



Information, Advice and Guidance Policy

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1.0 Policy Aim

- ▼ BCA aims to offer a broad range of courses to a varied learner population, and to ensure that learners are appropriately matched to a programme of study and able to make informed choices about their future direction.
- ▼ The Corporation and Senior Leadership Team are committed to ensuring equality of opportunity for all persons seeking to study within the college and welcomes applications and enrolments from all individuals with the potential to succeed.
- ▼ The Corporation of BCA and Senior Leadership Team actively support and promote equality and diversity in all matters relating to education and employment. Consequently the College aims to identify and eliminate attitudes, practices and procedures which discriminate against people on grounds of age, gender, race, sexual orientation, disability, religion/belief, gender reassignment, social background, marital status, nationality/citizenship or any personal characteristic of the individual/s and the actions of comments are viewed as demeaning and unacceptable to the recipient.

2.00 Admissions

- ▼ The College will ensure that potential learners will receive impartial advice and guidance in order to help them decide on the course of study best suited to their needs.
- ▼ Learners applying for full-time programmes and any part-time programmes requiring interviews will be made fully aware of the admissions arrangements.
- ▼ BCA staff will work with staff from other agencies such as schools, universities, brokers, employers etc. to develop appropriate links.
- ▼ Opportunities for students to view the College and its facilities prior to the commencement of a course will be organised by holding Open Days and Taster Days or by arranged visits.

- ▼ Entry requirements will vary between programmes of study. However, each programme will have a clear statement on entry requirements and this will be displayed in documentation available to students.
- ▼ Existing BCA students applying to undertake further programmes of study are required to discuss their plans with their personal tutor first. Entry requirements will be checked. Those who plan on re-starting their studies or progressing onto a higher level will have a subsequent liaison interview.
- ▼ Entry criteria may be varied in exceptional circumstances at the discretion of the Head of Department, particularly where experience may be deemed to stand in place of certification. Otherwise, Heads of Department, Managers and Tutors follow BCA entry criteria guidelines.
- ▼ BCA reserves the right to request proof of identity, references, proof of entry grades and/or school reports for a potential learner depending upon the course they are applying for and may choose to interview for certain programmes once the relevant references and/or school reports have been returned.
- ▼ BCA will insist that DBS (Disclosure and Barring Service) checks are made prior to entry on courses that lead to careers where this is a requirement or where work experience providers have this as a requirement. Applicants who disclose an unspent criminal conviction will be subject to an Admissions Panel hearing which could lead to a refused enrolment.
- ▼ BCA reserves the right to refuse admission to an applicant/learner who has previously been excluded from this or any other educational institution. Persons previously excluded will be interviewed prior to their re-entry into the College and may be subject to an Admissions Panel hearing
- ▼ The College reserves the right to refuse admission to an applicant/learner who has previously attended the college but failed to make sufficient effort towards successfully completing their studies; failed to attend catch up events or meetings; or who has a history of poor attendance. Decision will be made by the Vice Principal.
- ▼ BCA recognises that it has a duty of care to learners and staff and reserves the right not to admit a learner where there is evidence that they could be a threat or danger to others.
- ▼ BCA reserves the right not to admit a learner who has any outstanding debts with the College.
- ▼ BCA requires that learners are funded by a government body, themselves or another body in order that the College receives payment for the cost of studying.
- ▼ Applicants for full-time programmes and those part-time programmes requiring an interview shall be made aware of the stage their application has reached and will receive replies to all correspondence within ten days of its receipt by the college.
- ▼ All relevant applicants for full-time programmes or part-time programmes requiring an interview will be interviewed. At the interview, the learner's programme choice will be discussed and a provisional agreement reached on the most appropriate programme of study.

- ▼ Applicants for full-time programmes and those part-time programmes requiring an interview shall receive a letter informing them of the interview decision within ten working days, providing relevant references and/or school reports have been returned.
- ▼ Learners who attend an interview will receive written confirmation if an offer is appropriate.
- ▼ All offers of places and enrolments at the college are made on the basis of:
 - There being sufficient demand for the course offered.
 - There being sufficient spaces available on the course concerned.
 - Meeting the entry requirements of the chosen course as specified.
- ▼ Learners may be offered alternative studies, added to waiting lists or advised of other institutions where the course is offered.
- ▼ Offers for full-time programmes and those part-time programmes requiring an interview may have conditions e.g. on obtaining certain exam results.
- ▼ To be officially enrolled a learner must have completed an enrolment form, had the enrolment form signed by an appropriate member of staff and committed to the appropriate fee, unless they are eligible for fee remission. This is an important contractual stage in the admissions process.
- ▼ Learners requiring learning support can access appropriate support through the learning support referral route and will have opportunities to disclose a support need at application, interview and at enrolment.
- ▼ BCA is committed to supporting disabled learners with learning difficulties in accordance with the Equality and Diversity Policy.
- ▼ Information collected in the admission and enrolment processes will adhere to the current legislation concerning data protection.
- ▼ Learners who wish to appeal against any decision made during the admissions and enrolment processes will adhere to the current legislation concerning data protection.

3.00 Complaints

BCA wishes to ensure that all users of the college are able to make their views known when things go wrong or when they are unhappy about the service received. From time to time mistakes, misunderstandings and lower than expected service can occur. When this happens it is important to seek to resolve issues, formally apologising when the service provided has not been satisfactory.