



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 and 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 2026/27.

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.

- 1.1 The following timelines must be adhered to:
- | | |
|--|--|
| From date of receipt of application to next steps | 16 January for applications received up to 19 December, otherwise 6 weeks |
| From date of interview to offer made | 2 weeks |

2. THE ADMISSIONS PROCEDURE

The following points give a 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 Principal Curriculum.

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 or attending an advertised application session. These sessions will be offered regularly. All applications will be processed and managed through the MyHub. 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 29 November onwards. Applicants can only have one 'live' application at a time. Students enrolled on year 1 of a 2-year HND course will be rolled over to year 2 by the Student Records team. Students currently enrolled on Next Gen HNC will be required to apply for a place on the NextGen HND course should they plan to progress. Teaching staff should not use the transfer function to process an application for an enrolled student who plans to return to college the following year.

Progressing students should be encouraged at key points of the year by their Academic Tutor to apply as early as possible and before courses become full and go to "Waiting List" to ensure they are offered a place on the course of their choice. Current students should be made aware by their Academic Tutor in November that applications open on 29 November. Reminders will also be posted on MyNESCol and sent by email. Students should be encouraged to apply by end of January to consider their future options if they have not already. This is so that students are able to gain most benefit from the Employability, Enterprise and Careers month event in March

- 2.1.3 Each course will have a planned enrolment target, and a places offered target which exceeds the planned enrolment target. The planned enrolment target should be the maximum number of places resources will allow. The places offered target should be sufficient to meet the planned enrolment target considering withdrawn applications and void enrolments. These targets will be agreed between the Head of Sector and the Curriculum Manager.
- 2.1.4 An applicant will receive an automated message within 24 hours confirming receipt of their completed application. Applicants applying by 19 December will receive information on what will happen next by 16 January. Applicants applying after this date will hear within 6 weeks. Applications should be managed in a first come, first served order unless agreed otherwise by an Assistant Principal Curriculum. Curriculum staff should update the status of the application in MyHub, and the admissions team will generate the appropriate communication. This will either be an invitation to book an interview, an information pack asking for further information/examples of work or an offer of a place. 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 2.4 Keep Warm Activity).
- 2.1.5 Applicants with care-experienced backgrounds or those from SIMD10 postcode areas will be guaranteed an interview for 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 Skills Development Scotland (SDS) or Department of Work and Pensions (DWP) if places are no longer available or suitable. If further support or a discussion to explore options out with college is required, then the applicant should be referred to the Student Support Team for onward referral to Skills Development Scotland. 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 'waiting list' where all available places are allocated. Curriculum Managers must seek approval from their Head of Sector by email to move a course to 'waiting list' If approved the Head of Sector will forward the email to Julie Davison, Student Information Officer, julie.davison@nescol.ac.uk including whether further applications can be accepted or not. Should anyone apply for a course after it is marked as 'waiting list' SAC staff will offer to advise such applicants of places available on other courses or make a referral to SDS/ DWP. Should places on waiting list courses become available later curriculum staff should contact applicants to progress their application. Where applications are still being accepted they will be placed on the waiting list if entry requirements are met. Applications held in the waiting list must be dealt with on a first come, first served basis If places become available, unless agreed otherwise with the Assistant Principal. If an interview is required but not yet conducted, the applicant will be invited to book an interview, or if an interview is not required an offer will be made. When the course is closed curriculum staff must update the status of applicants from Waiting List 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. The application cannot progress until all relevant documents have been received to confirm residency status. Applicants are allowed 21 days to provide outstanding information. If not received within this timescale, then the application will be withdrawn and the applicant advised. Applicants will be sent a reminder email after 7 days and again after 14 days if no response is received. If the applicant provides the information later the application will be reinstated. 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 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 **Myinfo**. 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 is under 16 as at 1 August then parental consent is required. The applicant will be contacted and asked to provide confirmation that their parent or guardian consents to them enrolling at college. This process will not prevent the application from progressing.
- 2.1.10 If the applicant has an unspent conviction they will be asked by email to provide details to the Safeguarding Team. This is to ensure safeguarding of the applicant, staff and other students.
- 2.1.11 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.
- 2.1.12 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 Support Team. Once an offer has been made the applicant will be invited 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.
- 2.1.13 A shortened selection process is usually adopted for progressing students and may not require 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 Curriculum Managers will identify the courses where the Student Admissions & Funding team can have the process of making conditional offers to progressing student delegated to them.

