



Admission of Part-Time Adult Education Students

Approved by the Principal:

June 2020

Post of member of staff responsible:

Director of Business and Finance

Date of Equality Impact Assessment:

Feb 2021

Admissions information

Information about the admission of part-time students is available via the Adult Education area of the College website, the termly prospectus, further detail sheets and from Adult Education staff (comprising the Adult Education administrators, coordinators and tutors and the Director of Business and Finance).

The website and prospectus lists the range of courses available, indicates progression routes and details payment options. Prospective students are directed to the website in the first instance although printed copies of the prospectus are also available from the Adult Education Office and at the Cambridge Leisure Park. They are also hand delivered locally by a distribution company.

The further details sheets are available on the website with printed copies situated outside the Adult Education Office. They provide specific details about course content, tutor profile, learning outcomes, dates, times and mode of assessment (if applicable). Guidance is available in relation to entry requirements (if required).

General entry requirements

Students should:

- demonstrate suitability and motivation for the course
- be capable of payment of tuition and other fees, where applicable
- comply with the expectations found in the Adult Education students Code of Conduct, available on the website
- be aware of issues relating to disabled access and the support of adult students with learning difficulties, where applicable

Admission priority

The prospectus for the following term is distributed to existing students during class, to give them the opportunity to enrol, ahead of the main distribution. This is to ensure that those part-time students following a progression route can enrol on the next course.

Other part-time students are admitted to the College in order of completion of enrolment and fee payment.

Policies and procedures linked to the admission of part-time students:

- Safeguarding Adult Learners
- Adult Education students Code of Conduct

Version	Approved by	Date
1	Standards Committee	June 2006
2	Principal	May 2010
3	Corporation	July 2015
4	Principal	June 2020

EQUALITY ANALYSIS Initial Screening Form
(on completion this form is to be appended to the relevant policy)

1	Policy/process to be assessed: Admission of Part-Time students	
2	Date: 01/07/20	New/review: Review
R	CST lead:	
4	Other EA team member/staff member responsible: Frances Haynes, completed with Simon Valentine and Louise Ecclestone	
5	What is the policy/process trying to achieve? To admit student to Adult Education student and lay out the terms and conditions	
6	Who implements, carries out or delivers the policy/process? Please state all applicable e.g. departments, teams, individuals including external. Adult Education department	
7	Who does this policy/process affect and in what way? Indicate below.	
	Staff	x
	Students	X (Adult Education)
	Parents	
	Potential staff	
	Potential students	X (Adult Education)
	Potential parents	
	Governors	
	Visitors to site	
	Wider community	
	Other stakeholders	
8	Please assess how this policy/process may affect different protected groups differently? (See below for complete list)	

	Group	+ve	-ve	Neutral	Evidence
	Age			X	
	Disability			X	
	Gender			X	
	Gender reassignment			X	
	Pregnancy and maternity			X	
	Religion or belief (or none)			X	
	Sexual orientation			X	
	Marriage or civil partnership			X	
	Race			X	
	Socioeconomic			X	
	EHCP			X	
	Carers			X	
	Ex-offenders			X	
	Children In Care			X	
	Gypsy, Roma, Traveller Learners			X	

9	What other policies/processes are linked?
10	What information is available on the impact of this policy/process? How was this obtained? None provided
11	What information/data is required to complete this analysis effectively? None provided

Decision

Has the initial analysis identified a potentially adverse impact on any of the protected characteristic groups?

Yes/No

If yes, what action has been taken to address this?

Is a full Equality Analysis required?

Yes/No

Signed (CST lead)



Date 02/02/2021