



## **Student Recruitment and Admissions Policy**

### **Purpose**

This admissions policy details the principles and processes that underpin the selection and recruitment practices for admission to all Inspire Education Group (IEG) courses and study programs delivered by the College. In line with its Equality and Diversity policy, the College aims to make access to learning opportunities as open as possible, whilst ensuring that students are provided with an opportunity to achieve their career goals on a study path that is appropriate to their needs, abilities and aspirations.

### **Scope**

This policy relates to learners applying and enrolling on all course types, be they self, employer, or Government funded, or delivered on campus, in the workplace or remotely, but does not cover undergraduate / higher education courses. The College will apply the principles inherent in this policy to all applicants, including applicants for full-time and part-time further education courses and applicants for apprenticeship programs.

### **The Policy Statement**

IEG has an inclusive culture and will ensure that all applications are dealt with on an individual basis and are considered fairly in line with the college's Equality and Diversity Policy and Equal Opportunities legislation.

The college is committed to raising the aspirations of students, widening participation and promoting equal opportunities and access to our study programs.

IEG aims to offer a wide range of courses to students of all abilities, to support local and national economic skills requirements whilst being committed to ensuring that students are appropriately matched to a program or course of study.

The underlying principle of the Admissions Policy is that individual students seeking a place at college are appropriately matched to a suitable program of study which aligns with their intended destination beyond college.

### **Responsibilities**

Vice Principal of Student and Staff Experience - Strategic oversight and overall responsibility of the Student Recruitment and Admissions Policy

Group head of Student Recruitment and Admissions - Development of admissions processes and procedures, including line management of admissions and IAG staff

Admissions and IAG staff - processing and management of day-to-application duties

**Policy Name:** STU008 - Student Recruitment and Admissions Policy

**Policy Author:** Group Manager of Student Recruitment and Admissions

**Issue:** March 2024 Page **1** of **2**

**Approved By:** Policy Approval Group

**Review Date:** March 2026

**Site:** IEG Website, Inspire Insights



## **Related Documentation**

EDI001 - Equality, Diversity and Inclusion Policy  
STU002 - Careers Education, Information, Advice and Guidance (CEIAG)  
CQ006 - Complaints and Compliments Policy  
STU003 - Fitness to Study Policy  
STU004 - Student Positive Behaviour Policy  
GDPR001 - General Data Protection Policy  
STU009 - Dealing with disclosure of unspent Criminal Convictions Policy

## **Student Recruitment and Admissions Policy**

### **Entry Requirements and Selection Process**

Entry requirements and Selection processes may differ slightly depending on the level and nature of an applicant's chosen study program and are also subject to change. All prospective students' applications will receive an individualised and consistent high-quality service outlined in this policy.

### **All prospective students are entitled to:**

- Receive acknowledgement of their application within 5 working days of an application being submitted
- Access the IEG Impartial Advice and Guidance (IAG) and/or careers services either electronically; in person; or over the phone, to discuss options available on an individual basis
- Access specialist guidance around course content, inclusive provision and any support needs they might have
- Sufficient opportunities to visit the learning environment for their first-choice subject (via virtual tours or open events) before they enrol
- (Applicants with Educational Health Care Plans) Suitable support options to assist them in applying, and in addition be offered a "transition into college" process that meets their individual needs
- Informative and appropriate communication to ensure the applicant is made aware of the status of their active application (this could be by phone, text email, or a combination)

### **Criteria for admission; all applicants must:**

- Demonstrate a strong commitment to their study and the IEG culture of learning
- Only have one active application - Applicants that submit more than one application (regardless of campus) will be contacted to confirm which application is their first choice - any other applications will be closed by the admissions team
- Meet all the requirements for admission for their chosen first-choice subject, which may include in addition to prior attainment; interviews; competency assessments or completion of summer projects
- Provide all the required evidence to support their application - such as predicted/actual GCSE results
- Accept their conditional offers within 28 days of the conditional offer being made or their application will be closed
- Agree to the IEG student code of conduct



## **The Right to Refuse Admission:**

There may be certain circumstances that the college may refuse admission to a chosen study program. The following list is not exhaustive and all applications will be considered on an individual basis, but IEG retains the right to refuse admission on any grounds of a similar nature to those reasons stated below:

- Where there are outstanding debts owed to the college
- Where the applicant has been excluded from any of IEG's campuses, including delivery of programs by IEG subcontractors
- Where courses are no longer running due to low application numbers or staff recruitment issues
- Where course applications or enrolments close due to full capacity
- Where there are safeguarding risks or concerns to the extent that the college deems itself unable to ensure the safety of other students and staff
- Where information provided to the college is believed to be falsified, misleading or incomplete
- Where the college is not able to meet the needs of the individual

## **Applicants with criminal convictions**

Applicants are expected to disclose any relevant and unspent criminal convictions or court proceedings on their application form. Further information will then be sought from applicants who disclose and risk assessments will be undertaken by a member of the safeguarding team.

Applications will be reviewed on an individual basis. The steps in which this happens are set out in the IEG Student Criminal Conviction Procedure. The decision on the acceptance, or rejection, of the application due to unacceptable risk, will be at the discretion of the college Safeguarding panel.

Where the college is aware that a disclosure of a conviction will mean that an applicant will be unable to attend the required industry placement hours on certain courses within their chosen industry, the applicant will be notified and receive appropriate IAG to identify alternative options.

## **DBS on some courses**

Some courses, such as Childcare Level 3, require substantial work placement hours, in an industry-related setting, to be completed. Where industry sectors have a requirement for all on-site staff to have a DBS check carried out, students in those places of work will also be required to go through the same checks.



## **Appeals and complaints?**

If an applicant or student feels that the process has not been followed, or the decision reached by the College is unfair or incorrect, they have the right to appeal or complain. This can be done by visiting <https://ieg.ac.uk/published-documents/> and following the process in our complaints policy, or emailing [complaints@stamford.ac.uk](mailto:complaints@stamford.ac.uk) or [complaints@peterborough.ac.uk](mailto:complaints@peterborough.ac.uk) depending on the campus of study.

We aim to deal with complaints as quickly and efficiently as possible and the outcomes of any appeal decision reached by the college are final.