Applications for any other course will be managed by the Curriculum Manager. The Curriculum Manager and their team will decide whether to make an offer, invite the applicant to a meeting/interview at college or to send an information pack which may include a request for documents to be uploaded to their record. When an offer is being made the entry requirements will be considered. Where the entry requirements require NQ Higher qualifications this will usually be 2 Higher Awards (A-D). Some courses require only 1 Higher Award. Where the entry criteria have been met a full offer should be made. Where the entry criteria have not yet been reached but the applicant is working towards it, then a conditional offer should be made.

Applicants should be contacted within 6 weeks of them submitting their application.

- 2.2.2 The Curriculum team will review all other application. Where further information or evidence from the applicant is required then the curriculum team can obtain this in one of the following ways via MyHub:

- 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 be conducted in person or online on Teams.

Contact should be made with the applicant by 16 January if the application is received by 19 December, or within 6 weeks if received after 19 December.

- 2.2.3 The Curriculum Manager will, by mid-December 2025 at the latest, advise the College Administration and Examinations Manager of planned interview dates taking place, whether the interview is on campus or online on Teams all along with 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 working weeks (about 1 and a half months) of the application submission date. Curriculum teams will invite applicants to book an interview by updating MyHub 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 online using Teams or can be held on campus. Curriculum staff should update MyHub so that invitations are sent to applicants advising them to book one of the available slots.
- 2.2.5 Curriculum Managers 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 Support Team to meet the applicant's support needs and how to make referrals to them. All referrals made to Student Support Team should be discussed with the applicant. Interviewers should contact **studentrecords@nescol.ac.uk** to gain access to Staff Hub if not already set up.
- 2.2.6 Completion of a record of interview 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 full) 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 application form and 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 Support team via MyHub. Once referred the application will not progress until the applicant has met with the Student Support Team to identify their needs and discuss support required.
- 2.2.10 A register will be taken for each interview slot. If an applicant books but fails to attend they should be marked absent. An invitation to book a 2nd interview will be automatically sent by the system. If the applicant books a 2nd interview slot but fails to attend again, their application will be automatically withdrawn

2.3 OFFERS

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

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

A full audit trail of messages sent to the student will be seen in MyHub including the conditions of offer.

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 MyHub. 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 also transferred automatically.

2.3.2 The Curriculum Manager will update MyHub with the agreed offers to be made. Applicants will then be notified of the outcome of their interview by email for online applications and the message recorded in the Communications tab of the Learner record on MyHub" or by the College's Student Admissions & Funding Team sending a letter if a paper application.

Offers must be communicated to applicants within 10 working days (2 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 within the 10 days limit).

2.3.3 The Assistant Principal Curriculum 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 ensure the appropriate numbers of full-time groups are set up in the student records system. The Head of Sector must advise the Student Information Officer when any course is to be placed on 'Waiting List' 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, by following the instructions in MyInfo. Where the offer is conditional the precise details of the conditions to be met must be set out in the offer by following instruction in MyHub otherwise the offer may be withdrawn. Applicants will also be advised of who to contact to provide evidence of conditions having been met. This will also be confirmed in the July issue of the Applicant Update email and social media posts. Acceptances will be recorded on MyInfo. 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 MyHub 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 KEEP WARM ACTIVITY

- 2.4.1 A calendar of activity will be formulated during the Admissions period. The calendar will include activities for curriculum teams to verify that the applicant has applied and subsequently been offered a place on the most suitable course. Other activities will also provide information and support to the applicant to ensure they are ready to commence their college course at the start of session with all preparatory work completed. Information will be held on the 'Getting Started at NESCol' section of the College website so that subsequent applicants can access and benefit from it. Attending 'Keep Warm' activities may be a condition of gaining a full offer of a place on a course. If this condition is used then guidance must be included on what to do if the applicant is unable to attend.
- 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 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 is required, this will be provided once the applicant enrolls. For non-advanced BYOD students a bursary application is also required.

2.7 COLLEGE CONTRACTED TRANSPORT

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.

