

NORTH EAST  
SCOTLAND  
COLLEGE



STUDENT ADMISSIONS AND

INTERVIEW PROCEDURE



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## 1. Introduction

This document sets out the standard College procedure for the admission of full-time students, short full-time students where entry requirements are assessed, and in time other part-time courses. College programmes exempt from these procedures include school-links provision, commercial courses, community courses and open learning programmes. This procedure relates to admissions to courses commencing in academic year 2023/24.

This procedure aims to be both applicant-focused and applicant-friendly. It is essential that the admissions and interview procedure results in the placing of students on the most appropriate course for their abilities, needs and aspirations. Fundamentally, this procedure aims to ensure equality of access and opportunity for all applicants and that the admissions process is free from bias. In maintaining such approaches the College seeks to ensure a positive and successful experience for all prospective students.

## 2. The Admissions Procedure

The following points give a brief description of the standard procedure to be followed for College admissions. A workflow diagram can be found at Appendix 1. Whilst this procedure ensures consistency in approach for applicants applying for College courses, certain aspects of this procedure may be modified to meet the individual requirements of College curriculum teams. Any changes to this procedure must first be discussed with the Head of Sector and then sanctioned by the relevant Associate Vice Principal or Director of Business Development.

### 2.1 Applications

- 2.1.1 Applications, except for those courses mentioned above, are made through an online portal on the College website. Those considering applying to College will be directed to the portal to complete an online application. To ensure accessibility the form is available in different formats from our Student Advice Centres, and can also be downloaded from the **College website**. Support for the applicant can be arranged by contacting the Student Advice Centre (SAC) at **[studentadvice@nescol.ac.uk](mailto:studentadvice@nescol.ac.uk)** or attending an advertised application session. These sessions will be offered regularly. All applications will be processed and managed through the Student Application Management (SAM) system. Applicants can track the progress of their application and be notified of any action required by logging in to their online application account.
- 2.1.2 Applications will be open to all from 1 December onwards. Applicants can only have one 'live' application at a time. Students enrolled on year 1 of a 2-year HND course will have an application processed on their behalf for year 2 of the relevant HND course.
- Progressing students should be encouraged at key points of the year by Academic Tutor to apply as early as possible to ensure they are offered a place on their choice. Current students should be made aware in November that applications open on 1 December and they should be reminded again at the end of January to consider their future options if they have not already. A further reminder should be given by end February so that students are able to gain most benefit from the Employability, Enterprise and Careers month event in March
- 2.1.3 To ensure that enrolment targets are met, each course should have an agreed offer target which exceeds the enrolment target. For most courses the target will be 120%, although in areas where resources limit numbers an excess can be negotiated between the relevant Curriculum Manager and Head of Sector/Manager.
- 2.1.4 An applicant will receive an automated message within 24 hours confirming receipt of their completed application. In addition, an applicant will receive information on what will happen next and by when. Where a paper application form has been submitted, a confirmation of receipt will be sent within 5 working days. Key College information relevant for applicants will be sent monthly by email (see Get Ready to Start Your Story (Keep Warm) Activity).

