

ADMISSIONS PROCEDURE



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BY (Name / Job Title)	Alison Cousens – Head of Teaching, Learning &

	Assessment
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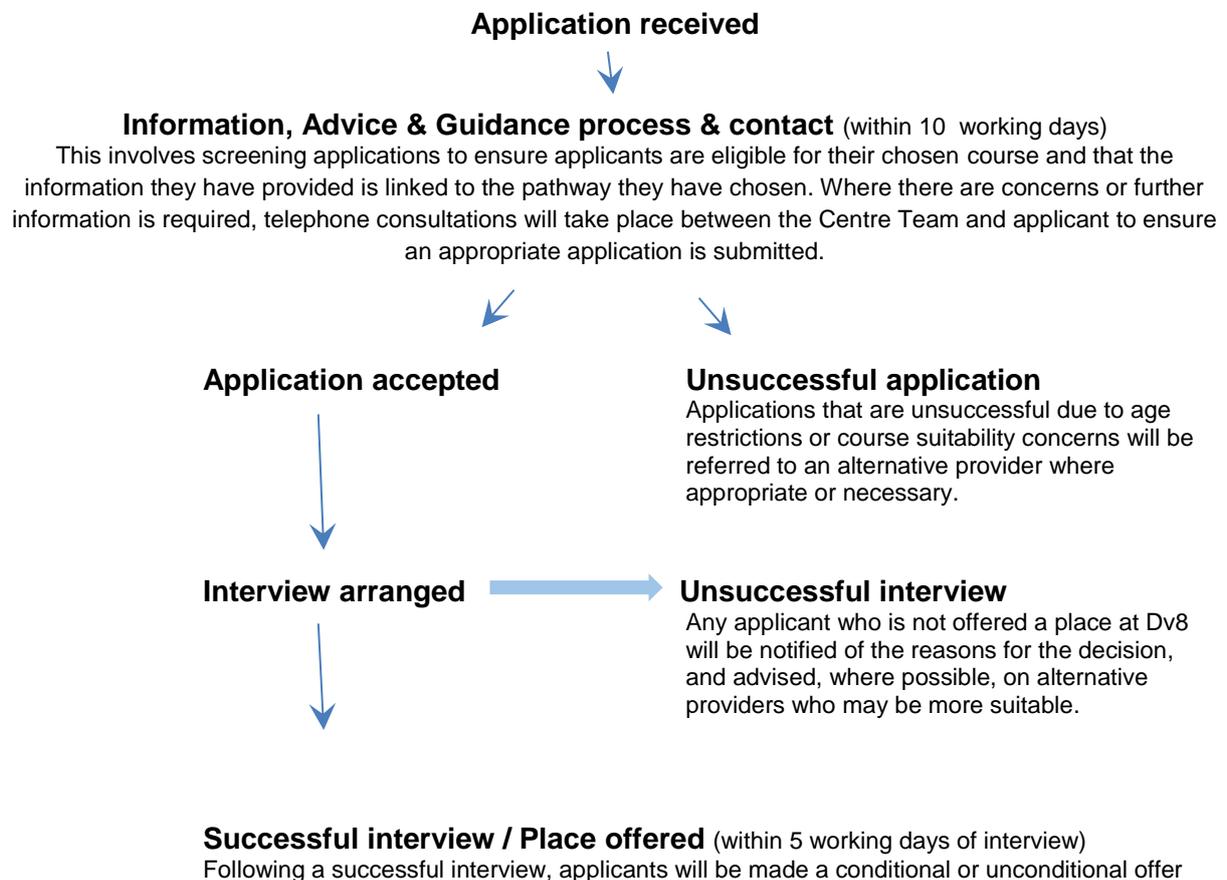
Admissions Procedure

Dv8 Sussex is an independent training provider offering a wide range of Creative and Media based courses for young people within Sussex County. Our Study Programmes are aimed at those aged 16-19¹, whilst our Apprenticeship scheme is wider ranging with provision available for those aged 16-23².

All Study Programmes are 33 weeks (1 full academic year) in duration and are considered Full Time courses delivering at least 540 guided learning hours. The programme will include vocational qualifications; employability and work experience; a programme of personal & social development; and English & maths. Please note that all Study Programmes must include English and maths to GCSE level, if there is no prior attainment above a grade D. If prior attainment is below a grade D, the English & maths will be at the level of Functional Skills in the first instance. All students who have achieved GCSEs at grade C or above in English and maths will undertake enhancement qualifications in literacy and numeracy (for example, Extended Project Qualifications or Financial Management units) as part of their Study Programme.

Wherever possible, infill will be offered to accommodate late applications or transfers from other providers. To ensure the best possible achievement rate for infill learners, we may look to cap entry at week 6 of any programme. However this could be dependant upon individual circumstance, alongside prior attainment, in some cases.

