



ACCESS AND PARTICIPATION STATEMENT

ACCULEARN TRAINING LIMITED

T/A

ACCULEARN
CRANBROOK COLLEGE

Reviewed: May 2018

To be reviewed: May 2019

1. Introduction

Acculearn Training Limited T/A Cranbrook College is committed to achieving an educational and working environment which provides equality of opportunity and freedom from discrimination on the grounds of race, colour, nationality, ethnic origin, gender, marital status, disability, religious or political beliefs, age, sexual orientation or social or economic background.

The College strives to have a fair access and participation policy for all the learners irrespective of their association. To achieve this purpose, it is ensured that the said policy plays a pivotal role while forming different policies of the College like admission policy, equality and diversity policy.

2. Addressing the areas of Access, Success and Progression:

The College is cognizant of the national policies for access and participation and strives to follow the policies of access, success and progression for all the students.

The admission office staff (i.e. person responsible for admission) and others, responsible for the selection of students, are required to comply with this policy.

To achieve this objective, the College is committed to the following:

- ❖ Fair and explicit procedures for the recruitment and admission of students which are implemented consistently.
- ❖ Applications are welcomed from students irrespective of background.
- ❖ Policies and practices for the recruitment and admission of students are designed to secure a good match between the abilities and aptitudes of students and the demands of the programme.
- ❖ The College aims to offer a supportive service to all applicants and prospective applicants, providing clear and helpful pre-entry information and advice to allow students to apply for a programme appropriate to their needs, interests and academic qualifications and potential.

The Admission Policy can be accessed on the following website of the College:

<http://www.cranbrookcollege.com/our-policies/>

3. Implementation of the Policy

Awarding bodies are responsible for setting the entry criteria for their programmes. Decisions on applications are made by admissions staff on behalf of the programme leaders. For all programmes, the selection process will consider:

- i. the student's potential to succeed in his or her chosen programme of study
 - ii. actual or expected academic or professional qualifications and grades
 - iii. relevant work or other experience
 - iv. where appropriate, an interview
 - v. qualifications in the use of the English language.
 - vi. qualifications in the use of the English language, where appropriate.
- ❖ Admissions decisions will be made as quickly as possible. However, where programmes attract large numbers of applications, there may inevitably be a delay, although every effort is made to keep this to a minimum.
 - ❖ In cases where the College is unable to offer an applicant's original choice of course, he/she is sign posted or referred to other credible institution. In some cases, prospective students consider related programme.

Applicants with Disability and Additional Needs

- ❖ The College is committed to achieving equal opportunities for all its students and actively encourages potential students who may be disabled or who may have an additional need to make an application to study here. The College continues to ensure that disabled students meet their full academic potential and are not discriminated against either during the admissions process or in their subsequent time as students at the College by reason of being disabled or having an additional need.

- ❖ Students should ensure that they have enough information on which to base decisions about programme acceptance and necessary support. Whilst every effort will be made to accommodate an individual's needs for support, in exceptional circumstances it may not be possible to make reasonable adjustments to enable a programme to be accessed.
- ❖ The College specially encourages the students from underrepresented groups of the society- specially living in the College neighbourhood. We have set flexible entry requirements, wherever possible, so that people from the disadvantage society are able to get admission in the College. For this purpose, the conducts tests not only in the relevant qualification but also in English and Maths. To accommodate the mature students and students from ethnicities, we provide extra tutoring support in the areas wherein they are lacking. Those weak in maths and/or English are provided extra free classes to overcome weakness in these subjects and enable them to get along with the other students of the course. Currently, the College has students with dyslexia, students from different European, Asian and other ethnic backgrounds with English not as their first language. Some of the students come with weak base in mathematics and it is ensured they don't lose the opportunity to access higher education because of these problems. We at the College conduct separate classes to bring these students at par with other students in Maths and English. No extra payment is charged for these extra classes. In male-dominated vocational qualifications, like electricians and construction workers, the College encourages to women to participate in line with the government policy to encourage women in these professions.
- ❖ During the admission process, everyone is interviewed to assess his/her extra needs for learning and is provided guidance for their career path and to help them choose the right qualification in line with their experience and educational background. They are also guided what level they should start with and how to progress to their dream career.
- ❖ To encourage those from the low household income or low socioeconomic status, it is ensured that they are able to get admission by paying the tuition fees