- 2.1.5 Applicants with care-experienced backgrounds or those from SIMD 10 postcode areas will be guaranteed a place at College, along with the offer of pre-entry and on-course support measures where places are still available or an alternative offered (e.g. referral to SDS (Skills Development Scotland), DWP) if places are no longer available. If further support or a discussion to explore options outwith College is required, then the applicant should be referred by emailing the Student Advice and Support Team. Further referral to SDS by SA&ST may be a suitable outcome. Other groups of special interest may be added to this guarantee as appropriate. Focus on specific groups is required in our Outcome Agreement and our Equality Outcomes.
- 2.1.6 Courses will be considered as 'high demand' where all available places are allocated. Heads of Sector must seek approval from their Associate Vice Principal before advising the Student Information Officer when a course moves to high demand and whether further applications can be accepted. Should anyone apply for a course after it is marked as 'high demand' SAC staff will offer to advise such applicants of places available on other courses or make a referral to SDS/ DWP. Should places on high demand courses become available later, applicants will be contacted to progress their application. When the course is closed curriculum staff must update the status of applicants from High Demand Letter Sent to Course Full.
- 2.1.7 If an applicant is not a UK National or has not lived in Scotland all their lives, then further information will be requested from the applicant during the application process. Once the application is submitted it will be reviewed by the Student Admissions and Funding Team. The first step is to assess the applicant for residency status and advise them if any course fees are payable. If the applicant is assessed as an international student, their qualifications already held and/or pending will be reviewed to ensure they meet Visa requirements. Additionally, the applicant may be asked to sit an English language test which may incur a charge. If the applicant is assessed as being home fees status their qualifications will be reviewed only if required to establish if entry requirements have been met and to make a full or conditional offer, or on the request of the Curriculum Manager or member of staff considering the application by sending an email to [enquiry@nescol.ac.uk](mailto:enquiry@nescol.ac.uk) giving the details of the applicant. If the applicant has still to upload copies of their certificates they should be asked to upload them to [documents@nescol.ac.uk](mailto:documents@nescol.ac.uk). The Student Admissions & Funding team will assess the documents and confirm the comparable SCQF (Scottish Credit and Qualifications Framework) level.
- 2.1.8 If the applicant is an exceptional entrant i.e. will not have reached official school leaving age at the course start date, the College Administration team will contact the relevant school asking for application approval, or where the applicant is home schooled then the Local Authority will be contacted. The application can be processed up to interview stage, but any offer can only be sent once the school has confirmed its approval.
- 2.1.9 If the applicant has an unspent conviction they will be asked to provide details to the Safeguarding Team. This is to ensure safeguarding of the applicant, staff and other students.
- 2.1.10 The College Student Admissions & Funding team will check for any financial alerts held against applicants. Should any applicant debt be outstanding to the College the application will be withdrawn, until the debt has been repaid or a payment plan agreed. This process will be managed by the staff from the Student Advice Centre and Credit Control Team.
- 2.1.11 Applicants who declare an additional learning and/or support need or who are care-experienced, estranged and/or student carers will receive an automatic acknowledgement signposting the support available from the Student Advice and Support Team and are informed on how to make an appointment with the team should one be required. This will ensure that applicants are aware of and encouraged to access support services to help them attend and have a successful interview.
- 2.1.12 A shortened selection process is usually adopted for progressing students and may not include an interview; however, this is at the curriculum's discretion.

Some curriculum areas choose to interview such students to support their progression.

## 2.2. Next Steps

- 2.2.1 For applications on courses agreed between the Curriculum Manager and Student Information Officer the entry requirements and any other mandatory conditions set by the curriculum team will be reviewed by the Student Admissions & Funding team. If the requirements and conditions have been met, the Student Admissions & Funding team will make a full offer to the applicant. Where the entry criteria have not yet been reached but the applicant is working towards it, then a conditional offer will be made by the Student Admissions & Funding team. Where the criteria are not met and not being worked towards, the application will be managed by the curriculum team. If the applicant is a full-time student on a course within a different team, the application will be passed to the curriculum team even if the entry requirements are met. The Student Admissions & Funding team will make an offer or refer the application to the curriculum team within 2 weeks of the application being submitted.
- 2.2.2 For applications to other courses the Curriculum team will review the application. Where the curriculum team is reviewing the application and further information or evidence from the applicant is required then the curriculum team can obtain this in one of the following ways via SAM:
- an information pack can be automatically sent giving information (if desired) and requesting a response from the applicant. This could be the completion of a form, or providing a piece of work which is returned to a specified email address.
  - asking the applicant to book an interview. Interviews will continue to be conducted online.
- Contact should be made with the applicant within 6 weeks of the application being submitted.
- 2.2.3 The Curriculum Manager will, by early December at the latest, advise the College Administration and Examinations Manager of planned interview dates taking place, whether the interview is on campus or online and maximum places available at each time slot. Curriculum teams can decide whether interviews will be arranged by course, by team (where an applicant on any course can book a place on any interview slot, by courses being grouped together (e.g. where interviews are planned by subject area and all levels of applicants can book the same interview slot), or a mixture of these approaches. Interviews should be available for booking as early as possible and within 6 weeks (about 1 and a half months) of the application submission date. Curriculum teams will invite applicants to book an interview by updating SAM to indicate this. Applicants will only see interviews taking place in the next 6 weeks (about 1 and a half months) when they book an interview slot.
- 2.2.4 Interviews will continue to be held virtually using Collaborate or Teams or can be held on campus. Curriculum staff should update SAM so that invitations are sent to applicants advising them to book one of the available slots.
- 2.2.5 Curriculum Manager will appoint interviewers from the relevant curriculum team. All interviewers must be fully conversant with the admissions and interview process, guidelines and timelines on making an offer. Interviewers should also be aware of the services offered by Student Advice & Support Team to meet the applicant's support needs and how to make referrals to them.
- 2.2.6 Completion of the record of interview (see example in Appendix 2) is a critical element for ensuring that the right applicants are placed on the right courses. Curriculum Managers must, prior to interviews commencing, agree any required or suggested amendments to the record of interview with their Head of Sector.
- 2.2.7 Interview records will be used to help select suitable applicants for available courses. Interview records can be customised by Curriculum Managers. To determine the criteria for offer (conditional or unconditional) the Curriculum Manager and Head of Sector will set a minimum standard for the offer process. If an applicant fails to reach the minimum criteria, an alternative course should be recommended.



