



## Admissions & Application Policy

### Introduction

This policy aims to ensure that learners are fully aware of Debut's admissions and application criteria and that a wider audience is achieved and maintained. Our widening participation strategy focuses on trying to ensure that learners with the ability to succeed at Debut are not deterred from applying by any of the myths and misconceptions that continue to surround the industry.

We liaise with agencies such as Job Center Plus, Basildon Women's Aid and Beyond Youth to ensure that anyone with social background issues are not excluded in applying. Our philosophy underpins our commitment to ensure that *'the right learner is tailored to the right course'*, which in turn leads to Debut's ongoing commitment to high retention, success and timely results.

### Objectives

- To ensure fairness, consistency, inclusion and equal opportunities for all regarding IAG (information, advice and guidance) and application
- To make clear any specific requirements for admission, such as entry qualifications
- To make clear procedures regarding induction, enrolment, course, course offer, acceptance confirmation from initial contact, ensuring all communication is understood and responded to in a timely and professional manner
- To make clear alternative options available to learners should their intended course not be suitable for their needs or their first choice of course is unavailable
- To ensure applicants are aware of progression courses that meet their personal career needs
- To ensure that applicants are aware of Debut's appeals and complaints procedure if they are dissatisfied with the service provided
- To ensure applicants are aware of Debut's fair and inclusive waiting list procedure
- To ensure applicants are aware of all areas of funding support available
- To ensure applicants are aware of additional learning aims they may be required to fulfil as part of their funding/framework
- Learners are aware of key dates for inductions, enrolments and application deadlines

### Strategy Statement

Debut recognises the value of diversity and inclusion and is committed to equality of opportunity for all. It aims to provide an environment in which applicants are treated with dignity and respect and solely on the basis of their abilities, merits and potential. Debut is committed to fair access and encourages applications from all students who are able to demonstrate the potential to meet the entry criteria for the relevant course and to benefit from study at undergraduate or postgraduate level.

Individual applicants are considered on the basis of their merits, abilities and potential, regardless of race, ethnic origin, gender identity, sexual orientation, disability, age, socio-economic background, family circumstances, religious or political beliefs and affiliations or other irrelevant distinction. Debut's admissions policies and procedures are designed to ensure that all applications are considered fairly and consistently and in accordance with professional standards.



### **Marketing & Recruitment**

Debut is committed to open and consistent messages in its marketing and recruitment information, and to the management of activity which leads to the admission of learners in ways that are fair, clear and explicit and implemented consistently.

Debut ensures that courses are widely advertised to the wider community through:

- Website information
- Careers Roadshows
- Radio Advertising
- Newspaper Advertising
- Leaflets/Prospectus/Brochure Information
- Poster Advertising within Debut Salons
- Poster Advertising via Salons/Spas we have links to
- IAG via Job Center Plus
- Debut Facebook/Instagram/Twitter
- Collaborative Partner Literature
- Careers Open Days
- HABIA website
- Outside Government Agencies (e.g. ECC)

### **Responsibility and Authority**

Debut Training Academy has ultimate responsibility for staff, learner and employee to ensure they all receive individual, fair and unbiased advice and guidance and will ensure that the arrangements for overseeing anti-harassment and bullying are effective, robust and reviewed on a regular basis. As such three senior members of staff have been designated as Admissions & Application Personnel.

The designated personnel are:

1. Kersti Harding  
Business Development Manager  
01268 560552  
[Kersti@debutacademy.com](mailto:Kersti@debutacademy.com)  
For Advanced Learning Loan advice & applications
2. Helena Lungley  
Apprenticeship Lead  
01268 560552  
[Helena@debutacademy.com](mailto:Helena@debutacademy.com)  
For Apprenticeship advice & applications
3. Linda Edwards  
Centre Manager  
01268 560552  
[linda@debutacademy.com](mailto:linda@debutacademy.com)  
For Funding advice & applications (16-18 years and 19+ years)



### **IAG (Information, Advice & Guidance)**

Debut is committed to delivering impartial information, advice and guidance to all everyone who makes an enquiry through to course offer and throughout their programme.