The Admissions process for Dv8 Sussex is outlined below and has been created to ensure transparency, efficiency and equality when allocating places.



as appropriate. Information on formal enrolment procedures, bursary options and the induction process will be sent with offer letters



Commence course

All new learners will be given a full 2-4 week induction to Dv8 and the programme they are following. Induction includes a probationary period where minimum attendance, and appropriate, positive attitude to learning requirements must be met and where learners, or Dv8, have the right to withdraw from an offered place. This will be done through consultation with key delivery staff members as well as student support staff (where appropriate) and all aspects of the learner's circumstance will be looked at.

As a result of initial assessment during induction, Dv8 staff may also move learners internally to a more suitable programme and/or level, subject to places being available. If places are unavailable internally, Dv8 will offer advice and guidance on alternative providers or progression routes and support learners in transferring.

The above Admissions process begins in October with application forms for Study Programmes going live on our website www.dv8sussex.com for the following academic year, beginning in September. Applications can be made direct through the website where they will be collated into a database. Centre teams at both Brighton and Bexhill will respond to all applications within 10 working days.

Application forms may also be downloaded from our website and sent via post to either Brighton or Bexhill.

Dv8 Sussex is committed to equality of opportunity. Our aim is to create a positive environment for learning, in which people treat each other with mutual respect, regardless of: age; gender; disability; family responsibility; race; colour; ethnicity; sexual orientation or other identifiable differences.

Throughout our admissions process, we are keen to meet ambitious and enthusiastic young people from all walks of life and ask for the following to be considered when making an application or referring:

Level 1 Courses

There are no formal **entry** qualifications for students wishing to study at Level 1. However, applicants should be able to demonstrate a keen interest in their chosen pathway and it is desirable they have some experience in the subject whether academically or through personal practice. Applicants should be able to provide evidence of a positive attitude to learning and a demonstrable ability to complete work at a minimum of Literacy Entry Level 2.

Prior to interview, applicants will be sent a letter, inviting them to bring in evidence which may support their application further. This, alongside their overall suitability for the course will be taken into consideration when making an offer.

Level 2 Courses

Applicants should have achieved a pass in suitable qualifications at Level 1*, or be progressing internally having met the conditions of attendance, achievement and attitude to learning. Applicants should be able to demonstrate knowledge of their chosen pathway and they must have some experience in the subject, whether academically or through personal practice. Applicants should also be able to provide evidence of successful, sustained study and/or a positive attitude to learning.

Prior to interview, applicants will be asked to bring in a practical artefact relating to their chosen course, which they will be expected to discuss at interview. This, alongside their overall suitability for the course, and prior attainment, will be taken into consideration when making an offer.

Level 3 Courses (excluding Apprenticeships)

Applicants should have achieved suitable Level 2 qualifications** with at least a grade C (or equivalent) pass and be able to demonstrate knowledge of their chosen pathway; as well as evidence of successful, sustained study at Level 2 or above, and a positive attitude to learning. Candidates should be able to present practical work they have created at lower levels to support their application. An acceptable level of written English, usually demonstrated by at least a grade C at GCSE, is preferred for most Level 3 courses.

Prior to interview, applicants will be asked to bring in a practical artefact relating to their chosen course, which they will be expected to discuss at interview. This, alongside their overall suitability for the course, and prior attainment, will be taken into consideration when making an offer. . **Please note:** for the Music pathway, this may consist of an audition.

* e.g. Level equivalent to at least 4 x GCSEs D-G (could be BTEC, NVQ, etc)

** e.g. Level equivalent to at least 4 x GCSEs A – C (could be BTEC, NVQ, etc. English GCSE at grade C preferred.

Apprenticeships

Apprentices are expected to have GCSE English, Maths and ICT at A*-C, but can, in some circumstances, take level 2 qualifications at Dv8 to achieve this. Unfortunately, those who already hold a level 4 qualification or higher will NOT be eligible for apprenticeship funding, but they may be able to take out a career development loan to self-finance an apprenticeship.

All apprenticeship vacancies are listed on the DV8 website: www.dv8sussex.com and also on the NAS (National Apprenticeship Service) website: www.apprenticeships.gov.uk.

Interviews

The purpose of the interview process is to ensure that we are offering a place on a course and level that is suitable to the applicant. Information regarding preparation for interview will be communicated to candidates in writing at least one week before interview.

In most circumstances, conditions will be placed on an offer made. This is to give the applicant the opportunity to demonstrate their suitability for the course and to meet the entry requirements in full.