- 2.2.8 The interview record should prompt the member of staff to ask relevant questions of the applicant, to discuss their personal situation, previous experience of study and identify any potential barriers to their learning. Where an applicant has applied for a course that is either at a higher or lower level than their current abilities or qualifications, the interviewer may offer to interview the applicant and score them for the more appropriate level of course.
- 2.2.9 Where support is identified, the applicant should be referred to the Student Advice Centre teams via SAM. Once referred the application will not progress until the applicant has met with the Student Advice and Support team to identify their needs and discuss support required.
- 2.2.10 If an applicant fails to attend an interview and has not notified the College that their time and date is unsuitable, the Curriculum Manager will send a further invitation within 5 days of the original interview date to book on to another interview/ information session using the status 2nd interview Invitation Sent. If the applicant fails to attend this subsequent interview, the application should be withdrawn and the applicant will be sent a notification.

## 2.3 Offers

- 2.3.1 The outcome for each applicant must be shown on SAM as either:

- **Full (unconditional) offer made**
- **Conditional offer made with details of conditions to be met, i.e. successful completion of pending examinations.**

Please note if the condition/s is/are copied into the 'notes' section on SAM this can be viewed in the summary, removing the need to click on the 'make conditional offer' link every time.

Should the applicant not meet the standard required for the course applied for the applicant's Interview record must clearly indicate the reason(s) why the candidate has not been offered a place on the course applied for. The Curriculum team will recommend an alternative course to the unsuccessful applicant, and where the applicant wishes to consider the new course, the application should be transferred within SAM. This means that the applicant is not required to complete another application. If the applicant decides not to take up the alternative offer they should be referred to the Student Advice Centre. (Please note that where an application is transferred the information on Additional Support Needs (ASN), or information provided by international students or parental or school approval is not transferred automatically so will not appear against the transferred application straight away).

- 2.3.2 The Curriculum Manager will update SAM with the agreed offers to be made. Applicants will then be notified of the outcome of their interview automatically by email for online applications or by the College's Student Admissions & Funding Team sending a letter if a paper application.

Offers must be communicated to applicants within 10 days (about 1 and a half weeks) of an interview being held. This should include applicants offered a place on an alternative course within the same team. (If an offer is delayed due to the application being referred to the Student Advice Centre teams length of time relating to the referral should not be included in the 10 days limit).

- 2.3.3 The Associate Vice Principal and the Head of Sector will monitor offers made against target regularly to ensure that unmet demand is minimised and all places are filled. Curriculum Managers should set up additional full-time groups in Unit-e as soon as the need is identified from the number of applications. The Head of Sector must advise the Student Information Officer when any course is to be placed on 'High Demand' and whether further applications can be accepted, or if the course should be flagged as 'Course Full'.

