



The College of
Animal Welfare

Admissions and Recruitment Policy

Reviewed Nov 2023

1. Purpose

- 1.1 The College of Animal Welfare is committed to operating a fair and transparent admission and recruitment process which considers all applicants consistently and without prejudice. The principles of the policy will apply to all programme applications and enquiries.
- 1.2 While considering and processing applications the College will abide by its Equality & Diversity, Health & Safety, Safeguarding, Student Disciplinary, Confidentiality and other policies.
- 1.3 We will ensure that applicants have access to impartial information, advice and guidance on the choices available to them.
- 1.4 The College will offer appropriate support and where possible will make reasonable adjustment including access to specialist equipment and specialist support for learners that fall into the following categories:
 - with special educational needs and disabilities
 - who are a 'looked after young person'
 - Have an Education and Health Care plan (EHCP)

Admission decisions may take longer than normal where the above need to be considered including financial considerations.

- 1.5 The College may refuse admission to an applicant who has previously been excluded from this or other educational institutions due to unacceptable behaviour, poor attendance and/or lack of commitment to their studies. Applicants are assessed on an individual basis and complex cases will be referred to an independent panel. An Admissions Panel will review applications for a decision on suitability where a prospective student has been subject to referral.
- 1.6 The College supports the development of English and Maths skills and some programmes may require these as a condition of offer.
- 1.7 The effectiveness of the Admissions and Recruitment Policy is monitored through student feedback/Surveys and other internal audit systems. Feedback is encouraged, whether positive or negative and as a valuable tool to drive improvements in the quality of our services.
- 1.8 The College is committed to offering appropriate programme provision for all applicants, however for some applicants its programmes or facilities may not be appropriate. In these instances the College will support applicants in identifying alternative guidance about other education and training opportunities. The College is committed to multi-agency working and will, where appropriate, share information regarding applicants who are participating in

multi-agency arrangements, in compliance with the College's Data Protection Policy and the GDPR.

2. Minimum Expectations

- 2.1 We are committed to ensuring that everyone will receive the highest level of support and customer service with integrity and within a published timeframe.
- 2.2 In return it is expected that students demonstrate appropriate behaviour and attitude in relation to the submission of their application and relevant documentation for their course.

3. Responsibilities

- 3.1 The overarching responsibility for ensuring the quality and effective, efficient implementation of admissions process is the Vice Principal Student Services, who also monitors and reviews the policy on an annual basis.
- 3.2 Ultimate responsibility for admissions rests with the Principal who delegates operational accountability to the Vice Principal Student Services.

4. Entry Requirements

- 4.1 Each programme will have a clear statement on entrance requirements as detailed on course information sheets available via the website or at the Helpdesk.
- 4.2 Prospective students are selected not only by their formal qualifications but their experience, motivation and interest in the programme.
- 4.3 Adult learners returning to education are encouraged to apply. The College may consider previous training and experience as an alternative to formal qualifications.
- 4.4 For International students, evidence that their overseas qualifications are equivalent to the UK requirements will need to be provided as part of the admissions process.

5. Admissions Procedures

- 5.1 The Student Services Team will respond to all initial enquiries regarding the College's offer, whether they are through the Helpdesk, live chat, open events or the College website. Additional information is also available on the website by clicking on relevant links regarding learning support, counselling, careers advice and guidance and financial support.
- 5.2 Admissions procedures are aimed to ensure students have the potential ability to achieve and successfully complete their chosen course of study and to contribute to the learning environment of the College.

- 5.3 Each applicant is assessed as an individual and this is based on the outcome of some or all of the following activities and information:
- Initial assessment indicating levels of literacy, numeracy and ICT
 - Interview
 - Vocational test
 - Taster or portfolio interview
 - Previous qualifications/experience
 - References
- 5.4 During initial assessment, the Funding Team will explain the options available to match the applicant's interests, including apprenticeships where appropriate.
- 5.5 A flowchart containing the recruitment process and timelines is attached at Appendix 2.

6. Management and Organisation

- 6.1 The Vice-Principal Student Services is responsible for admissions, however Heads of Programmes will ensure that the recruitment process is standardised across the College centres and in keeping with agreed policies.
- 6.2 Reports on admission data will be presented to Senior Management Team on a monthly basis.
- 6.3 Where it is appropriate to hold a selection panel, the panel will consist of the Head of Programme and Tutor responsible for recruitment.
- 6.4 The Programme Team will organise interviews for all full and part-time programmes.
- 6.5 All staff involved in interviewing applicants will be required to attend staff briefing sessions and to ensure that Information, Advice and Guidance (IAG) is provided.
- 6.6 Online learning applications and admissions will be processed by the Admissions Team.