Debut is accredited through MATRIX to ensure their IAG process meets the standards of this kite mark. Debut ensures that the IAG it provides meets the standards required by:

- Ensuring staff training is refreshed intermittently
- Information regarding funding is up-to-date and it's criteria is imparted fully
- Information regarding course expectation and standards are comprehensively provided so applicants are fully aware of course content
- Course information is provided in several formats, such as brochure, PowerPoint, via website, careers workshops, 1:1 meetings and prospectus

### **Confidentiality & Data Protection**

Debut is committed to ensuring confidentiality during the admissions process to comply with the requirements and legislation of the Data Protection Act 1998 and in line with its own separate policies on Data Protection and Confidentiality.

### **Admissions**

Applications for courses can be made at any time right up to a couple of weeks before the beginning of the new academic year or start of a new intake (after the start of an academic year). Course application, whether applying for an NVQ or short Diploma course, will be processed in first instance by the Debut Training Academy Center Manager (Linda Edwards).

Information will be gathered at initial enquiry on course suitability and advice will be given to applicants based on their individual circumstances. Applicants are openly encouraged to ring or email prior to application for advice on funding suitability, course availability, prior learning requirements and course content.

### **Entry Requirements**

Debut is committed to course offers based on equality and inclusion, irrespective of their merits, abilities and potential, regardless of race, ethnic origin, gender identity, sexual orientation, disability, age, socio-economic background, family circumstances, religious or political beliefs and affiliations or other irrelevant distinction. We also have a responsibility towards applicants to ensure they are undertaking a course that meets their needs, their ability will not prevent them from undertaking the exacting work for the course and they are fully aware of any other options that may be available to them. Please see 'suitability for course' below for further clarification.

### **Suitability for Course**

Debut will not discourage or turn away applicants without fully assessing their suitability and ability to successfully complete their intended course. We will endeavour to tailor courses to a learner's ability or offer an alternative if at all possible. We strongly feel that it would be a responsible provider if we were to enrol a learner onto a course which is:

- Not the course they wish to undertake (we would not insist anyone enrolls onto another course just to fill a class).
- Their initial assessment and personal ability data shows that it is likely that they would not cope with the course level and content they have applied for.



- The course they intend to complete would have a detrimental impact on an existing medical condition they have disclosed (clarification from the relevant medical advisor may be sought)
- They know in advance that they would not be able to meet a substantial amount of the guided learning hours required for the NVQ course (due to a personal circumstance) and they would not meet the expectations of the qualification

If after full and considered assessment, it is found that an applicant would be unlikely able to successfully achieve the course of their choice and if Debut are unable to offer a course of a lower level, we will guide them to an alternative training provider who can.

An applicant's initial assessment results and prior academic ability are both considered thoroughly and if additional learner support will be sufficient to bridge any gap, Debut will make a course offer.

**Entry Requirements for NVQ Level 2 Intermediate courses:**

- ✓ Good attendance at prior training provider
- ✓ Good references from prior training provider
- ✓ Successful 1:1 Admissions Interview
- ✓ Minimum Entry 3 BKSB Initial Assessment & Diagnostic Results
- ✓ A reasonable grounding in English & Mathematics
- ✓ A strong interest in the industry
- ✓ Strong commitment to learner expectation criteria targets

**Entry Requirements for NVQ Level 3 Advanced courses:**

- ✓ Good attendance at prior training provider
- ✓ Good references from prior training provider
- ✓ Successful 1:1 Admissions Interview
- ✓ Minimum Level 1 BKSB Initial Assessment & Diagnostic Results
- ✓ A reasonable grounding in English & Mathematics
- ✓ NVQ Level 2 Beauty (preferred) but not essential
- ✓ Strong commitment to learner expectation criteria targets

**Entry Requirements for NVQ Level 4 Advanced courses:**

- ✓ Good attendance at prior training provider
- ✓ Good references from prior training provider
- ✓ Successful 1:1 Admissions Interview
- ✓ Minimum Level 2 BKSB Initial Assessment & Diagnostic Results (preferred)
- ✓ A good grounding in English & Mathematics
- ✓ Work placement in their specific industry (preferred)
- ✓ Strong commitment to learner expectation criteria targets

**Entry Requirements for Apprenticeship Programme**

- ✓ Good attendance at prior training provider
- ✓ Good references from prior training provider
- ✓ Successful 1:1 Admissions Interview
- ✓ Minimum Entry 3 BKSB Initial Assessment & Diagnostic Results
- ✓ A reasonable grounding in English & Mathematics
- ✓ Good communication skills (preferred) but not essential
- ✓ NVQ Level 2 Beauty (preferred) but not essential