- 2.3.4 An applicant's acceptance of an offer made (full or conditional) should be confirmed within 10 working days from the date of offer, otherwise the offer may be withdrawn. Where the offer is conditional the precise details of the conditions to be met must be set out in the offer. Applicants will also be advised of who to contact to provide evidence of conditions having been met. Acceptances will be recorded on SAM. Applicants who have accepted an offer will be advised to check their emails (including junk mail) regularly for useful updates and inform the College of any changes to contact details.

- 2.3.5 Applicants who submit their funding application to us or SAAS and have provided all the required documentation by 30 June will be guaranteed to have their funding award in place for the start of session. Full details on how to apply for funding will be provided to applicants along with contact details of Student Advice Centre staff who can assist with this process during the keep warm activities (see 2.4).
- 2.3.6 As previously stated, unsuccessful applicants may, where places are available, be considered for other courses. Where an applicant is considered for another course, within the same curriculum area, the interview process need only include the individual interview (If required) and a re-scoring of any specific course questions. Furthermore, if an alternative course is offered to the applicant, the Curriculum Manager should update SAM by transferring the applicant to an appropriate course.
- 2.3.7 If this transfer is to a course within the same curricula area then the Curriculum Manager can authorise an offer. If the course is within a different curriculum area, the Curriculum Manager from the new curricula area can access the application and make an appropriate offer without the applicant having to reapply.

## **2.4 Get Ready to Start Your Story (Keep Warm) Activity**

- 2.4.1 A calendar of activity will be agreed prior to applications opening to the public. Monthly activities and information will be made available to applicants, and the public where appropriate. Activities will have a whole-College, Campus and Curriculum theme. The calendar will include activities and information to verify that the applicant has applied and subsequently been offered a place on the most suitable course. They will also provide support to the applicant to ensure they are ready to commence their College course at the start of session with all preparatory work completed. The information will be held on the 'Getting Started at NESCoI' section of the College website so that subsequent applicants can access and benefit from it. Attending 'Get Ready to Start Your Story' activities may be a condition of gaining a full offer of a place on a course.
- 2.4.2 If an applicant is not on the most suitable course, the relevant Curriculum Manager should transfer their application to another course in consultation with the applicant (see 2.3.2). The applicant will receive an email to confirm the details of the transfer.
- 2.4.3 Applicants will be notified by automatic email of enrolment and induction details. Once plans are firm, induction details will be included in offers. Induction details will also be publicised within the monthly applicant email, on the College website and social media platforms.



## 2.5 Student Funding

- 2.5.1 Student Support Funds applications usually open in April. FE (Further Education) applicants who have been sent a conditional or full offer will receive an automated email with a 'live' link to apply for funding (bursary/EMA). HE students should complete a Scottish Awards Agency Scotland (SAAS) application at [Undergrad Funding - SAAS - Higher Education - Student Loan](#). HE students can apply to SAAS at any point in their course application once SAAS opens; they do not have to wait to receive an offer.

Applicants who submit their funding application to us or SAAS and have provided all the required documentation by 30 June will be guaranteed to have their funding award in place for the start of session. Full details on how to apply for funding will be provided to applicants along with contact details of Student Advice Centre staff who can assist with this process during the keep warm activities (see 2.4).

## 2.6 Digital Support

- 2.6.1 From June, all students receiving an offer will be sent a link to a questionnaire which tells us what support they may need regarding their level of digital skills, internet connectivity and access to a device. Information is tailored to the type of course they are applying for i.e. advanced or non-advanced, Bring Your Own Device (BYOD) or not. If support is required, the applicant will be contacted by either the Digital Skills Development team, Student Advice & Support team or College Administration team to arrange the support. If a device or internet connection is required, this will be provided once the applicant enrolls. For non-advanced BYOD students a bursary application is also required.

