

## **ADMISSIONS POLICY**

### **STATEMENT OF POLICY PURPOSE**

This policy will apply to admissions and guidance for all programmes of study at Surrey Counselling Training

#### **1. APPLICABILITY OF POLICY**

This policy applies to all students applying to Surrey Counselling Training, regardless of race, gender, disability, religion, age or sexual orientation.

#### **2. PARTIES - APPLICANT / SURREY COUNSELLING TRAINING**

##### **2.1 Applicants will:**

Provide where requested appropriate documentation to support their application and enrolment.

Be expected to demonstrate they can evidence and meet the minimum entry criteria and other requirements for the programme including those directed by examining or validating bodies

Applicants may be required to satisfy interviewing and Admissions staff that they will benefit from enrolment to the programme

Applicants will agree to pay any relevant expenses where applicable and will be advised in writing of costs and charges prior to enrolment

##### **2.2 Surrey Counselling Training will:**

Provide applicants with impartial initial advice and guidance

Provide applicants with clear and accurate information relating to the programme and arrange for an interview to take place between the applicant and tutor

Provide applicants with access to detailed information about learning programmes, including entry criteria; programme content; assessment; specific programme requirements

##### **2.3 Access to Courses**

Surrey Counselling Training reserves the right to assess the suitability of individuals to undertake a course of study. This may involve seeking further information in certain circumstances. Surrey Counselling Training may, in certain situations, prohibit admission from the information gained. Surrey Counselling Training will make reasonable adjustments to ensure and support the applicants with particular disabilities and learning needs. However, applicants will only be refused entry where there has been an assessment of need.

If a programme is oversubscribed, Surrey Counselling Training may offer an alternative choice or place applicants on a waiting list if appropriate

Surrey Counselling Training will publish clear procedures for all aspects of the admission and enrolment process

At interview, applicants will be given further information and guidance about their chosen programme and will be given the opportunity to ask in depth questions about the programme

After the interview has finished, the applicant will normally be given a verbal conditional offer before leaving the interview. Where this is not possible, the interviewer will explain the reasons for the delay and set down the conditions by which an applicant may receive a conditional offer

A verbal conditional offer will be followed up with a letter, setting out the conditions of the offer within seven working days

### **3. COMPLAINT & APPEALS**

**3.1** In line with Surrey Counselling Training Complaints Policy and Procedure, any complaints regarding admission to a programme of study will be dealt with in the following way: All complaints should be made in writing to the Principal, at:

Surrey Counselling Training  
4 Weldon Drive  
Bishop Fox Way  
Molesey, Surrey,  
KT8 2NT

An initial response will be provided within ten working days

A further, more detailed response will be made if appropriate

Applicants may be offered an opportunity to meet the parties involved if appropriate

Information on how to take the complaint further will be provided to the applicant if they are not satisfied with Surrey Counselling Training's response

### **4. RESOURCES**

**4.1** Surrey Counselling Training will ensure that within available resources, adequate staffing and equipment is available and deployed to provide admissions and guidance processes to standards agreed within this policy framework.

### **5. INFORMATION**

**5.1** Surrey Counselling Training will ensure that information about its admissions and guidance arrangements is widely available and in a range of formats on request. All information will be reviewed and updated at annually.

### **6. EQUAL OPPORTUNITIES**

**6.1** Surrey Counselling Training will ensure that its admissions and guidance arrangements operate within the spirit and letter of its Equality and Diversity Policy.

General information available to applicants is socially inclusive and available in appropriate formats. This will include formats suitable for people with visual impairments. Please note that it is not possible to provide all information in multiple languages. Applicants and students will also be informed about the full range of learning and guidance support available.

### **7 DATA PROTECTION**

**7.1** All data and subsequent information will be held in accordance with the Data Protection Act. Surrey Counselling Training staff and students have a duty to ensure they comply with the Data Protection Act. If a staff member or student believes that there has been a breach of the Data Protection Act, this must be reported to the Principal.

**End of Document 1/12/08**