

Learning Institute Admissions Policy

1 Policy Statement

The Learning Institute operates as an outreach arm of the Westcountry Organisations Trust (WeST) and its policies adhere to those of WeST but include points specific to adult education and training. The objective of this policy is to attain and maintain high standards in admissions to course run by the Learning Institute in its own right and on behalf of other partners. In the case of courses run on behalf of partner, the admissions policies of those partners may replace or augment this policy. All persons conducting activities under the name of the Learning Institute will adhere to this policy.

The Learning Institute welcomes applications from all prospective students with the motivation to learn and the potential to succeed. The Learning Institute is committed to ensuring equality of opportunity for all individuals seeking a place on a programme.

2 Scope

The Learning Institute will ensure that all applications are dealt with on an individual basis and are considered fairly in line with the Learning Institute's Equality and Diversity Policy and any relevant admissions requirements and guidelines.

3 Legislation

The following legislation applies to this Policy: Equality Act 2010 Regulations 2017

4 Responsibilities

Everyone has a responsibility to give full and active support to the policy by ensuring that the policy is known, understood and implemented.

Deputy Director at the Learning Institute is responsible for the effective implementation of the policy.

5 Actions to Implement and Develop Policy

Admission requirements - Criteria for Admission:

- The applicant satisfies all pre-course requirements including, completing all paperwork accurately, attending appointments, returning requested forms on time.
- The applicant meets the specific entry requirements of a programme or course.
- The applicant meets all the other admission criteria
- The applicant has satisfactory references, where applicable.
- The applicant attends an interview, where required by a specific programme or course.
- The applicant agrees to pay any fees required (admission to the Learning Institute or where relevant its partners is conditional upon the payment, or agreed arrangements for the payment, of any fees by the due date).

- There are places available on the programme of study i.e. target numbers have not yet been met.
- The applicant agrees to the Terms and Conditions of the Learning Institute or where relevant its partners at the time of accepting an offer of a place.

5.2 Right to Refuse an Application

The Learning Institute reserves the right to refuse an application. Applications from prospective students who come into this category will be given full consideration by the Learning Institute's senior staff which will follow the Student Application Refusal Guidelines specified in 5.4 of this policy. Applications to courses run by the Learning Institute on behalf of partner organisations will be subject to the regulations of those organisations.

5.4 The Learning Institute reserves the right to refuse admission to an applicant who:

- Does not meet the admission criteria.
- Withholds information; provides false information or misleading information.
- Has convictions that have not been spent or can never become spent. This procedure may also be invoked where information is available concerning activities outside the law or the expression of beliefs, which prima facie present a clear and immediate danger to learners, staff or Learning Institute property and equipment.
- Who has previously been excluded from the Learning Institute one of its partners or another education institution.
- Who has previously attended this or another education establishment and not completed courses, including all external assessments.
- Has outstanding debts to the Learning Institute or one of its partners.

The Learning Institute will carry out a DBS check for applicants to some programmes where learners may have contact with children or vulnerable adults. The outcome of this process will be taken into consideration when making a decision about admitting an individual to one of these programmes.

The Learning Institute reserves the right to carry out a safeguarding risk assessment on any applicant. The outcome of such a process will be taken into consideration when making a decision about admitting an individual to the Learning Institute. The Learning Institute recognises it has a duty of care to students and staff and thus reserves the right not to admit an applicant where there is evidence that they could be a threat or danger to others.

We may ask applicants who have indicated a recent recurring or serious health problem to allow us to request a medical report on their condition. These reports do not form part of the selection process and will not be available to anyone except the appropriate senior staff.

Applicants who do not meet the normal entry requirements for a particular course maybe given a place subject to specified conditions. These conditions will be made explicit to the applicant. A decision to admit an applicant under these circumstances will be at the discretion of the Director.

6 Monitoring & Evaluation

The Learning Institute's senior staff will monitor the operation of the policy by receiving an annual report on admissions, including those applications which have been refused.

7 Related Policies

- Equality & Diversity Policy
- Disability Equality Policy
- Safeguarding Policy

8. Review

The Learning Institute Governing Board is responsible for the periodic review of this Policy.