

# Derby Adult Learning Service

Learning Opportunities for Adults

## Derby Adult Learning Service Admissions Policy

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## **Equal Opportunities Commitment**

Derby Adult Learning Service:

- Welcomes all applicants — ensuring fair access to learning for all communities.
- Provides clear information, advice and guidance so applicants can identify the right course, level and commitment required for success.
- Operates a consistent and transparent admissions process for all learners.
- Ensures applicants are not enrolled where success is unlikely due to factors such as:
  - already being enrolled on other courses
  - limited availability to attend due to work or personal responsibilities
  - needing a different activity, experience or qualification first
- Uses a ‘not yet’ approach where applications are declined, ensuring applicants understand next steps and can reapply when circumstances change.

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

Derby Adult Learning Service provides IAG for all applicants to our *qualifications and skills* courses to help learners:

- identify the most suitable programme and level
- understand any fees, remissions and course-commitment requirements
- access longer-term careers and employment guidance where needed

IAG is delivered through a range of accessible options, including:

- Course information sheets and programme overviews on our website
- Telephone information provided by the Enquiries Team
- Discussions with curriculum staff
- Pre-course interviews where required
- Referral to the enquiries team or other courses if the course applied for is not suitable or further guidance is needed

## **Application and Enrolment Processes**

Learners can apply or enrol through the DALs Enquiries line, via the online enrolment system, or in person at any DALs centre.

Where a pre-course interview or assessment is required, the system will prevent auto-enrolment until this has been completed to ensure learners are placed on the correct course and level.

## **Entry Requirements**

Entry requirements vary between courses and programmes. Each course has a clear statement of requirements published in the Course Information Sheet and on the website.

Existing learners progressing to a new level or moving to a different programme must also meet the published entry requirements to ensure they are placed on the most appropriate course.

## **Disclosure of Additional Support Requirements**

Derby Adult Learning Service is committed to supporting learners with disabilities or learning difficulties.

Learners are responsible for disclosing any additional support needs, including disabilities, learning difficulties or health conditions that may require adjustments. Learners are asked about this during the application and enrolment process.

We will make every reasonable effort to provide appropriate support. However, all support is subject to available resources and funding. Where a support need is disclosed after enrolment, we will review the requirement to determine whether the necessary support can be safely and reasonably put in place.

If, after review, the Service is unable to provide the level of support required within available resources, alternative options will be discussed with the learner, which may include deferring, transferring to a more suitable programme, or withdrawal where necessary.

## **Disclosure of Prior or Pending Convictions**

Learners who disclose a prior or pending conviction, or who are identified as being on probation or subject to statutory supervision, will be subject to an individual risk assessment. This assessment determines whether the Service can safely facilitate a place without compromising the safety of staff, visitors or other learners, and identifies any risk-mitigation measures required.

If the assessment indicates that the Service cannot safely accommodate the learner, enrolment will be declined and the applicant — and, where appropriate, their probation officer or other intervention personnel — will be informed.

Where an assessment identifies a potential risk to others, the Designated Safeguarding Lead will make a decision on approval and access to learning, in consultation with the Head of Service.

Failure to disclose relevant convictions may result in withdrawal from the programme.

Learners applying for programmes that lead to work with children or vulnerable adults must complete a DBS check where the course includes a placement.

Any individual who meets legal disqualification criteria that prevent them from undertaking the type of work the qualification leads to does so at their own risk of withdrawal and/or an inability to secure relevant employment.

## **Right to Refuse Admission**

Derby Adult Learning Service reserves the right to refuse admission or enrolment where there is a clear, evidence-based reason to do so. Admission may be declined for applicants or learners:

- Previously withdrawn or excluded for conduct from this or another educational institution. Individuals previously excluded will be interviewed before any return to study.
- Where evidence indicates a threat or danger to staff, visitors or other learners.
- Where a prior or pending conviction presents high risk and available control measures cannot adequately safeguard others.
- Where previous engagement shows insufficient progress, including repeated withdrawal, poor attendance, persistent lateness, failure to meet deadlines, or not completing required assessments.
- Where other commitments significantly impair chances of success, such as enrolment on multiple programmes or work patterns that prevent attendance or completion.
- Where outstanding debts remain unpaid for previous courses or programmes.

## **Course Offers and Enrolments**

Offers of places and enrolments are made on the basis that:

- There is sufficient demand for the course to run (i.e. enough enrolments for financial viability).
- There are available spaces on the course.
- The learner meets the published entry requirements as stated in the Course Information Sheet and on the website.
- The learner is not already enrolled on another significant course (for example another qualification at DALs or another provider).
- The learner meets the funding body's eligibility requirements and has provided all required personal details and evidence (e.g., identity documents needed for our management information system).
- Any course fees not eligible for remission are paid or arranged through Direct Debit or instalment plan.

## **Admissions Numbers for Class Performance, Quality and Financial Viability**

To maintain viable class sizes and ensure consistent, high-quality delivery, the Service may initially recruit up to 150% of the identified class capacity. In practice, this will normally mean no more than five additional places per class, agreed locally by curriculum area.

## **Right of Appeal**

Learners or applicants who wish to appeal an admissions or enrolment decision should first contact the Curriculum Manager for the relevant subject area.

If, after this stage, the learner or applicant remains dissatisfied, they should follow the DALs Complaints Procedure, available on our website.

<https://www.adult-learning-derby.org.uk/site-info/complaints/#page-1>