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Policy and Procedure for Initial Assessment, Guidance and Admissions

NORTON RADSTOCK COLLEGE

Student Support Services

POLICY & PROCEDURE FOR INITIAL ASSESSMENT, GUIDANCE AND ADMISSIONS

POLICY

- To monitor and process full/part-time applications to the College to meet LSC framework.
- To establish a central *College Information Centre* on all college programmes available.
- To provide an initial interview to all full/part-time students on request followed by the appropriate skill assessment to determine level and subsequent attainment.
- To offer advice and guidance to potential and existing students.
- To evaluate the students' college experience through follow-up questionnaires.

PROCEDURE

Impartial Interviews

Following direct referrals from outside agents, e.g. schools, employment service or open days/evenings potential full-time or TEC funded students will be invited into College for an impartial interview.

The diagnostic interview will include the following areas:

- Area of interest
- Qualifications achieved
- Interests/hobbies
- Special support required
- Details of courses
- College services
- Referral to academic area
- Transport
- Mode of attendance (full-time, TEC funded etc)
- Funding
- Initial Interview form
- Initial Action plan
- Enrolment form (not completing course details)

Administration to Complete

Following this interview, the potential student will be given a reserved place in the College subject to various conditions, which would vary with each individual. For example:

- Attending a course interview day and skills assessment
- Examination results
- Work placement requests

The reserved place and conditions will be stated in a letter to the potential student within 10 working days of the initial interview. The date of their course interview/skills test will be given.

Course Interviews

Course interviews will be organised by Schools as demand from prospective students grows. These interviews will be aimed at full-time and TEC funded students.

Admissions are to be notified in advance of the date of any course interviews being planned by a course team.

Each course interview will include initial assessment tests and tutor interviews. All vocational and academic areas will be initially tested together and then meet with individual tutors to complete a vocational skills test if appropriate.

For late starters and roll-on, roll-off students, the initial assessment test will be given at the impartial interview. The tutor will mark this test within two days.

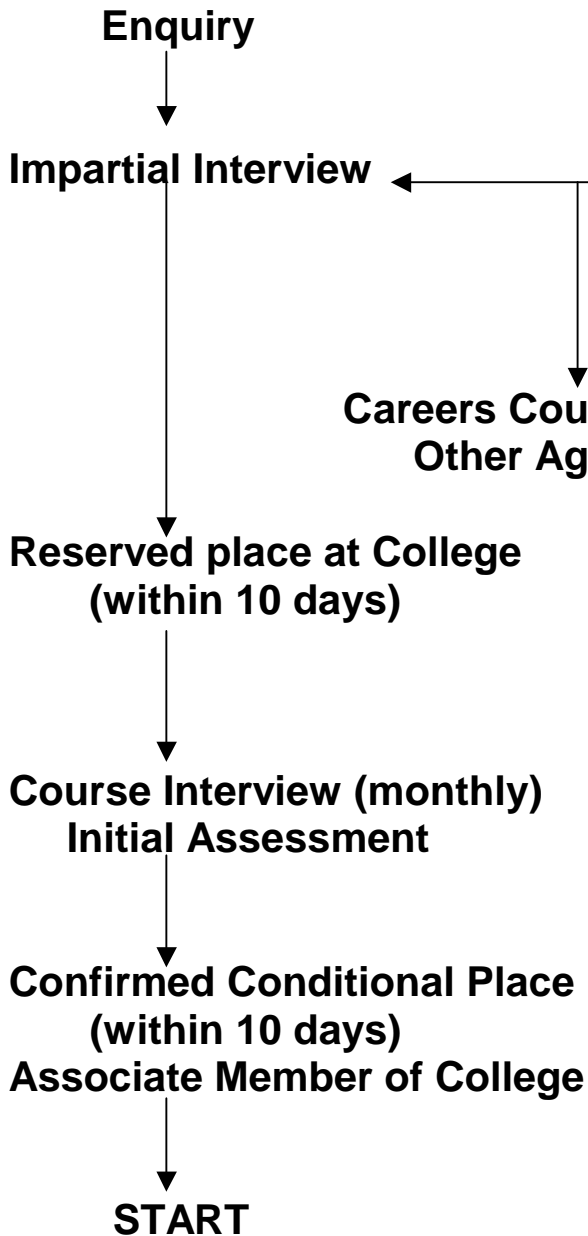
Within ten days results of Initial Assessment tests will go to centrally held student files. Admissions will send a letter of confirmation stating the course and level that the student is enrolled on and the results of the test. This letter should also request that results of any examinations pending be forwarded to the college when received.

Admissions will complete course details and place on the college MIS system.