## 2.7 Student Cards

- 2.7.1 All applicants receiving an offer will be sent an email with information about our student cards and inviting them to apply for a card by uploading a photo of themselves. The photo must be of a certain standard and the criteria is explained to the student. This email must not be forwarded to another applicant/student as the link is personalised.

## 2.8 Nursery at Fraserburgh Campus

- 2.8.1 Applicants interested in the Nursery at Fraserburgh Campus are asked to tick a box and further information will be sent to them along with an application form. Funding for the cost of the nursery is available from our Student Support Funds if eligible.
- 2.8.2 Our nursery provider Flexible Childcare Services Scotland is registered with the Local Authority to provide fully funded, non-means tested childcare places. A small number of funded early learning and childcare places are available. These are arranged via Aberdeenshire Council and are subject to availability.



## 2.9 College Contracted Transport

- 2.9.1 Coaches are contracted to provide transport to students who live in areas not serviced by public transport, where enough demand exists. Applicants are asked to declare their interest in booking a seat on our coach during the application form. Funding for the cost of the transport is available from our Student Support Funds if eligible, and is accessed via the Bursary application form.

## 3 Enrolment

- 3.1 Enrolments will be invited from July onwards. Applicants who have received a full offer will be invited to enrol online, provided they have been allocated to a group. Applicants must be allocated to groups by Curriculum Managers as soon as possible, preferably prior to summer holidays.