If an applicant does not meet the entry criteria of their chosen course, wherever possible, they will be offered an alternative course at a level that is appropriate. Applicants can also access impartial advice and guidance from the National Careers Service Helpline on 0800 100 900. More information about the National Careers Service can be found at www.directgov.uk2.cxdirect.com

Appropriate facilities are in place to ensure that applicants are able to disclose their learning difficulties and/or disabilities and other barriers to learning. Support is available throughout the application to enrolment process; e.g. adapted materials for applicants with visual impairments. In all cases, needs, abilities and risks will be assessed, via a

separate support needs assessment, as well as DV8's ability to address these matters appropriately.

Applicants who meet the entry requirements and have progressed through the interview stage will be offered a place in interview date order.

Employers offering apprenticeship or internship placements to candidates will be approved, prior to the start of the course, to ensure working practice standards are met (e.g. Health and Safety legislation, company registration).

Internally progressing learners applying for the next level course within the same subject specialism will be required to attend an interview. DV8 guarantees all internally progressing applicants an interview, provided they meet minimum attendance requirements, and have demonstrated a positive attitude to learning in ILP reviews.

Enrolment

Once an applicant has received an offer and has accepted a place, that place is secure, dependent on meeting the necessary entry requirements as appropriate.

If an applicant has received a conditional offer they must bring the evidence related to the conditions to the course enrolment day, prior to course commencing e.g. evidence of GCSE outcomes, minimum attendance requirements etc.

Accepted applicants must bring proof of identity and proof of residence to the course enrolment day, prior to course commencing. ID and proof of eligibility needs to be presented for documenting by the Centre Team in line with EFA Section 3 guidelines, Section 3 and to support the student's case for consideration as ordinarily resident in England.

Accepted applicants will also be required to bring proof of National Insurance number and signed parent/carer consent form to course enrolment day prior to course commencing.

PLEASE NOTE: Enrolment is dependent on satisfactory evidence having been provided before the course commences.

In the case of apprenticeships, candidates will be required to provide proof of identity and proof of residence at point of successful appointment by relevant employer.

Apprentices will be required to provide copies of any GCSE certificates as proxy for any Functional Skills qualifications at point of successful appointment by relevant employer.

In the case of apprenticeships, candidates will be required to sign a declaration of eligibility during the sign-up visit by the Apprenticeship Programme Team within seven days of commencing employment.

ULN numbers will be attained by the Centre Management team on behalf of enrolled students from the Learner Records Service when students have satisfied any conditions of offer and when proof of eligibility has been seen and documented. ULN numbers will usually be attained and registered on the DV8 MIS system within 4 weeks of the student's Study Programme start date.

Reasons why an applicant may not be offered a place on their preferred programme of study

DV8 aims to provide a programme of study that meets individual needs and abilities. An applicant will not be admitted to a programme if:

- they are unable to demonstrate that they hold the minimum entry requirements (including age and qualifications) or that they are likely to achieve the minimum entry requirements prior to the course start date.
- they have a criminal conviction which prevents them from certain areas of work and they wish to follow a programme which would normally lead to that type of work
- the student is a returning/continuing student and has formally, via the DV8 student disciplinary process, been found to have breached the code of conduct for behaviour, attendance, attitude to learning, and/or work performance
- the student is a returning/continuing student and did not complete one or more of the qualifications they were entered for during your previous year of study, and/or their attendance and punctuality fell below what is expected in DV8's attendance and punctuality policy, and/or they did not show the expected attitude and necessary engagement with the subject required to progress to a higher level of study
- they have failed to provide suitable documentary evidence requested at interview and/or enrolment
- the course is undersubscribed
- the complex needs of the applicant cannot be supported, despite DV8's best endeavours

Appeals

Any decision not to admit an applicant may be appealed against. Any applicant who has a grievance about the decision regarding their application has a Right to Appeal through

the DV8 Complaints Procedure. Appeals should usually be made within 5 working days of receipt of the notification letter.

The DV8 Complaints Procedure is available within the student induction pack and on the DV8 website: www.dv8sussex.com. All communications regarding appeals, should, in the first instance, be addressed to the Head of Teaching, Learning & Assessment.

Additional Information

DV8 reserves the right to cancel programmes of study where under-recruitment affects the financial viability of a programme or where strategic objectives require. Notification will be made at the earliest date and, where possible, an alternative course will be offered.

DV8 accepts that it is not possible to plan for every situation which might arise in the admission process but strives to ensure that it provides a fair and equitable service to all prospective students.

1. Applicants must be aged 16-18 on 31st August in the year they are applying for e.g. for 2016/7 applications you must be 16-18 on 31st August 2016.
2. We currently only have spaces for 16-18 year olds. 19-23 year olds should complete the Apprenticeship application form and we will advise as soon as a suitable place becomes available.