

Admissions Policy

Author: Dawn Smart/Rosie Mann
Reviewed: November 2021

Next review: November 2022

Contents

Introduction	3
Applying for a course	3
Interview dates.....	3
The Interview	3
The next steps	4
GCSE results day	4
Information Advice and Guidance	4
The application process	5

Introduction

The purpose of this policy is to set out the expectation and commitment of the Isle of Wight College in ensuring that everyone receives a first class experience throughout the applications process.

Applying for a course

Courses can be applied for throughout the year, there are three main ways this can be achieved

- Applying on-line on the college website
- Applying in the college with a member of the admissions team
- Applying on a paper application form and either posting it or hand delivering to the college

The process after applying for a course will be the same regardless of which route is taken.

Where students plan to continue in their current curriculum area, course co-ordinators will ensure that an official application offer has been input through admission. This should be finalised by the end of May.

Once a course has been applied for an automated email is sent out, this confirms the course that has been applied for and explains that further information will be sent out within 7 working days.

Interview dates

The curriculum areas will provide the admissions team with interview dates; these will be weekly and cover the whole of the academic year (term time only).

Within 7 working days of applying, the applicant will receive an interview date. This will be the next available date and will be no later than 2 weeks after application.

It is important the applicant contact the admissions team within 2 working days to confirm interview place. If this does not happen there is a risk that the place will be reallocated.

The Interview

All new applicants will be interviewed by a member of the curriculum team, during this meeting the following will be discussed:

- Career aspirations and future plans
- Content of the course
- Work experience opportunities

It is important to note the interview is a two way process, to support the interviewee through the application to ensure they are on the right course. Tutors are required to encourage them to take ask any questions they may have.

Before the interview tutors are responsible for collecting the interviewee from the admissions office.

During the interview, the tutor will discuss the outcome and next steps.

Within 5 working days, an official notification of the outcome of the interview will be sent.

If after the interview it has been discussed and decided the initial course is not suitable, the tutor interviewing must accompany the interviewee to admissions to discuss alternatives.

The next steps

The curriculum areas will give the admissions team start dates for the September term no later than the end of June, this information will include

- Start date and time
- Location
- Materials required

This information will be sent out to the applicants by July 31st (or with the outcome of the interview letter if applicant has applied later than 31st July)

Late applicants are considered on a case by case basis.

GCSE results day

On GCSE results day bring your GCSE notification to the college and details of any other qualifications that you have. This will enable the tutors to discuss the level of qualification that will be relevant for you, if you have not received the GCSE results that you were expecting, or are worried about what your GCSE's mean there will be staff available for you to speak to and support you with your next steps

Information Advice and Guidance

The Isle of Wight College offers a wide variety of options for careers advice and guidance, tailor made to the individual. This includes:

- Highly qualified careers advisors available either drop in or appointments can be made
- Admissions team who can advise on alternative courses and provide information
- The Isle of Wight College website has an accessible link to online resources

The application process

