

P100b CAFRE Learner Recruitment and Admissions Policy – Further Education

Issue	Date of Issue	Date of Next Review	Responsibility of	Date approved by CAFRE Education Management Team
2	May 2023	June 2024	Learner Services Branch	May 2023

	CAFRE Quality Manual Index	CAFRE Website (Tick as appropriate)
Document available	√	√

This document can also be produced in alternative formats upon request

P100b CAFRE Learner Recruitment and Admissions Policy – Further Education

Version History

Version	Description of Changes	Date
2	Uploaded to CAFRE Policy template	April 2023

CONTENTS

1. INTRODUCTION.....	4
2. PRINCIPLES OF SELECTION.....	4
3. ENTRANCE REQUIREMENTS	5
4. DISABLED APPLICANTS.....	6
5. ADMISSIONS PROCEDURES	6
6. LEARNER FINANCE	8
7. ADMISSIONS APPEALS	8

1. INTRODUCTION

1.1 Overall aims of the policy

The aims of the Learner Recruitment and Admissions Policy are to ensure that:

- Suitable potential learners can access the wide range of educational and training programmes that are available to meet the needs of the agri-food industry.
- Opportunities are in place to allow access and progress to higher levels of study.
- Selection is based only on clearly specified objective criteria which are published in the CAFRE prospectus and available on the CAFRE Internet site www.cafre.ac.uk
- No candidate is excluded from entry to a programme by reason of religious belief, political opinion, racial group, gender, age, marital status, sexual orientation, disability or responsibility for dependants.

1.2 Admission regulations

CAFRE's Learner Recruitment and Admissions Policy for Further Education complies with all appropriate national legislation and takes account of national guidelines governing the recruitment and admission of Further Education learners, for example, the regulations of validating Awarding Organisations.

2. PRINCIPLES OF SELECTION

2.1 Aims of selection

- To attract and retain learners from a wide and diverse community who have the potential to complete a programme of study successfully and benefit from the experience.
- CAFRE is committed to transparency in its admissions procedures. All applicable selection criteria are published in relevant recruitment literature (e.g. Prospectus) and on relevant websites (e.g. CAFRE website).
- Selection is based on academic criteria and no candidate will be excluded from entry to a programme by reason of religious belief, political opinion, racial group, gender, age, marital status, sexual orientation, disability or responsibility for dependants.
- Applications from learners who have previously studied at CAFRE and who have been suspended, expelled or have been withdrawn will be considered carefully and such learners may be prevented from enrolling at the college when it is judged to be in the best interests of the Learner and /or the college (P105 – Policy on applications received from applicants who were either withdrawn or expelled from their CAFRE course).

2.2 Selection criteria

- The admissions criteria will consider CAFRE policy, national guidelines, and relevant legislation.
- Selection criteria are considered carefully in order to ensure that the assessment of applicants is fair and transparent.
- Selection criteria are reviewed regularly in order to ensure their ongoing relevance to curriculum and learning and teaching practice.
- Subject to Awarding Organisation's approval, CAFRE may sometimes request, and take into account additional information which may include alternative evidence of the ability to meet the selection criteria where standard evidence is not available and there is sufficient evidence regarding the reasons why it was not possible to demonstrate meeting the criteria. Evidence may be gathered through a variety of means including applicant discussions, tests, reference, or the assessment of previous employment experience or academic work, subject to the Awarding Organisation's regulations.

3. ENTRANCE REQUIREMENTS

3.1 Further Education programmes

CAFRE applies minimum entrance requirements for all its Further Education programmes. These take into account the recommendations of Awarding Organisations. However, programmes can specify additional entrance requirements and these appear against individual programme entries in CAFRE's prospectuses at: www.cafre.ac.uk

3.2 Non- UK qualifications

CAFRE accepts a broad range of non-UK qualifications. Further information may be found in general information and contact details for more specific advice may be obtained by emailing cafreenquiries@daera-ni.gov.uk

3.3 Accreditation of Prior Experiential Learning (APEL)

CAFRE recognises both certificated and experiential learning irrespective of the context in which it is achieved. Accordingly, CAFRE will accredit alternative forms of learning, provided these can be clearly evidenced in writing by the learner, authenticated, and agreed at the appropriate level with the Awarding Organisation.

3.4 Applicants from other countries

CAFRE does not currently hold a Learner Sponsor Licence and is therefore unable to accept applicants who require a student visa to study in the UK. CAFRE is currently working towards acquiring the Student Sponsor Licence in the future.

Following the UK exit from the EU, CAFRE can only accept applicants from citizens of the EU (including citizens from Switzerland, Norway, Iceland and Liechtenstein) who have been granted limited leave to enter or remain ("pre-settled" status) or indefinite leave to enter

or remain ("settled" status) under the EU Settlement Scheme contained in Appendix EU to the immigration rules.

(<https://www.gov.uk/guidance/immigration-rules/immigration-rules-appendix-eu>)

CAFRE will continue to accept applicants from citizens of the Republic of Ireland under the terms of the Common Travel Area policy agreed between the UK Government and the Government of Ireland.

