

Marketing & Recruitment

ADMISSIONS POLICY

The College is committed to achieving an environment which provides equality of opportunity, and freedom from discrimination on the grounds of race, colour, nationality, ethnic origin, gender, marital status, disability, religious or political beliefs, age, sexual orientation or social or economic background.

The policy takes into account QAA Codes of Practice, Ofsted expectations and UCAS (Universities and Colleges Admissions Service) procedures.

I. INTRODUCTION

Ia Mission Statement

‘To provide specialist further and higher education programmes in art and design and related areas as a centre for creative excellence’.

- Ib Cleveland College of Art and Design is committed to the recruitment of students by a fair and college wide admissions policy, used by all members of interviewing staff
- Ic Applications are welcomed from students from all backgrounds and considered on their own merit, matching the student to the most relevant course of study.
- Id The College is committed to the values each student can bring and takes into account circumstances which may have influenced prior performance, ie widening participation students and adult returners.
- Ie All pre-entry enquiries are directed to Marketing & Recruitment, and clear helpful pre-entry advice can be given appropriate to the needs, interests, academic and creative potential, career and further or higher aspirations.

2. ADMISSIONS - Implementation

- 2a The success of the policy lies with all staff involved in the recruitment process. New staff who take part in the interviewing process are inducted as to the correct procedures.
- 2b The application -

Visits take place within schools and colleges. Open days are held for potential students. Recruitment campaigns take place, including direct mailings. Further education students and part time higher education students apply direct to the college on a college application form and full time higher education students apply via UCAS.

The timetable for HE students is therefore set by UCAS, and the college adheres to this.

For FE students the applicant forwards application form. Initial contact with student within 7 days of applying.

All applications are logged - in order that applications can be checked quickly. An interview is arranged, student informed of date, what to bring to interview, map for location, and student service information.

An interview takes place with Programme Leaders (or nominated member of team), necessary Interview Profile Form completed taking into account, students potential to succeed; actual or expected grades and portfolio.

2c Decisions for HE will be forwarded to UCAS, as set out by UCAS guidelines.

FE students will receive contact from the college within 10 days of interview date, with the outcome of interview.

2d Mature students may also be considered by relevant work experience, if they do not meet the usual academic entry requirement.

2e No preference will be given to those who apply before the UCAS deadline. Late applications are considered and offers made if places are available.

2f Overseas students are requested to complete a UCAS form, and if unable to attend for interview, will need to send examples of portfolio by mail or electronic means, together with written work showing ability in the English language.

2g An enrolment pack will be sent to students following confirmation detailing dates, relevant information etc.

FE students will receive an enrolment pack early July.

2h Students applying for HE courses will need to prove an ability towards written English. If a student is not able to do this by examination results etc. then a short written exercise will be expected to be undertaken. Students with learning difficulties will not be unfairly treated.

3. APPLICANTS WITH DISABILITIES AND SPECIAL NEEDS

Cleveland College of Art & Design is committed to achieving equal opportunities for all its students, and encourages students who are disabled

or who have special needs to apply. Disabled students will not be discriminated against during the admissions process.

4. FURTHER INFORMATION

Specific queries regarding academic issues should be directed to the relevant Programme Leader or Curriculum Manager. The general switchboard number (01642) 288000 should be used to determine the appropriate person.

General admissions queries should be directed to Marketing & Recruitment on (01642) 288888.

Fees and charges queries should be directed to Finance Section on (01642) 288000.

December 2006