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## Head of Higher Education

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Available in large font and other formats on request.  
This policy is available in Welsh.





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being rejected, or if admitted, to their registration and enrolment at the college being revoked.

The College will only make offers to applicants where it has been determined that their conviction does not pose a risk to staff or students. Failure to declare information about a conviction or pending court case, or supplying untrue or inaccurate information about a









Applicants can be unsuccessful for a number of reasons and should be aware that some programmes at the college may receive more applications than the number of places available. Unsuccessful applicants will be notified of the reason for this decision. Unsuccessful applicants may wish to request feedback on the reason for the outcome of their application. All requests for feedback must be made in writing to the Director (Quality & Learner Experience) and signed by the applicant.

#### 4.4.4 Withdrawn Application

An application may be withdrawn either by the applicant or by the college. All courses may







- Seek the minimum data required
- Ensure all personal data is kept secure and confidential and only used for the purpose collected
- Maintain and retain data in accordance with statutory requirements

7.3 All enrollers will be issued with a Data Protection Statement upon enrolling, this statement will provide information about the use of personal data and how it is shared. Full information on how the College collects and uses personal data of prospective students, and the retention schedule can be found online at:

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8.1 The College is fully committed to ensuring that potential and existing learners are afforded equality of access to our services. The College will monitor its enrolments in order to evaluate this commitment and if necessary, will make appropriate changes to this policy. The Admissions Policy will also be reviewed in the light of any new legislation that deals with Equal opportunities.

9.1 The purpose of an Admissions Panel is to consider any application that might provide a cause for concern. These can include, but are not limited to:

Where an applicant to a course that requires work placement or other external activity presents a cause for concern based on their medical and/or behavioural circumstances and which could impact on the successful outcome of that external activity.

Where the admission of an applicant could place learners and/or staff at risk, e.g. where the applicant has a history of violence or any other form of abuse towards others.





<https://www.coleggwent.ac.uk/learning/higher-education/he-terms-conditions-policies>

