in person

The date and time of confirmation will be recorded on the system for audit and tracking purposes.

Learners who do not have a mobile number or email address will be contacted by phone or asked to contact the College/come to Reception (via their tutor) to confirm their details

Payments

Learners can [pay](#) using a variety of methods such as: Cash, Credit/Debit Card, Instalments, Learning Loan (19+ Advanced Learning Loan - full L3 or above courses), or by submitting an Application for support (DLSF).

Learners may also be entitled to support or [fee remission](#) (part or full) if in receipt of benefits or on a low income.

Further details on paying for courses and what happens if learners owe money or do not pay can be found in our [Fee Policy](#). This is available on the College website or by email request to info@tacc.ac.uk.

Learning Support

Learners who have a disability or learning difficulty can apply for additional support with their learning. This can be things such as support with Dyslexia (coloured paper or computer overlays), 1 to 1 classroom support, extra exam time, additional tutorials with your tutor, adjustable height desks, specific chairs and so on.

If you feel that this support would be beneficial to you, please mention this at enrolment or to any member of staff, including your tutor or class volunteer. If you would prefer to contact the Learning Support and Guidance team directly, please email Learning.Support@tacc.ac.uk, phone 01375 372476 or ask at Reception.

A member of the team would be happy to assist you in any way they can. To be eligible for additional support funds to provide this service learners may be required to have an assessment or discussion first. In the event you need extra time or support with an examination, you will need to provide evidence in line with awarding body requirements, please speak to a member of the Learning Support and Guidance Team.

Data protection

Your data and information is collected and stored in line with the requirements of our funders, the [Education and Skills Funding Agency](#), and [Thurrock Council's privacy policy](#).