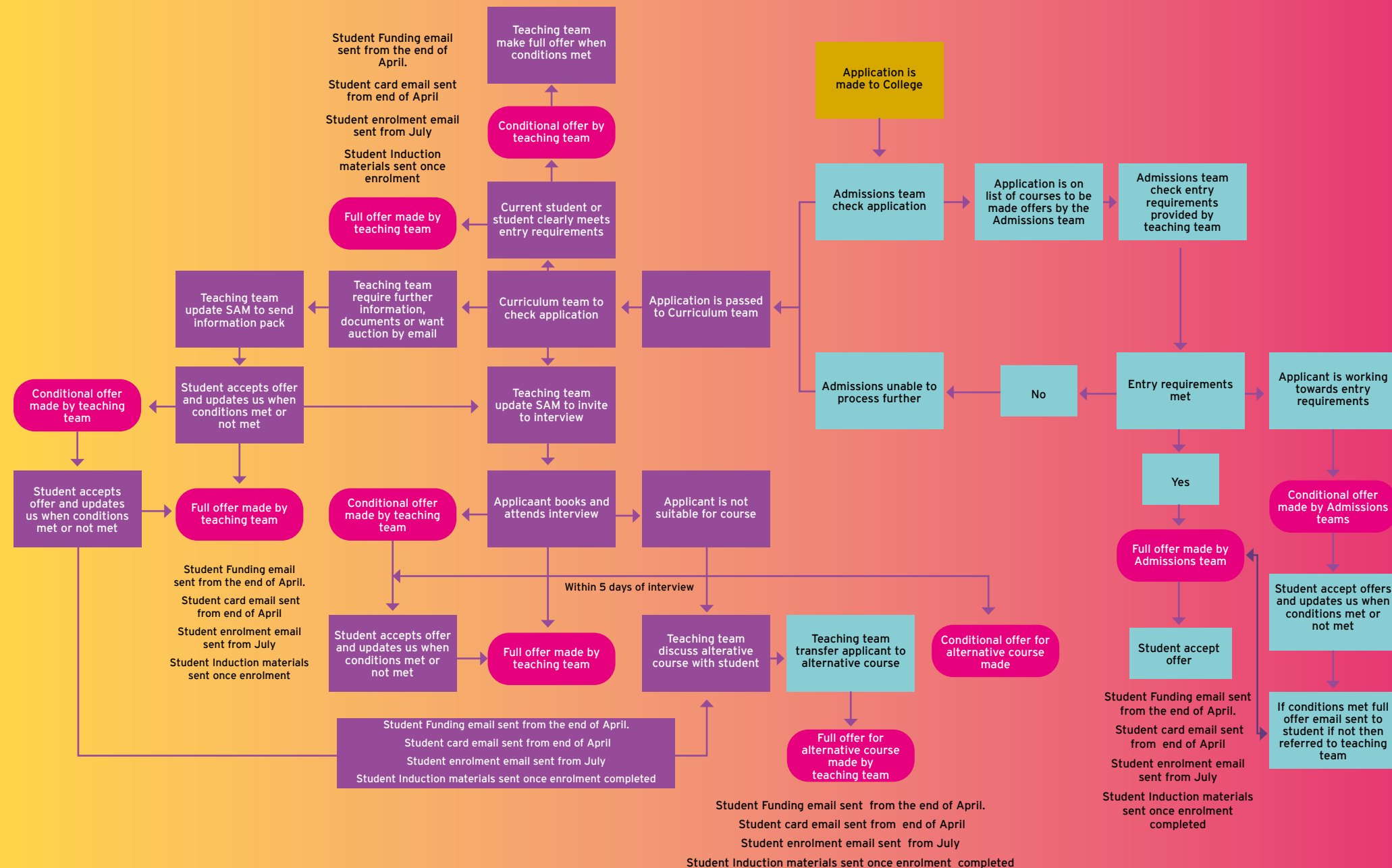
## 4 Appeals

- 4.1 Any appeals relating to the admission process must be made in writing. Such correspondence should state the applicant's reasons for appeal and should be sent to the relevant Head of Sector or Director of Business Development. Appeals can only be made because the selection procedure has not been followed correctly.



## APPENDIX 1

## Making an offer to applicants



## APPENDIX 2

### Interview Record (Examples)



## NCFE Level 3 Certificate for entry for the Uniformed Services Interview Questions

As part of the remote interview process of the course you have applied for. You are required to complete the questions below. Can you please ensure you answer the questions accurately and with as much details as possible. This will take no longer than 10 minutes. Thank you.

#### \*Required

1. Can you please insert your name below\*

2. Please select the course that you have applied from the list below.\*

- ☐ NCFE Level 2 Diploma for Entry to Uniformed Services (Level 4/5)
- ☐ NCFE Level 3 Certificate for Entry to Uniformed Services (Level 5/6)

3. Why have you applied for this particular course?\*

4. Can you identify any skills or experiences that you may have relevant to the course and what makes you a relevant candidate?\*

Submit

## ESOL

FE ESOL 2022-2023 - Interviews	
Applicant's Name	
Natalitiionay	
Date of Birth	2.1
How long have you been living in the UK?	
Current Job	
Job in Home Country	
Education Background	
Recent change of address/nunber?	
Did you study ESOL before? When? What level?	
Do you have an English certicificates? (e.g. SQA/ PET/FCE/IELTS, etc.?)	
Hobbies/Interests Future Plans	
You are <b>NOT ALLOWED</b> to book holidays during term time. Do you have any holidays already planned?	
If you don't get bursary, will you finacally be able to study full-time?	
If you are parent, will you be able to arrange childcare before the course beings?	
Interview	Date
Notes	
Speaking Level	Writing Level

## Science: Pre-entry Guidance Record

Candidate Name:

Staff Name:

Is Application a "back up"? Yes No. If "yes", to what?

**Prior Study:** Indicate real or estimate grades (denote estimates "Est"). Enter "units" if hold units but not external exam.

	Int 2/S.G	N4	N5	Higher	Ad Higher
Chemistry					
Biology					
Human Biology					
Physics					
Maths					
English					
Geography					
Env Sci/MER					
Science Level 5					Science Level 6
Other Relevant:					

Has certificate been supplied?

Yes

☐

No

☐

### Funding:

Is there any reason why candidate should be referred to a funding advisor (e.g. prior study, residency, nationality etc)? Yes No

Details:

If "yes", ensure is referred to funding advisor [studentfunding@nescol.ac.uk](mailto:studentfunding@nescol.ac.uk)

Does candidate feel they have any concerns regarding their study and learning requirements?