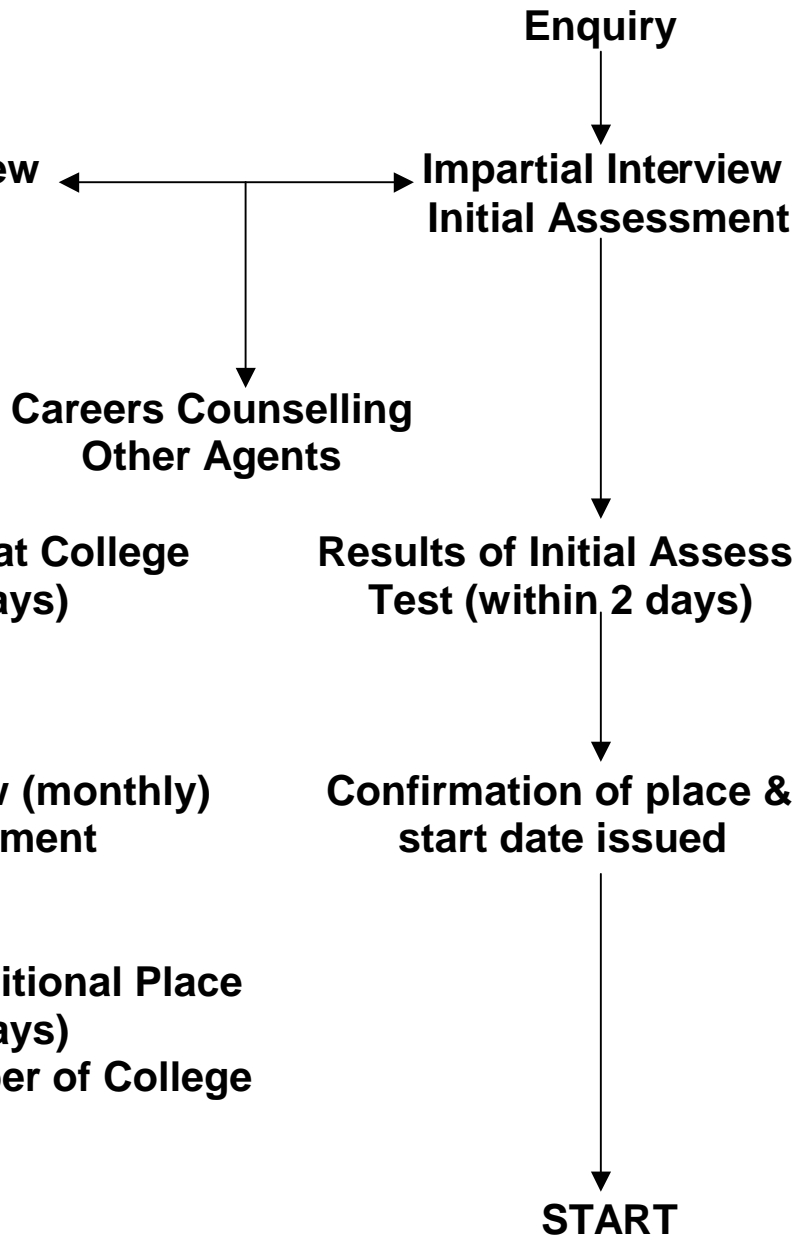
Student Services will also offer confirmed students an Associate Membership of the College.

ADMISSIONS PROCESS

Academic Year Starts



Fast Track Starts



DEALING WITH ADMISSIONS ENQUIRIES

BY THE PUBLIC

Telephone Enquiries

- Direct enquiries by telephone will come through the main exchange or the free-phone 0800 number as well as the out-of-hours answerphone.
- The individual's name and address is taken together with the nature of their enquiry.
- An individual will always be invited to attend the college to discuss their course interest, if spoken to directly.
- Messages and enquiries left on the out-of-hours answerphone will be noted and responded to, with a covering letter inviting them into the college with a set appointment.
- All enquiries will be responded to within 48 hours.
- Customers' details will be kept on record and used for marketing purposes.

Telephone Enquiries Direct to Tutors

- Where a tutor receives an enquiry directly, they should retain the client's name etc. and the nature of course enquiry.
- If appropriate, the tutor should make their own arrangements to meet the client and send course information.
- Once the tutor has interviewed the client, a Referral Form should be completed and returned to the **Admissions Centre**. The form should show whether the client has been offered a place on the course or not.
- All students (where appropriate) referred by the tutor to the Admissions Centre after interview with the tutor, will be invited for a general interview.

Response to Mailshots or Adverts

- Responses to mailshots or adverts will be made within 48 hours.
- Depending on the nature of the client's enquiry, the relevant information will be sent together with an invitation to attend the college. A set appointment is given.

Responses to Mailshots or Adverts Directly to the Tutor

- Depending on the nature of the response to adverts or mailshots the same procedure will apply as stated in telephone procedures.
- Again responses to mailshots and adverts can be varied depending on the nature of the advert or promotion. Therefore, the above procedures will only be applied where appropriate.

Response to Incidental Callers at Desk

- Course information is issued to the individual.
- An appointment for an Impartial Interview is made.
- The individual follows the Admissions Process (see flow-chart).