7. General Principles

- 7.1 The Admissions Team will, subject to places being available and meeting entry requirements, invite all applicants for FE programmes for a College interview, initial assessment and where appropriate sector specific skills assessment. The exception to this is students who are fast-tracked through the Admissions process by the Programme Team due to meeting all entry requirements.
- 7.2 Part-time continuing applicants may be invited to complete an online enrolment form, be invited for interview or, dependent upon the programme, issued with a direct offer and be requested to pay the necessary programme fee.

- 7.3 To ensure that the admissions process is clear and followed fairly and consistently, transparent entry requirements will be used to underpin judgements relating to a decision to admit. See appendix 1
- 7.4 Entry criteria will be regularly reviewed in order to ensure that it meets not only the College entry requirement but any professional body or awarding body requirement.
- 7.6 All applicants will be bound by the Terms and Conditions of the College's Fee Policy, namely any applicant owing monies to the College must make arrangements to settle any outstanding debts prior to acceptance or admittance on to a College programme.
- 7.7 Failure to declare information or provide accurate information on an application may result in an offer being withdrawn.
- 7.8 All applicants will be required to show proof of academic grades prior to receiving an invitation to interview or a confirmation of offer.
- 7.9 Applicants who do not meet their offer requirements will be provided appropriate IAG which may include employment services or other agencies for impartial advice and guidance.
- 7.10 A College application form (online) will be required to be completed by the applicant. Applications will be screened.
- 7.11 Professional programmes may require applicant permission for occupational health screening to determine fitness to practise.
- 7.12 Once a decision is made about the most appropriate programme route for the applicant, the application will be processed by the Admissions Team.
- 7.13 Applicants already studying at the College and who wish to progress on to another programme, are required to complete an on-line application form which will be subject to the same screening process.
- 7.14 Late applicants who wish to join the College after the start of a programme must apply to do so via the Admission Team. The decision to admit after the start date will be subject to approval by the appropriate Head of Programme and Vice Principal of the school.
- 7.15 Where places are available applicants will be invited to attend an admissions interview and undertake initial assessment and appropriate entry tests, after which there will be a conditional or unconditional offer, dependent on the applicant meeting the programme entry criteria.
- 8. Admission for high demand programmes (please note the programmes under this category may change annually subject to demand)**
- 8.1 The College operates admission dates throughout the year, dependent upon the programme, which are advertised in advance on the College website.

8.2 Following interview, candidates may be offered a place on the most appropriate programme. The offer will be subject to conditions.

9. Rejection of applications

9.1 An applicant will only be rejected by the team following a decision of the panel which has been approved by the Head of the Programme and Vice Principal of the school.

9.2 In all cases of unsuccessful applicants they will be referred for further information, advice and guidance (IAG) to the Head of Programme.

9.3 Any applicant refused admission will receive a written explanation on request.

9.4 Rejected applicants will have the right of appeal to a Vice Principal Quality within five working days of receipt of the communication confirming the decision.

9.5 The Vice Principal Quality or nominated representative will respond within five working days of the receipt of an appeal.

9.6 Any applicant who has previously attended a College programme and has been considered at risk of non-completion for a number of reasons including: a poor record of performance/behaviour/non-attendance or may have been previously excluded from the College, will be considered by a panel following a meeting with a Safeguarding Officer and Vice-Principal.

9.7 Disciplinary warnings will remain on a student file as long as they remain active. Informal - 6 months, Formal - 6 months, Final – Duration of programme. These will be considered as part of the admissions process by the Head of Programme. Where applicable the Regulatory body will be notified of the details of any student that is removed from a programme for disciplinary reasons or fitness to practise concerns.

10. Applicants with a disclosure

10.1 In compliance with the College safeguarding arrangements, applicants are required to disclose details of any charges pending, criminal convictions, cautions including verbal cautions, reprimands, and final warnings on application to the College.

10.2 Any applicant who has answered yes to the question regarding criminal convictions or charges pending will be sent a disclosure form for return to the Designated Safeguarding Person. The application will be held pending review of a disclosure.

10.3 The College operates an Equality, Diversity and Inclusion Policy and therefore having a disclosure or being previously excluded, will not necessarily exempt a person from joining a programme, however this will depend upon the nature of the programme of application, the circumstances and background to the disclosure or exclusion, as well as an assessment of any risk posed to the College under its safeguarding duty, child protection, vulnerable adults, health and safety and other College policies.

- 10.4 Criminal record enquires and disclosures will be in accordance with the Disclosure and Barring Service Code of Practice, whilst also supporting the protection of individuals afforded by the Rehabilitation of Offenders Act (ROA) 1974.
- 10.5 The Designated Safeguarding Person will review the returned disclosure form and either confirm potential admission or refer the application to the Fitness to Practise Panel for consideration.
- 10.6 The Disclosure/Fitness to Practise Panel will consist of the Designated Safeguarding Person, Vice-Principal and the Head of Programme.
- 10.7 The Disclosure/Fitness to Practise Panel will consider whether:
- To admit the applicant on the basis of the evidence presented
 - To recommend continued exclusion or non-admittance due to the risks presented to the College under the Duty of Care and Safeguarding of Young People/Health & Safety/Student Disciplinary Policies
- 10.8 The Admissions Team will convey any decision to the applicant in writing.
- 10.9 The applicant will have the right of appeal within five working days of receipt of the decision.
- 10.10 A nominated representative will respond within five working days of receipt of the appeal.

