



Further Education Student Recruitment Procedures 2020/21

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Revision history

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1	Revision	08/04/2020	

Monitoring and review

This procedure will be reviewed by the Finance and General-Purpose Committee every year.

Procedures

Policy Summary

The purpose of the policy is to set the rules in order to set and collect FE fees (including apprenticeships). This policy sets out the rates for different types of provision and different students as identified in Annexes 1-3. This policy applies to the collection of fees for tuition, awarding body costs and sundry items applicable to a course.

The College will ensure that:

- Fees are levied appropriately and consistently
- The policy complies with the national/statutory guidance in relation to education and funding, including that published by the Education and Skills Funding Agency.
- The policy complies with the fees structure for Further Education Courses
- The policy complies with the statutory remitted tuition fee guidelines (fee concessions)
- The policy complies with the negotiated funding rates for apprenticeships
- The policy only funds learners that are outside of the devolved authority areas for undertaking ESFA funded AEB provision
- All its fees are published on the College website
- Any learner aged 16-18 on 31 August will be fully fee remitted

The **Assistant Principal, Further Education** is responsible for:

- monitoring of the Further Education delivery plan and ensuring the principles of the policy are being adhered to

The **Head of Student Recruitment** is responsible for:

- Ensuring that all students are provided with appropriate information, advice and guidance and are made aware that individual course fees which are inclusive of registration, exam and certification fees are published within the College's prospectuses and on the College website.
- Ensuring that all students are provided with the correct college fee information at the time of application
- Ensuring that all applications are considered in accordance with the College's entry requirements including RPL
- Ensuring that applicants receive an acknowledgement of their application or a date of interview, if required, within **24 hours** of the application form being received by the student recruitment team
- Ensuring that all applicants receive regular communications from the student recruitment team prior to commencement of their course
- Carrying out a DBS check on ALL applicants where a placement involves contact with children (under 18) or vulnerable adults
- Providing all suitable students with an offer letter or alternative signposting onto other suitable provision or providers

The **Head of Management Information Systems** is responsible for:

- Ensuring that students are eligible for their chosen course
- Providing student learning agreements and contracts
- Taking payment and fees from students and making them aware that fees include the cost of any assessments and examinations
- Informing students that they will be allowed to take the maximum free resits set by the awarding board. If a candidate has sat the maximum free resits and still requires further resits, the candidate will have to pay the resit fees. This fee will need to be paid prior to the candidate being registered
- Ensuring that the correct course fee information is given to the appropriate teams
- Generating, analysing and interpreting reports and statistics showing trends in student recruitment statistics

The **Head of Marketing, PR and Communications** is responsible for:

- Ensuring that information including course fees for each course is displayed on the College's most recent prospectus or on the College website.
- Ensuring all application deadlines are published on the College website

The **Head of Curriculum** is responsible for:

- Approving applications where students do not meet the entry criteria
- Carrying out any pre-enrolment activities with students including interviews, open days, meet the team events, applicant and industrial placement days
- Delivering any pre-enrolment events or delivery

The **Head of Quality** is responsible for:

- Supporting students to apply for financial support

The **Head of Student Support** is responsible for:

- Identifying and providing the appropriate advice and support

Linked Policies

DBS Policy and Procedures for Students

GDPR Policy

RPEL Policy

Policy on the Recognition of Prior Learning (RPL):

UCAS guidance and manuals for institutions: <http://www.ucas.com>

CMA HE Consumer law advice for providers

Other Links

<https://www.qaa.ac.uk/quality-code>

SPA Guidance and Checklist on Student Recruitment Policies

<https://www.ucas.com/providers/good-practice>

Higher Education Appeals and Complaints Policy and Procedures

Higher Education Student Contract

Uncapped actual qualification fee price may vary, specific details found on

<https://data.gov.uk/dataset/6f979630-d806-4641-9a89-acf1d3b66a31/learning-aim-reference-service> policy set to charge at 50% of un-weighted value.

Appendix 1: Definitions

Jargon/Key word	Meaning
CMA	Competition and Markets Authority
DBS	Disclosure and Barring Service
RPL/ RP(E)L	Recognition of Prior Learning/Recognition of Prior Experiential Learning
OfS	Office for Students
QAA	Quality Assurance Agency
UCAS	The Universities and Colleges Student Recruitment Service
UKQCHE UK	Quality Code for Higher Education
UKVI UK	Visas and Immigration