4. DISABLED APPLICANTS

CAFRE strives to be an inclusive learning environment and welcomes and encourages applications from persons with a disability.

4.1 Selection and entry criteria

- CAFRE will consider making reasonable adjustments to course general entrance requirements which are deemed essential to a programme e.g. work experience but not attainable for reasons related to the specific needs of individuals with disabilities, subject to Awarding Organisation regulations and health and safety considerations. **However, academic entry requirements will not be waived.**

4.2 Communication during the application process

- All applicants are strongly encouraged to inform CAFRE about any disabilities or medical conditions at an early stage in the application process to enable timely consideration of support that they may need and timely provision of this support.
- Applicants are encouraged to make direct contact with a CAFRE Learner Support Officer, following receipt of an offer of a place on a course (including conditional offers) to discuss their support requirements.
- Applicants who disclose a disability or medical condition are assured that the information provided will be treated sensitively and in accordance with DAERA's Privacy Statement.

4.3 Administration of the Admissions Process

- All CAFRE staff involved in the admissions process will be aware of the potential need to make reasonable adjustments to application/administration procedures for applicants with disabilities.

5. ADMISSIONS PROCEDURES

5.1 Applications

Applications for Further Education programmes are made directly to CAFRE. Deadlines by which applications must be submitted will vary, and where relevant will be publicised on the CAFRE website. Deadlines may be extended for undersubscribed programmes or late applications accepted.

5.2 Acknowledgement of receipt of application

Applicants will receive an acknowledgement of their application directly from CAFRE.

5.3 Fraudulent statements/omissions

Admission to CAFRE is subject to applicants giving any information asked for relevant to their application. If during the course of the consideration of an application, or subsequently, an applicant is discovered to have omitted any information requested or has made any misrepresentation or given false information or failed to provide essential information, CAFRE reserves the right to refuse their application or withdraw an offer of a place which has been offered or to expel from the course.

5.4 Applicants seeking deferred entry

CAFRE will consider requests from applicants for deferred entry for a maximum of one year. Applicants should be aware that deferred entry may not always be granted. The decision whether or not to offer a place to applicants for deferred entry rests with the relevant programme manager.

5.5 Procedures for making offers

- When making offers for full-time Further Education programmes, which are conditional upon subsequent achievement in examination, CAFRE normally uses the GCSE grades. However, where appropriate, CAFRE may also specify specific subjects and grades or alternative means of demonstrating competence.
- Applicants to Further Education are notified directly by CAFRE of decisions regarding their applications.
- All successful applicants must demonstrate that they have met CAFRE's criteria at the required level. Offers may be conditional upon subsequent achievement in academic examination or other methods of assessment, as specified during the application process.
- All applicants holding confirmed offers are required to present confirmation of results in the form of official certificates/verifiable evidence at registration or before. Failure to provide acceptable evidence will result in the place on a course being withdrawn.
- All applicants whose offer of a place is confirmed will receive details of fees, and procedures for registration from CAFRE.

5.6 Feedback to unsuccessful applicants

On request CAFRE will provide feedback to unsuccessful applicants. This will not constitute a reconsideration of an application. Feedback will only refer to the selection criteria employed by the programme and will only be provided on receipt of a written request from the applicant.

5.7 Applicants disclosing a criminal record

CAFRE has a duty to ensure the safety of its learners and staff. Applicants will be asked to disclose relevant criminal convictions at registration.

Disclosure is for the purpose of assessing the risk of harm or injury to other learners, staff, visitors or other users of College facilities or to its reputation. Where a disclosure is made, the Head of CAFRE Administration will consult with senior colleagues, and/or other appropriate persons to agree appropriate restrictions. Failure to disclose relevant criminal convictions will be deemed to constitute a disciplinary offence and may result in the revocation of the place or expulsion from the course.

5.8 Freedom of Information requests

CAFRE is aware of its responsibilities to respond to requests for aggregated data under the Freedom of Information Act 2000.

5.9 Data Protection

CAFRE's use, retention and storage of data fully complies with the General Data Protection Regulation 2018, ([Data Protection Act 2018 \(DPA 2018\) - legislation.gov.uk](https://legislation.gov.uk)).

6. LEARNER FINANCE

6.1 Further Education programmes

Tuition charges are generally not levied for Further Education programmes. Learners may be eligible for help with the cost of living or additional funding according to their circumstances. For further information contact fegrants@eani.org.uk for Northern Ireland learners.

6.2 Further information

Learners who may have disabilities or find themselves in financial difficulties (which could not have been predicted), may also have access to additional sources of funding. Further information may be found at: www.cafre.ac.uk

7. ADMISSIONS APPEALS

Refusal of a place on a CAFRE programme can be appealed. The appeal will be considered by an independent Head of Branch, supported by a panel of CAFRE Education Service staff.

The appeal must be submitted:

- Within 10 working days of the decision leading to the appeal, and,
- In writing, either by letter or email to CAFREappeals@daera-ni.gov.uk.