11. Admittance procedures following the panel decision

- 11.1 Following re-admittance of excluded or at risk students, the Designated Safeguarding Person will ensure that there is an appropriate monitoring and review of the student's performance in line with any conditions set on re-admittance.
- 11.2 The monitoring and compliance with these conditions will be managed by an allocated Tutor who will advise and/or consult with the Designated Safeguarding Person if a breach occurs.
- 11.3 Should a breach of a serious nature occur, then the applicant will be dealt with under the Student Disciplinary Process.

APPENDIX 1



COURSE ELIGIBILITY CRITERIA

Course Name	Entry Qualifications	Entry Conditions	Progression Criteria
Animal Care level 1	No formal qualifications required	To be working a minimum of 16 hours per week. Knowledge & experience of working / handling / owning animals; various species	AC Level 2 Opportunities to gain employment of working in the AC industry
Animal Care level 2	No formal qualifications required Or a AC level 1	To suit the Apprenticeship criteria Volunteering – to be working 24 hours per week * Grooming pathway; the employer criteria has to be suitable	AC Level 3 Customer Services Level 2 Customer Services Level 3 Business Management level 1
Animal Care level 3	No formal qualifications required Or a AC level 2	To be employed full time in a managerial or supervisory position within an animal establishment. Responsible for staff, clients and animals	Customer Services L3 Business Admin L2 or L3 AAT Accountancy & Bookkeeping level 2 or 3 ILM level 2 or 3
Horse Care level 2	No formal qualifications required BHS stages – acceptable	To suit the Apprenticeship criteria Volunteering – to be working 24 hours per week	HC level 3 BHS stages Riding & Road Safety Certificate Grooms certificate

Course Name	Entry Qualifications	Entry Conditions	Progression Criteria
Horse Care level 3	No formal qualifications required Or a HC level 2	To be employed full time in a managerial or supervisory position within a yard / establishment Responsible for staff, clients and animals	Customer Services L3 BHS stages BHS – IA or I Business Admin L2 or L3 AAT Accountancy & Bookkeeping level 2 or 3 ILM level 2 or 3
Level 2 Diploma for Veterinary Care Assistants	Min 16 years old otherwise no formal entry requirements required	<p>Successful student and mentor interview</p> <p>Some prior experience may be required – career change students to ensure suited to veterinary care work</p> <p>Min 15 hrs/week volunteering or employed in a vet practice</p> <p>Mentor in place in practice</p> <p>Minimum three hours per week training in practice, not limited to 1:1</p> <p>Access to IT equipment</p> <p>Minimum three hours self-study in own time per week</p> <p>Access to cats, dogs, rabbits, guinea pigs, rodents (rats/mice/hamsters)</p>	FSK, DLMA, VN or other L3 qualifications. Equivalent to three grade C GCSEs including science

Course Name	Entry Qualifications	Entry Conditions	Progression Criteria
<p>Level 2 Certificate In assisting veterinary surgeons in the monitoring of animal patients under anaesthesia and sedation</p>	<p>Min 16 years old otherwise no formal entry requirements required</p>	<p>Six months experience in practice prior to application</p> <p>PP declaration stating student ready to take course</p> <p>Successful student and mentor interview</p> <p>Access to IT equipment</p> <p>Mentor must be a veterinary surgeon</p> <p>Mentor in place in practice Minimum three hours per week training in practice, not limited to 1:1</p> <p>Minimum three hours self-study in own time per week</p>	<p>FSK, VCA</p>
<p>Level 2 Certificate in Countryside and Environment</p>	<p>No formal entry requirements required</p> <p>No age limits attached to learners undertaking the qualification unless this is a legal requirement of the process or the environment</p>	<p>Successful student interview</p> <p>Practical placement secured or in process of being sourced</p> <p>Access to IT equipment</p> <p>Access to experienced industry witness in placement for practical aspects of course</p>	<p>L3 environment/countryside qualifications</p>