2.8 ENROLMENT

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 where applicable by Curriculum Managers as soon as possible, prior to summer holidays.

2.9 APPEALS

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 Centre Manager. Appeals can only be made because the selection procedure has not been followed correctly.

Status	Approved for Use	Summary of changes
Date of version:	21 Nov 2025	<ol style="list-style-type: none"> 1. Updating of role titles 2. Amendment of High Demand to Waiting List 3. Amendment to type of applications dealt with by Admissions team 4. Removal of paragraphs relating to Student Cards and Nursery at Fraserburgh Campus
Responsibility for Procedure:	Assistant Principal Student Services Assistant Principals Curriculum	
Responsibility for Review:	Assistant Principal Student Services	
Review date:	November 2026	
DPIA date:	20 Nov 2025	
EIA date:	20 Nov 2025	

EQUALITY IMPACT ASSESSMENT (EIA) FORM

Part 1. Background Information. (Please enter relevant information as specified.)

Title of Policy/Procedure/Practice/Project:	Student Admissions & Interview Procedure
Person(s) Responsible:	Assistant Principals Curriculum Assistant Principal Planning and Communication Assistant Principal Student Services
What are the aims of the policy/procedure/practice/project being considered?	To ensure applicants are well-informed and supported through a fair and inclusive admissions process and placed on the most appropriate course/level, allowing them the best chance for success.
Who will this policy/procedure/practice/project impact upon?	NESCol staff and applicants

Part 2. Public Sector Equality Duty (PSED) (Consider the potential impact (which could be positive, negative or neutral) against each element of the PSED and each protected characteristic. Provide evidence which supports your assessment. See NESCol EIA Guidance for more information.)

Have due regard to the need to:	Evidence which supports your assessment:
Eliminate unlawful discrimination, harassment and victimisation, and other conduct that is prohibited by the Equality Act 2010.	Applicant Journey Review including Student Admissions procedure Staff and student feedback Complaints data Focus Group information Student outcomes data including equalities data Application conversation data

Summary of overall impact:

There is a clear commitment to ensuring fairness and transparency in the handling of course applications, eliminating any form of discrimination and building in reasonable adjustments where these may be needed. Course information including entry requirements are clearly set out on the website, providing consistent messaging to all applicants regardless of protected characteristic. If applicants declare any additional support needs or disabilities, those declarations initiate a communication to the applicant offering support, promoting inclusivity and equity. It should be noted that some may be reluctant to declare, which when bypassing the process can result in a delay in implementation of support measures.

For applicants who do not meet the entry requirements and therefore are unable to receive an offer at that point, they are invited either to a Course Information Session or Interview, in order to discuss their experience and motivations for choosing the course. These dedicated sessions allow experienced staff to evaluate applicants' needs, abilities and aspirations, and ensure fairness, transparency and consistency.

For applicants from deprived backgrounds (SIMD10) and those who declare care experience, an interview is guaranteed, offering an enhanced level of support to meet widening access responsibilities. Evidence to support decision making is recorded in the student information system, ebs.

Protected Characteristic	Age	Disability	Gender Reassignment	Marriage/ Civil Partnership	Pregnancy and maternity	Race	Religion or belief	Sex	Sexual Orientation
Impact Identified: - Positive (P) - Negative (N) - Neutral Impact (N/I)	P	P	P	N/I	P	N/I	P	P	N/I

Have due regard to the need to:	Evidence which supports your assessment:
Advance equality of opportunity between people who share relevant protected characteristics and those who don't	Advance equality of opportunity between people who share relevant protected characteristics and those who don't

Summary of overall impact:

Approaches demonstrate and evidence due regard to applicants and protected characteristics through transparent admissions processes, consistent information/interview session methods, and proactive referrals to student support services. Consistent application handling is supported by standardised procedures at team and subject level, with documented decisions maintained for audit and accountability purposes. This approach allows us to meet the needs of different groups and take account of applicants' disabilities, impairments or additional support needs, aiming to remove or minimise disadvantage. It should be noted that some may be reluctant to declare, which when bypassing the process can result in a delay in implementation of support measures.

When it comes to the allocation of class groups, protected characteristics of age, sex and gender reassignment are considered, to ensure a safe and inclusive environment for all. Reasonable adjustments related to disability, pregnancy and maternity, and religion or belief, are also taken into account.