in easy monthly instalments without any interest or additional charges thereon. This policy has attracted a lot of mature and students from low household income backgrounds to join our programmes of further education and vocational qualifications.

- ❖ Most of the students underrepresented groups have drop-out issue and non-continuation rates are very high among these groups. To address this issue our staff members involved in the admission process try to encourage before the onset of their courses and at the time of admission, guide them through a complete career course and career path. They advise and encourage them to get admission at a bit lower level of the qualification and encourage them to continue and reach the final degrees stage. The College also helps with the placement in different related industries. Sometimes, the non-continuation is due to the economic reasons because the students who are not supported by their parents switch to early jobs without completing their qualifications. To address this issue, the College has flexible timings for classes i.e. in the evening or certain weekdays. The College to encourage them to continue their further qualifications along with the job and allows the switching over from morning to evening classes. This is done after the assessment of the genuine need of the student.
- ❖ To further support this idea, the College runs embedded programmes which helps students get their Foundation, HNC and HND qualifications. Thus, students can grasp their qualifications at different levels and don't walk away empty handed in case they are unable to continue their further education. This helps them get their jobs based on their qualifications and continue to work in the field they have chosen along with pursuing higher education in the relevant area.
- ❖ The College strives to provide progression to the students to level of HND. Thus, student enrolled in level 1 of programme can progress to HND level. Currently, the College provides HND programmes in Health and Social Care, Hospitality Management and Teaching related courses. The College is currently in process of dialogues with different universities to build partnership to run bachelor's

degree course. This will provide the students a platform to start from the very onset of the course and go to the bachelor's degree level which will greatly improve the progression of the students from the underrepresented groups, particularly those from the minority ethnic groups, those with disabilities and those with English is not as their first language. This will help them achieve the goal of their progression to university degrees which otherwise they may not be able to compete for.

- ❖ If a student feels unable to study or enter for examination due to the presence of a barrier, such as a permanent or temporary disability or condition, may wish to request special arrangement or aid to put in place to enable them to study. The College has a Special Consideration and Reasonable Adjustment Policy in this regard which is available on our website on the following link:

<http://www.cranbrookcollege.com/our-policies/>

Our Ambitions and Strategy on Access and Participation:

The College holds a vision to continually improve and align its access and participation policies with the national priorities about its access and participation policies. The College also has vision to introduce those qualifications which are helpful to increase the entry rates, drop the non-continuation rate and provide progression to the students of underprivileged groups, particularly those from minority ethnic groups. The College plans to pay special attention to those qualifications in different areas like Social and Health Care, Hospitality, Teaching etc whereby the students are not only able to enter the College for various qualifications but are also able to continue to study and are able to progress to the highest possible level of the course or progress to employment. The college plans to introduce courses related to Law starting at level 5 which are highly in demand in the market and students can find jobs into the market. Thus, it will help them progress to employment.

The College will continue to keep its fees at lower level or ensure the same is funded through various funding sources available for the students. The College is on Education Skills Funding Agency funding and will provide for the funding to these eligible underrepresented groups to get them enrolled on different courses and would

ensure that they are not left behind due to non-availability of funds. The College intends to apply for OFS which will help our students from these underrepresented groups to progress to higher level courses and the issue of funds will not be a hurdle in their dreams of progressing from level 3 to higher level courses. The College aims to provide these potential underprivileged students assurance that their dream of progressing to the highest possible level is not shattered just because of the non-availability of funds to pay tuition fees.