- ✓ Completion of Apprentice Induction
- ✓ Completion of successful Interview with prospective employer
- ✓ Completion of successful trade tests (if required)
- ✓ Completion of successful trial session(s) (if required)
- ✓ Strong commitment to learner expectation criteria targets

### **Application Forms**

Admissions forms can be posted, emailed or downloaded from the Debut website at <http://www.debutacademy.com>

Completed forms returned to Debut are processed as follows:

- Date of receipt is entered on application to denote submission by applicant
- Form content is assessed fully to ensure all areas are fully completed. The applicant may be contacted if insufficient information is provided to proceed.
- Applicant's application is acknowledged either via telephone call, text, letter or email.
- Applicant is notified of course suitability confirmation, given IAG on alternative courses, course funding eligibility or alternative providers if Debut are unable to offer a course suitable for their needs.
- Successful applicants will provisionally join the specific waiting list for a cohort class, pending completion of induction and enrolment and course offer.
- Applicants who Debut cannot offer a course place at time of application but wish to wait for a new intake class will be notified their applications will remain on the waiting list unless they withdraw their application.
- Some courses may require elements of prior learning or achievement or a minimum level of learner ability to undertake them, and this will be disclosed to learners at application.
- There is usually no deadline for how long an admissions form can be held on a waiting list, however Debut may ask the applicant to complete a new form at a later date to ensure the information is up-to-date and they wish to remain on the list.

### **Equality & Diversity**

Debut Training Academy will ensure that no applicant is unable to complete an application form. For inclusiveness application forms can be provided in large print, coloured paper or completed by a Debut staff member from a 1:1 interview. To request any of the above please contact Linda Edwards on 07826 916947.

### **Funding**

Applications for Government funded courses are dealt with in accordance with the guidelines as applicable to the individual learner and funding applicable to them.

### **Full Disclosure on Application**

In order to clearly impart appropriate funding information to applicants, they are strongly advised to disclose full information regarding personal financial circumstances, prior qualifications and training. Failing to provide full and current personal information may affect the information, advice and guidance we convey.

### **Application Fees**

We do not charge fees to process applications or ask for deposits to secure a funded NVQ course. Learners who are paying for their NVQ or Diploma courses privately will be provided



with a payment plan schedule, which may include a payment at commencement of first module or deposit for short course.

### **Advanced Learning Loans**

Debut also ensures that full and comprehensive information regarding Advanced Learning Loans or alternative loan options is provided to applicants at outset of application. Learners who may be eligible for Government funding for a Level 3 or 4 qualification will be notified.

Debut Training Academy will not insist that an applicant applies for a loan if they are fundable. If Debut Training Academy does not have any remaining 19+ funding available they will signpost the applicant to another provider who may be able to help them.

We also signpost applicants to the Money Advice Service so they can make an informed decision before proceeding.

### **Induction**

Following receipt of an application that has been provisionally secured a place on the waiting list, the following process will be followed:

- Induction appointment will be offered via email or letter, detailing the duration and elements that will be provided as part of the IAG process, and applicants are required to confirm their appointment
- If the appointment is unsuitable an alternative may be provided upon request, providing there is sufficient time to complete the induction/enrolment process prior to course commencement
- The Induction may take up to 2 hours. Applicants are given opportunities to ask questions and seek clarification of any areas before proceeding to enrolment. Applicants who may be undecided after induction are asked to take time away to consider any decisions carefully, seek additional advice from Debut or consider other training providers before making their final decision
- A follow-up text will be sent to applicant day before appointment to act as a reminder to attend
- A full overview of the training, course content and other qualification options, learner expectation, support provided, assessment, grading, funding and progression opportunities is provided
- Included within each Induction is programme, assessment and content information delivered by an Assessor (if available), who can provide valuable classroom delivery information and expectation to prospective applicants. They are able to also question Assessors directly on the qualification before making any decision
- 1:1 interview regarding application, suitability, clarification of any areas regarding learner commitment, prior qualification or programme adaptation to suit their needs will be conducted
- Alternative course options may be provided as necessary to ensure suitability for the applicant
- If learners proceed and meet course eligibility requirements, they will complete initial assessments and diagnostic assessments in English and Maths
- A selection of learners that may disclose they are dyslexic (with or without a formal dyslexic report) or anyone with low literacy or numeracy skills may be asked to undertake a dyslexia or dyscalculia screening assessment.