Protected Characteristic	Age	Disability	Gender Reassignment	Pregnancy and maternity	Race	Religion or belief	Sex	Sexual Orientation
Impact Identified: - Positive (P) - Negative (N) - Neutral Impact (N/I)	P	P	P	P	N/I	P	P	N/I

Have due regard to the need to:	Evidence which supports your assessment:
Foster good relations between people who share a relevant protected characteristic and those who don't.	Applicant Journey Review including Student Admissions procedure Staff and student feedback Complaints Focus Group information Student outcomes data including equalities data Application conversation data

Summary of overall impact:

The approach actively fosters an inclusive and welcoming environment by prioritising positive relationships and mutual respect among individuals and groups. This is achieved through transparent and published entry requirements that set clear expectations, alongside standardised procedures at team and subject level to ensure fairness and consistency. Engagement is strengthened through transition activities that maintain communication and connection with applicants prior to entry. Documented decisions provide accountability and reinforce trust in the admissions process. Collectively, these measures create a positive, supportive environment where all learners feel valued and empowered to succeed. Information regarding reasonable adjustments and enhanced support for the application and interview process is clearly set out on the college website, promoting understanding between groups.

Protected Characteristic	Age	Disability	Gender Reassignment	Pregnancy and maternity	Race	Religion or belief	Sex	Sexual Orientation
Impact Identified: - Positive (P) - Negative (N) - Neutral Impact (N/I)	N/I	P	N/I	N/I	N/I	N/I	N/I	N/I

Part 3. Action & Outcome (Following initial assessment, describe any actions required which will mitigate against potential negative impacts)

- Continue to deliver training on equality, diversity and protected characteristics to ensure staff remain informed and confident in applying inclusive practices
- Provide regular training updates as the ebs system is refined, ensuring accurate data entry and effective equality monitoring
- Hold regular meetings with student support and curriculum teams to maintain proactive communication and early intervention for learners requiring additional support
- Ensure Academic Tutors lead a robust induction process, so that any additional support requirements not established during the application process, can be identified and addressed

Sign-off, authorisation and publishing*	
Name:	Linda Taylor
Position:	Assistant Principal Student Services
Date of original EIA:	February 2017
Date EIA last reviewed:	21 Nov 2025