Details:



Is Student Support referral required prior to offer Yes No

**Course Recommendation/Offer (Tick 1 box only)**

HNC Chemistry/ Biology	HNC Chemistry/Physics	HND Biotech	
HND Chemistry/ Biology	HND Chemistry/Physics	Highers	
Level 4	Level 5 Ab'deen	SWAP	
L6 Physics Ab'deen	L6 Biology Ab'deen	Forensic and Biot	
Level 5 F'burgh	Level 6 F'burgh	HNC F'burgh	

**Subjects for Highers Applicants (Must select 4 only)**

Biology	Physics	Chemistry	English	Maths	Env Sci

**\*\*Important\*\*** In the four subject options candidates are, unless in exceptional circumstances, required to hold Standard Grades at 2222 and/or Int 2's at grade BBBB and/or National 5's at grade BBBB. (Note: for Environmental Science option, geography or biology may count as alternative entry requirements.)

Intended University Progression (if applicable):

University:	Degree:
Details of Further Discussions/Recommendations:	

**Declaration:** Inform the applicant of the following and confirm understanding

1. If you are planning to apply for a university programme which is not listed in our articulation agreements (available on website) then you should check with the university that your College course will be accepted for entry.
2. The Science Team is not able to guarantee that their courses will allow progression to courses within other departments at the College.
3. You should not accept an offer of a place on a course if you already have holidays booked within term time.
4. All courses are due to start on w/c 29th Aug 2022. If you are not available to commence the course on this date then any offer of a place may be withdrawn.
5. College classes are timetabled between the hours of 9am to 5pm. You must be able to attend fully within these times.
6. For all full time science courses you will be required to bring your own laptop or similar device to classes where required.

# APPENDIX 2

## Automated Emails

### Application Acknowledgement

Subject - <<STUDENT\_NAME>> we've received your application to NESCol.

Dear \*\*STUDENT\_NAME\*\*,

Thank you very much for your recent application. We are delighted that you have chosen to study **\*\*COURSE\_NAME\*\* (\*\*COURSE\_REF\*\*)** at North East Scotland College, **\*\*SITE\_NAME\*\*** for session **\*\*SESSION\*\***.

### So, what happens next?

In some cases we may be able to make you an offer straight away, however we may also require you to provide us with some additional information or to attend an interview with us. We aim to contact you within 5 weeks to let you know the next stage of your application. If your application is successful, you will receive either a conditional or full offer.

Conditional Offer - A Conditional Offer means you must satisfy the conditions set out in your offer to gain a place.

Full Offer - A Full Offer means you can join the course with your existing qualifications and there are no conditions attached to your offer.

Keep an eye on your inbox for further updates from us on the progress of your application (make sure you check your spam/junk mailbox)

### Do you need support or advice?

No problem! You can contact our Student Advice Centre at any time, you don't need to wait until you have been offered a place. Find out more about our Student Advice Centre and how to get in touch [here](#).

Please quote your student reference number **\*\*STUDENTREF\*\*** if you need to contact us.

### Your Future Starts Here

We've created a section on our website for applicants with lots of useful information about studying at NESCol which will be updated and added to over the coming months. This section includes information on -how to apply for funding, how to use College systems, introductions to key College facilities, resources and staff. You'll also find useful information on the subject area you've applied to and virtual tours of our Aberdeen Altens, Aberdeen City and Fraserburgh campuses. Find out more here. You will receive regular applicant update emails linking to the information in this section. So please add **newsroom@nescol.ac.uk** to your address book so these don't end up in your spam or junk folder.

We look forward to helping you achieve your goals - one step at a time.

Best wishes for success,

**Katy Gilbert**

STUDENT ADMISSIONS AND FUNDING MANAGER  
NORTH EAST SCOTLAND COLLEGE

### **Full (unconditional) Offer**

Subject - <<STUDENT\_NAME>> this is your offer of a full (unconditional) place at NESCol

Dear {0} {1},

Your application to: **{2} (Ref: {3})**

I am delighted to offer you a place on the above course at North East Scotland College.

To accept or reject this offer please logon to our **Online Applications system** within 10 working days.