### **Enrolment**

All course offers are subject to a successful and complete enrolment. Enrolment appointments are offered based on the applicant wishing to continue with the course and they have met the requirements of the course's needs (learner ability etc). Confirmation is notified following induction and confirmation is forwarded by email or letter. Applicants are also notified of any specific paperwork evidence to bring with them at enrolment to complete the process.

Enrolments may take up to 1-2 hours. As well as mandatory enrolment paperwork, additional forms are required to be completed, which provide essential information on medical or learning disabilities or recognition of prior learning details.

Our IAG staff will take time during each enrolment to conduct an informal 1:1 interview with each candidate to clarify anything disclosed on their application form or to seek additional supplementary information from their enrolment paperwork or via a reference. It is at this time applicants can confirm their intended preferred course or if they wish to enrol on an alternative.

### **Admission of learners with unsatisfactory prior attendance or references**

Debut has the right to request a reference from the previous training provider of an applicant if they feel that additional information will be beneficial prior to making a decision. Unsatisfactory references, poor prior attendance or if an applicant has been excluded from a previous training provider, will result in a more in depth interview with the applicant and Center Manager, prior to a decision being made at their discretion.

Debut reserves the right not to admit an applicant who previously attended a training provider, but failed to make sufficient effort towards successfully completing their studies or staying on programme for the duration of their course and completing. If a learner was previously Government funded but failed to successfully complete their course, they may not be eligible for further funding for the same/similar level course again.

References from prior training providers are also taken into consideration, especially if it indicates a learner failed to show any commitment to their course (where there was no overriding reason) or were withdrawn/suspending through serious gross misconduct.

Debut Training Academy has an overriding duty to ensure all our existing and new intake learners are not put at any risk, and Government funding is appropriated responsibly. Consideration to maintaining high success, timely completion and high retention rates is also an important factor that will be considered in all cases.

### **Course Offer**

Following completion of all necessary enrolment elements and Debut establishing suitability for course, a letter of offer will be forwarded and each applicant will be required to confirm their place by a deadline date. Should no response be received then a second attempt to confirm course commencement will be sought and if unsuccessful a letter will be sent to the applicant with a 7 day deadline to respond or their application will be withdrawn.

### **Cancellation of a Course by the College**

Where insufficient numbers have applied for a course it may be necessary for Debut Training Academy to close down, postpone or cancel courses. Debut will endeavour to inform applicants as soon as they are aware that a course is full or cancelled or postponed to



start at a later date. Applications are held the on waiting list until such time the course can go ahead.

### **Quality**

The quality of the admissions, application, induction and enrolment process is monitored at the end of year review as well as via Induction questionnaire feedback. Our rigorous application, induction and enrolment process is also evaluated by the Academy's retention and success rates. Debut recognises that learners are more successful if they enrol on courses they are interested in, can achieve, are fully supported throughout its duration and they are aware on the outset of what learner commitment and expectations are required.

### **Cancellation of a course place by a Learner**

When cancelling a confirmed booking onto a course by a learner, Debut insists that sufficient notice is provided, at least 14 working days if possible and in writing. Short notice withdrawals may prevent Debut from having sufficient time to enrol others onto the same course in time for course commencement.

### **Admissions Process Appeals**

In the event of an applicant disputing a decision not to admit them to Debut, the applicant may appeal in writing, in conjunction with Debut Complaints or Appeals Procedures.

### **Linked Policies**

Please refer to Debut's linked policies below for additional information regarding Admissions and Application Standards:

- Academic & Vocational Appeals Policy
- Confidentiality Policy
- Complaints Policy
- Communication Policy
- Data Protection Policy
- Equal Opportunities & Inclusion Policy
- Freedom of Information Policy
- Guide to Fees & Payments Policy
- Initial Assessment Policy
- IAG Policy
- Induction Procedure – Learner Policy
- Marketing Policy
- PSED Support Policy
- Review & Appraisal – Staff Policy
- Review & Appraisal – Learner Policy
- Staff CPD/Personal Development Training Policy
- Skills for Life/Transferrable Skills Policy
- Teaching & Learning Policy

### **Policy Revision**

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