*Please note that an electronic sign-off is sufficient

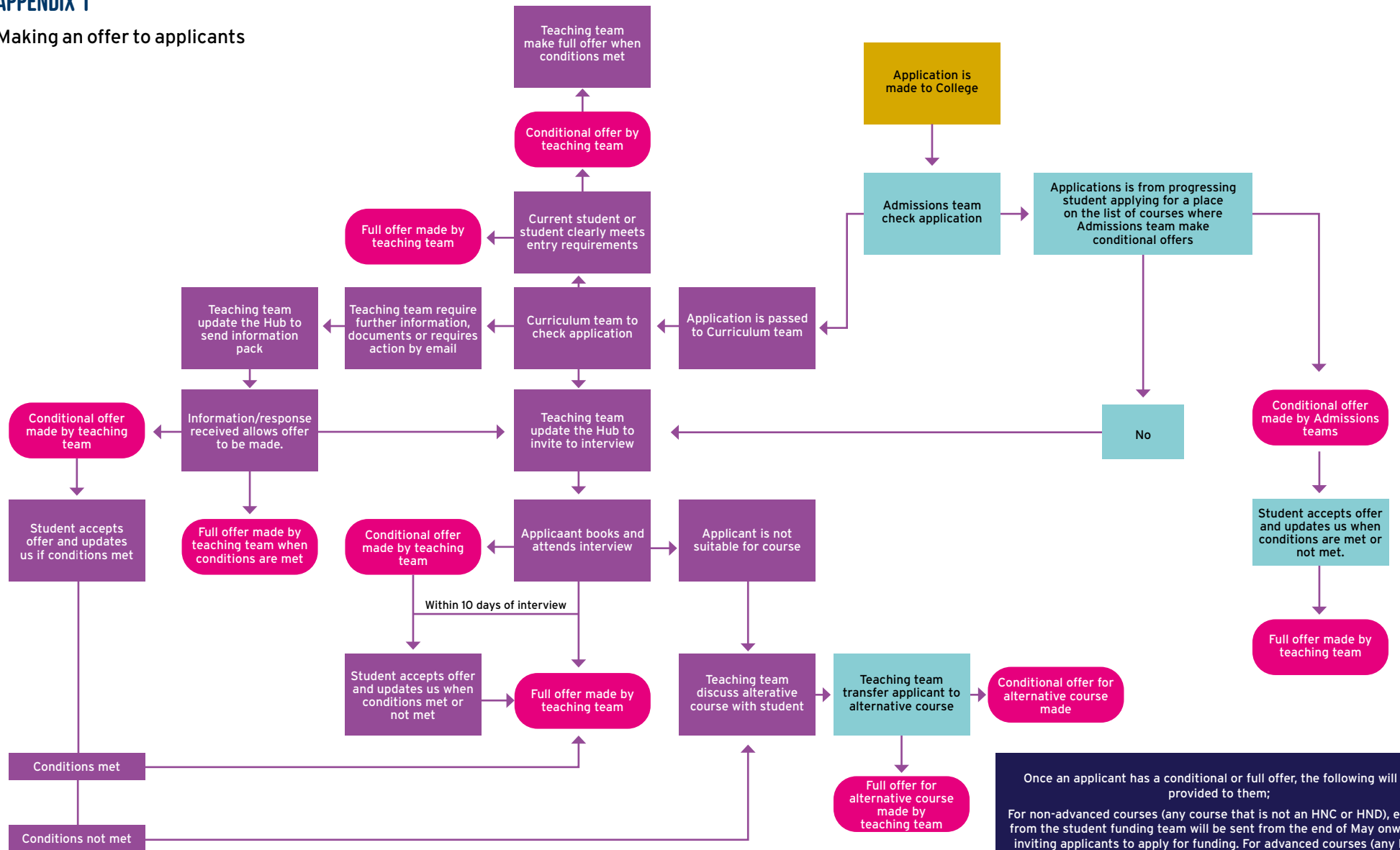
Data Protection Impact Assessment (DPIA)

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
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
3. Does the activity that this policy or procedure relates to involve the use of social media or a third-party system?	Yes

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

APPENDIX 1

Making an offer to applicants



Once an applicant has a conditional or full offer, the following will be provided to them;

For non-advanced courses (any course that is not an HNC or HND), emails from the student funding team will be sent from the end of May onwards, inviting applicants to apply for funding. For advanced courses (any HNC or HND), applicants can apply directly to the Student Awards Agency Scotland (SAAS) from April onwards for funding.

Students will be sent an online enrolment invite from July onwards.

Access to MyNESCOl and Student induction materials will be available once online enrolment is completed.



Congratulations, you have a full offer *|NAME|*.

You have a full offer for a place on ***|COURSE TITLE|* (*|COURSE CODE|*)** at ***|CAMPUS|*** starting ***|START MONTH|* *|START YEAR|*** at North East Scotland College (NESCol).

[Accept this offer](#)

Your student reference number is ***|STUDENT REFERENCE NUMBER|***. You will need it if you contact us about your application.

How to accept your offer

To accept or reject this offer, please [log in to MyInfo](#). Alternatively, [send an email to enquiry@nescol.ac.uk](mailto:enquiry@nescol.ac.uk) to let us know, including your full name, date of birth, student reference number (listed above) within 10 working days. If you don't, your offer may be withdrawn.

We will contact you with further information about your course and studying at NESCol, including your timetable, enrolment and induction. The [academic calendar for the year](#) can be viewed on our website. Please note that this may be subject to change.

Course fees and funding

Most students get funding to help pay their tuition fees. You may also get help with living costs and travel costs while you study. Depending on your situation, you might be able to get extra support such as childcare or discretionary funding for those facing financial hardship.

The type of funding you can get depends mainly on the level of course you are studying.

Funding for HNC or HND courses

If you have applied for an **HNC or HND**, you need to apply for funding directly through the **Student Awards Agency Scotland (SAAS)**. Applications normally open around April each year. You can apply using your conditional offer — you do not need to wait for a full offer. Please [visit SAAS for further details](#) for more information.

