

Admissions Policy



ADAM SMITH COLLEGE
INSPIRING LEARNING

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Responsibility for policy:	Director of Learner Services
Responsibility for implementation:	Information & Admissions, Directors, Department Managers, Curriculum Heads, Lecturing Staff, Guidance & Learning Support
Responsibility for review:	Information, Admissions and Student Funding Manager
Date of last review:	March 2008
Date of last revision:	
Date for review:	March 2010



1.0 The Policy

- 1.1 The Admissions Policy of the Adam Smith College, Fife reflects its Mission, Vision and Values, especially in fulfilling the commitment to valuing clients, widening participation and embracing diversity.
- 1.2 The key purpose of the College is to provide the best possible education and training for our diverse community. We aim to be the main entry point to learning and achievement within the locality and to make a major contribution to the economic health, wealth and community life of the region.
- 1.3 In accordance with an absolute commitment to widening participation in life long learning, admission to the College is open to all applicants, regardless of age, disability, ethnic origin, gender, marital status, medical condition, religious belief, or sexual orientation. The College is committed to equal opportunities in policy and in practice and to the pursuit of admissions procedures which ensure maximum access.
- 1.4 The College, dedicated to eliminating barriers to access, maintains an open door admissions policy. No applicant who can benefit from an appropriate course of study will be denied admission regardless of academic background. However, specific entry conditions may be attached to particular courses and/or levels of courses and these will require to be met.
- 1.5 The College is committed to an approach which values each individual and takes into account particular circumstances which may have influenced prior performance. The College therefore recognises the need for flexibility in the interpretation of its admissions guidelines in these cases and, especially, in the admissions of mature students.



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- 1.6 To ensure impartiality and transparency, the College operates a 'first come, first served' approach to the allocation of places on all courses. Applicants who meet the entry requirements and selection criteria (where these are specified) for a course, will be offered a place in strict accordance with their date of application and/or interview.
- 1.7 The College will ensure that, where an applicant's preferred course is not available or not appropriate, the applicant is offered an alternative appropriate course or is given advice about other institutions which may be able to provide a suitable course.
- 1.8 The College recognises that it has a role as a provider of a second chance to students who have previously had difficult or troubled educational experiences. However, the College reserves the right in certain circumstances (e.g. where voluntary disclosure warrants it or a reference is unfavourable) to attach specific conditions (e.g. relating to attendance and/or conduct) for admission to the College.
- 1.9 The College is committed to the recognition of prior achievement and to taking into account, recording and, where possible, accrediting the full range of student achievement.
- 1.10 The College welcomes applications from students with learning difficulties and disabilities and in its admissions procedures identifies how related needs can best be met.
- 1.11 The College recognises the importance for potential students of the decisions made during the admissions process. Considerable resources are devoted to ensuring that the advice and guidance provided is thorough, honest, impartial, and is judged to be in the best interests of the applicant to ensure that the applicant can make an informed and appropriate choice.



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- 1.12 The aim of the admissions process is to provide for all students entering the College the most suitable course of study in the light of prior achievements, strengths, interests, effective progression, career and further or higher education aspirations.
- 1.13 Applicants have the right to appeal against any decision regarding admissions to a College course. Appeals must be made in writing to the Information Admissions & Student Funding Manager.
- 1.14 The admissions policy recognises the need for regular monitoring and review of its practices and procedures. The College's Academic Board will ensure that suitable arrangements are in place for ensuring that action is taken arising from these reviews in order to implement any required improvements. Additionally any changes in the institutional mission and external factors, including changing patterns in the applicant market, will be taken into consideration in the review process.

2.0 Justification

The College is committed to ensuring admissions processes are fair, transparent and consistent for all potential learners. The College also embraces national strategies and initiatives to widen access and inclusion, encourage diversity and promote life-long learning.

3.0 Link to Strategic Plan

Corporate Plan 2005-2008.

Strategic Objective 1	We will develop and implement robust, simple and transparent student processes to encourage and extend student retention, achievement and progression.
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4.0 Exemptions

None. This policy applies to all potential learners.

5.0 Related Procedures

- ❖ QP2.38: Admissions Procedure
- ❖ QP1.17: Disability statement
- ❖ QP2.3: Disciplinary Procedure
- ❖ QP2.36: Race Equality Action Plan