

PRE ENTRY ADVICE & GUIDANCE POLICY



PURPOSE OF THE POLICY

The purpose of pre-entry advice and guidance is to ensure the most appropriate programme is chosen to meet each student's needs and future plans. It will provide sufficient information about proposed programmes to allow students to make an informed choice, and will provide the opportunity to discuss options with College staff. Advice will be as far as is practical, honest, clear, and impartial about options within College.

SCOPE

All students considering or intending to study at College are entitled to pre-entry advice and guidance. Advice and guidance will be provided by many means: prospectuses; website, social media, open days and enrolment events; by telephone; and face-to-face through the Student and Customer Services team, curriculum staff, the Employer Engagement team and the Student Experience team.

Information, advice and guidance (IAG) can be provided on any one of the following:-

- Going back to education and training
- Advice on funding opportunities and support for both individuals and businesses
- Updating skills
- Explaining the value of current qualifications
- Specialist advice and guidance on education and training opportunities at Yeovil College and The Yeovil College University Centre (YCUC)
- Qualifications and accreditation for courses offered by the college
- Learning and practical support for those who need it
- Starting or continuing professional qualifications
- Analysing what training could be useful for businesses (Training Needs Analysis)
- Choosing and applying to higher education
- Advice on transport and support services
- Examples of how qualifications can lead to other training and/or job opportunities

All full-time students and 16-19 apprentices will be offered an interview, with an appropriate member of staff before committing to enrol onto a course. School leavers will be offered an interview when they first apply, with the opportunity to access further information, advice and guidance as part of the application - enrolment process. The initial interview will normally take place at the College or Yeovil College at North Dorset and parents/guardians are invited to attend the interviews if they wish. Where an applicant has difficulty in getting to a College centre an interview may be arranged at their school.

14-16 applicants who apply through a Partnership programme arrangement with their school will also be invited to interview and which may involve a practical assessment.

All part-time students will have the opportunity to access further information, advice and guidance as part of the application - enrolment process with a member of the Student and Customer Services team, or specialist staff, at or before enrolment.

The College accepts applications from students under the age of 16. The College reserves the right to offer a limited and part time programme to students under the age of 16. In order to provide appropriate information, advice and guidance, such students will normally be required to attend an interview with a parent or guardian present.

Employers will be given advice on the most appropriate training for employees, or company as a whole, by the Employer Engagement team.

Applicants for full time Higher Education courses will use the UCAS system and will be invited to attend an open day to gain specific guidance from course managers. For part time courses, initial information advice and guidance will be offered on receipt of application.

RESPONSIBILITY AND AUTHORITY


The scope covered by this policy is wide, and responsibility for the implementation of different aspects of pre-entry advice and guidance falls within the roles of several different staff, coordinated by the appropriate member of the Senior Management Team (SMT).

The application to interview process and its associated arrangements are managed by the Student and Customer Services Manager via the Student and Customer Services team, in collaboration with the Directors of Curriculum, Director of Employer Engagement, Director of Higher Education, Head of Student Experience, Head of Student Data & Funding and Head of Marketing & Communications.

The implementation of the policy is monitored through meeting the standards set by the Matrix Quality Award for information, advice and guidance services and by quality assurance checks on Interviews and enrolment procedures. Further review takes place at enrolment events, an enrolment survey of part-time students, and through the Student Survey. The processes are overseen by SMT via the Directors of Curriculum.

RELATED POLICIES, PROCEDURES, DOCUMENTS, DEFINITIONS

Tutorial Policy
Induction Policy
IAG Statement of Service

Policy Review				
Author	Position	Approved by SMT	Approval date	Review date
Jennie Ballam	Student & Customer Services Manager	Signed: 	26.01.16	January 2018

Initial Equality Impact Screening			
Have you consulted on this policy? Yes Details: through team and individual feedback with relevant staff members			
What evidence has been used for this assessment? Ten meeting notes, LEG notes, Working Group minutes, student and staff feedback			
Could a particular group be affected differently in either a negative or positive way? Indicate Y where applicable			
Group	Negative impact	Positive impact	Evidence
Age Disability Gender (incl. Transgender) Race (incl. Gypsy & Traveller) Religion or belief Sex Sexual orientation Marriage & civil partnership Pregnancy & maternity Other groups (see guidance)			
Please give details:			
If any negative impacts are identified, are there any related policies, services, strategies, procedures or functions that need to be assessed alongside this screening? If yes, please detail below:			
Should the policy proceed to a full Equality Impact Assessment? No If no, please give reasons: no negative impacts identified			
<p>Declaration We are satisfied that an initial screening has been carried out on this policy, service, strategy, procedure or function (delete those which do not apply) and a full Equality Impact Assessment is / is not required.</p> <p>We understand that the Equality Impact Assessment is required by the College and that we take responsibility for the completion and quality of this assessment</p> <p>Completed by Author: Jennie Ballam Position: Student & Customer Services Manager Date: 03.11.15</p> <p>Reviewed by Safeguarding, Equality & Diversity Group: Date: 13.01.16</p>			
Comments from Safeguarding, Equality & Diversity Group Review:			