Funding for any course that is not HNC or HND

If you have applied for a course that is **not an HNC or HND** you can apply for funding from June. You will get an email inviting you to apply, sent from noreply@nescol.ac.uk. To make sure you don't miss it, add this email address to your contacts so it doesn't go into your junk or spam folder. Once you get the invite, please complete your funding application as soon as you can.

Thank you for choosing NESCol

Thank you for choosing to study at NESCol. Our dedicated teaching and support teams are here to guide you every step of the way. We're committed to helping you achieve your goals and make the most of your College experience.

Yours sincerely,

Katy Gilbert
Student Admissions & Funding Manager



Congratulations, you have a conditional offer ***|NAME|***.

You have a conditional offer for a place on ***|COURSE TITLE|*** (***|COURSE CODE|***) at ***|CAMPUS|*** starting ***|START MONTH|*** ***|START YEAR|*** at North East Scotland College (NESCol).

[Accept this offer](#)

Your student reference number is ***|STUDENT REFERENCE NUMBER|***. You will need it if you contact us about your application.

Conditions of your offer

The condition or conditions you must meet are:

|CONDITIONS|

How to accept your offer

To accept or reject this offer, please [log in to MyInfo](#). Alternatively, [send an email to enquiry@nescol.ac.uk](mailto:send_an_email_to_enquiry@nescol.ac.uk) to let us know, including your full name, date of birth, student reference number (listed above) within 10 working days. If you don't, your offer may be withdrawn.

If you are a current NESCol student, you will be advised when the above condition has been achieved and a full offer will be sent.

If you are not a current NESCol student, please scan, screenshot or take a photo of your results when you get them. [Upload them to MyInfo](#), or [email them to centraladmin@nescol.ac.uk](mailto:centraladmin@nescol.ac.uk) with your full name, date of birth and student reference number. We will send you a reminder closer to SQA results day.

Course fees and funding

Most students get funding to help pay their tuition fees. You may also get help with living costs and travel costs while you study. Depending on your situation, you might be able to get extra support such as childcare or discretionary funding for those facing financial hardship.

The type of funding you can get depends mainly on the level of course you are studying.

Funding for HNC or HND courses

If you have applied for an **HNC or HND**, you need to apply for funding directly through the **Student Awards Agency Scotland (SAAS)**. Applications normally open around April each year. You can apply using your conditional offer — you do not need to wait for a full offer. Please [visit SAAS for further details](#) for more information.

Funding for any course that is not HNC or HND

If you have applied for a course that is **not an HNC or HND** you can apply for funding from June. You will get an email inviting you to apply, sent from noreply@nescol.ac.uk. To make sure you don't miss it, add this email address to your contacts so it doesn't go into your junk or spam folder. Once you get the invite, please complete your funding application as soon as you can.

Thank you for choosing NESCol

Thank you for choosing to study at NESCol. Our dedicated teaching and support teams are here to guide you every step of the way. We're committed to helping you achieve your goals and make the most of your College experience.

Yours sincerely,

Katy Gilbert
Student Admissions & Funding Manager

Thank you for applying to study at NESCol, Louise.

We are delighted that you have applied to study **HND Fitness, Health and Exercise (C00045)** at **Aberdeen City Campus (C)** starting **2026-2028**.

Your student reference number is **40023549**. You will need it if you contact us about your application.

So, what happens next?

Sometimes we can make you an offer straight away. Other times, we might need more information from you or ask you to come for an interview.

If your application is successful, you will receive either a **conditional offer** or a **full offer**.

Conditional offer

A conditional offer means you must meet certain conditions before you can get a place on the course. For example, you might need to achieve specific qualifications.

Full offer

A full offer means you can join the course with the qualifications you already have. There are no extra conditions you need to meet.

Application updates

Keep an eye on your inbox for further updates on the progress of your application. To make sure you don't miss any important emails, add enquiry@nescol.ac.uk to your contacts so our messages don't go into your junk or spam folder.

You can check the status of your application, upload documents, and view messages at any time by [logging into MyInfo](#).

Support and advice

You can contact our [Student Advice Centres](#) at any time; there's no need to wait until you have been offered a place. Please provide your student reference number (40023549) if you contact us about your application.

Thank you for your interest in studying at NESCol, Louise. We wish you every success with your application.

Yours sincerely,

Katy Gilbert
Student Admissions & Funding Manager