Your course will be delivered at our {4} campus. You will be advised of your induction date and time separately during June/July. For term dates, please view our Academic Calendar.

Thank you for choosing to study at North East Scotland College. Our friendly, dedicated curriculum and support staff are on hand to support you through your College journey.

Regards,

**Katy Gilbert**

STUDENT ADMISSIONS AND FUNDING MANAGER  
NORTH EAST SCOTLAND COLLEGE

Status: Final

Approved by: Student Admissions & Conversion Group

Date of Version: Nov 2022

Responsibility for Procedure: Director of Student Access and Information  
Associate Vice Principals  
Director of Business Development

Responsibility for Implementation: Director of Student Access and Information  
Associate Vice Principals  
Director of Business Development  
Heads of Sector  
Curriculum Managers  
Student Admissions and Funding Manager  
College Administration and Examinations Manager  
Student Information Officer

Responsibility for Review: Director of Student Access and Information

Date of EIA: Nov 2022

Review Date: Nov 2023

## Equality Impact Assessment (EIA) Form

### Part 1. Background Information.

(Please enter relevant information as specified.)

Title of Policy or Procedure. Details of Relevant Practice	NESCol Admissions Procedure
Person(s) Responsible	Associate Vice Principals, Director of Student Access and Information
Date of Assessment:	Nov 2022
What are the aims of the policy, procedure or practice being considered?	The aim of the procedure is to ensure applicants are admitted on to the most suitable course to meet their abilities, needs and aspirations. The procedure aims to ensure equality and opportunity for all, and to ensure the process is free from bias.
Who will this policy, procedure or practice impact upon?	Most full-time students, Teaching teams - especially Curriculum Managers and Heads of Sector and staff working in the Student Advice Centre.

## Part 2. Public Sector Equality Duty comparison

(Consider the proposed action against each element of the PSED and describe potential impact, which may be positive, neutral or negative. Provide details of evidence.)

Need	Impact	Evidence
Eliminating unlawful discrimination, harassment and victimisation.	There is the potential for the procedure to impact positively on those students who live in SIMD10 areas, or who come under the care experienced banner (although these are not in themselves protected characteristics).	PI data - success ratios, retention data, although success rates for SIMD10 CE students have declined over the last 3 years. Further investigation required.  CS2s - reason for withdrawal.
Advancing Equality of Opportunity	Students from all groups will be advised and encouraged to discuss any needs that they have with a Student Support Tutor so that any barriers to attending College and learning are removed or reduced.	PI data - success ratios, retention data. Interview notes.
Promoting Good relations	As this procedure may impact more on students with some Protected Characteristics full communication is essential.  Problems should not arise if learners are open about their needs but it should be noted that some individuals may initially be reluctant to discuss sensitive issues.	

## Part 3. Action & Outcome

(Following initial assessment, describe any action that will be taken to address impact detected)

Sign-off, authorisation and publishing*	
Name:	Linda Taylor
Position:	Director of Student Access and Information
Date of original EIA:	28 May 2019
Date EIA last reviewed:	Nov 2022

\* Please note that an electronic sign-off is sufficient



## Data Protection Impact Assessment (DPIA)

1. Does the activity that this policy or procedure relates to use personal data in any way? (Use may refer to collecting and gathering; storing electronically; storing by paper; sharing with other parties (internal or external to college); use of images as well as written information; retaining and archiving; or erasing, deleting and destroying)	Yes / No
2. Does the activity that this policy or procedure relates to use special category personal data in any way? (Special category data is data about: race; ethnic origin; politics; religion; trade union membership; genetics; biometrics (where used for ID purposes); health; sex life; or sexual orientation)	Yes / No
3. Does the activity that this policy or procedure relates to involve the use of social media or a third-party system?	Yes / No

If the answer is 'yes' to one or more of the above questions, the Data Protection Officer must be consulted.

Date of DPO consultation:	13/01/2023
Description of outcome and actions required (if any): Method of sharing personal data with third parties (e.g. Local Authorities) documented. Personal data will be held securely and shared using password protected or secure methods.	
DPIA screening/full DPIA required:	Yes