Course Name	Entry Qualifications	Entry Conditions	Progression Criteria
Level 2 Diploma in Animal Care	Four GCSEs at grade D and above Sound level of numeracy and literacy	GCSE grades Proof of Tetanus Minimum one week work experience in the industry with a satisfactory reference Satisfactory school / college reference	Merit at level 2 to progress to level 3 Those only achieving a pass but demonstrating a high level of motivation to improve the standard of their work will be considered for the year one level 3 Subsidiary Diploma and their progress reviewed at the end of year one
Level 3 Diploma in Animal Management	Five GCSEs at grades A – C Level 2 AC qualification at Merit or above Sound level of numeracy and literacy	GCSE grades Proof of Tetanus Minimum one week work experience in the industry with a satisfactory reference Satisfactory school / college reference	Merit or Distinction for University applications (dependant on university and course applied for)
L3 Diploma in Veterinary Nursing (Small Animal)	Minimum 5 GCSEs at grade A* - C to include English Language, Mathematics and a Science or equivalent	Either be employed in an RCVS TP/ aTP OR A minimum of 2 weeks work experience in a veterinary environment within the last 12 months. Some equine experience is recommended. AND Meets requirement of RCVS Guidance on recruitment of veterinary nursing students	Must complete all assessment criteria to achieve L3 Diploma in Veterinary Nursing Progression Pathways: Equine Pathway BSc (Hons) Veterinary Nursing Top-up Diploma in Advanced Veterinary Nursing Level 3 Leadership & Management L3 or L4 PTLLS Veterinary Physiotherapy SQP

Course Name	Entry Qualifications	Entry Conditions	Progression Criteria
Customer Service level 2	No formal qualifications required	To suit the Apprenticeship criteria Volunteering – to be working 24 hours per week	Business Admin L2 AAT Accountancy & Bookkeeping level 1
Customer Service level 3	No formal qualifications required or a CS level 2	To be employed full time in a managerial or supervisory position within an establishment; various outlets - retail, vets, welfare	Business Admin L3 AAT Accountancy & Bookkeeping level 2 or 3
ILM Level 5 Diploma in Leadership & Management	No formal academic entry requirements	Must be in a supervisory role with a span of control and influence that will enable changes to be implemented within own area of responsibility.	Can progress to L5 Certificate in Coaching & Mentoring
AAT Bookkeeping Level 2	There are no specific entry qualifications. Applicants should like working with numbers and be able to demonstrate the potential to develop good communication skills.	To be willing to put in time outside college sessions to support formal study.	AAT Certificate in Accounting Level 2
AAT Certificate in Accounting Level 2	There are no specific entry qualifications. Applicants should like working with numbers and be able to demonstrate the potential to develop good communication skills.	To be willing to put in time outside college sessions to support formal study.	AAT Diploma in Accounting Level 3 Advanced Apprenticeship in Accounting Customer Service Business Administration

Course Name	Entry Qualifications	Entry Conditions	Progression Criteria
Intermediate Apprenticeship in Accounting	There are no specific entry qualifications. Applicants should like working with numbers and be able to demonstrate the potential to develop good communication skills.	Employed with your employer willing to support your study. You are expected to be working 30 hours a week. To be willing to put in time outside college sessions to support formal study.	AAT Diploma in Accounting Level 4 Advanced Apprenticeship in Accounting Customer Service Business Administration
AAT Diploma in Accounting Level 3	AAT Level 2 or equivalent. GCSE Maths grades A* - C. Candidates applying for direct entry on to level 3 should be able to demonstrate competence in manual double entry bookkeeping.	To be willing to put in time outside college sessions to support formal study.	AAT Diploma in Accounting Level 4 Higher Apprenticeship in Business Skills and Level 4 Diploma in Accounting Business Administration Customer Service ACCA CIMA CIPFA
Advanced Apprenticeship in Accounting	AAT Level 2 or equivalent. GCSE Maths grades A* - C. Candidates applying for direct entry on to level 3 should be able to demonstrate competence in manual double entry bookkeeping.	Employed with your employer willing to support your study. You are expected to be working 30 hours a week. To be willing to put in time outside college sessions to support formal study.	AAT Diploma in Accounting Level 4 Higher Apprenticeship in Business Skills and Level 4 Diploma in Accounting Business Administration Customer Service ACCA CIMA CIPFA

Course Name	Entry Qualifications	Entry Conditions	Progression Criteria
AAT Diploma in Accounting Level 4	AAT Level 3 or equivalent. GCSE Maths and English grades A* - C.	To be willing to put in time outside college sessions to support formal study.	ACCA CIMA CIPFA ACA
Higher Apprenticeship Business Skills and Level 4 Diploma in Accounting	AAT Level 3 or equivalent. . GCSE Maths and English grades A* - C.	Employed with your employer willing to support your study. You are expected to be working 30 hours a week. To be willing to put in time outside college sessions to support formal study.	ACCA CIMA CIPFA ACA

For all courses learners are required to register with the AAT. They will be asked to declare any criminal convictions, bankruptcies or CCJ's at the time of registration on to the accounting qualification.

APPENDIX 1

ADMISSIONS PROCESS – FE STUDY PROGRAMMES

