

Applicant Vetting Rules – Version 1.0

The following framework describes the general procedure followed by Admissions and Attendance Panel (AAP) in reviewing and confirming applicant entry to College programmes. The below should be taken as a guide; the AAP will have the discretion to make decisions outside of this model for which it will clearly define and record its rationale

Note: the outcomes specified in the following table are conditional as to whether all other conditions of admission are satisfied.

Fig 1; Review of new applicants:

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Applicant has:		Admissions team presents AAP with:	AAP (Initial)		DALE Requirement:	DALE Engagement:	Admissions team liaises with Head of DALE to present AAP with:	AAP (Follow-up)		Outcome:
English test result average	2+ years' work experience		Protocol	Action:				Protocol	Action:	
≥5.5	Yes	A list of cases (<i>List A</i>)	AAP will action these cases as a block.	All will be approved to be invited to enrolment.	Participation with DALE is optional.	N/A	N/A	N/A	N/A	Application proceeds
	No	A list of cases (<i>List B</i>) + info on SDB for each case	AAP reviews on a case-by-case basis, assessing existing work experience and personal statement (+ any other relevant information).	Discretionary decision made for each individual applicant, considering all evidence available; usually will be approved to invite to enrolment unless there is a specific concern.	Participation with DALE is optional (unless specified as conditional by AAP).	N/A	N/A	N/A	N/A	Application proceeds (subject to fulfilment of any conditions)
5.0	Yes	A list of cases (<i>List C</i>)	AAP will action these cases as a block.	All will be referred to DALE pre-session classes.	Participation with DALE is mandatory; candidates must:	DALE requirement met	A list of cases (<i>List G</i>)	AAP will action these cases as a block.	All will be approved to be invited to enrolment.	Application proceeds
	No	A list of cases (<i>List D</i>) + info on SDB for each case	AAP reviews on a case-by-case basis, assessing existing work experience and personal statement (+ any other relevant information).	Discretionary decision made for each individual applicant, considering all evidence available; usually will be referred to DALE.	Attend 60% of DALE classes *	DALE requirement not met	A list of cases (<i>List H</i>) showing attendance % + additional info; excuses / mitigating circumstances etc.	Discretionary decisions made on case-by-case or in group as AAP deems appropriate. NB: College should attempt to contact non-attendees before bringing them to the panel.	Discretionary decision will be made in each case.	Individually specified in each case
4.5	Yes	A list of cases (<i>List E</i>)	AAP will action these cases as a block.	All will be referred to DALE pre-session classes.	Participation with DALE is mandatory; candidates must	DALE requirement met	A list of cases (<i>add to List G</i>)	AAP will action these cases as a block.	All will be approved to be invited to enrolment.	Application proceeds
	No	A list of cases (<i>List F</i>) + info on SDB for each case	AAP reviews on a case-by-case basis, assessing existing work experience and personal statement (+ any other relevant information).	Discretionary decision made for each individual applicant, considering all evidence available; will either be rejected or referred to DALE.	Attend 60% of DALE classes AND pass a set assignment	DALE requirement not met	A list of cases (<i>add to List H</i>) showing attendance % & assignment score + additional info.	Discretionary decisions made on case-by-case or in group as AAP deems appropriate. NB: College should attempt to contact non-attendees before bringing them to the panel.	Discretionary decision will be made in each case.	Individually specified in each case
<4.5	Applicants averaging less than a 4.5 average on the entry tests will not be brought before the Panel. A maximum of 2 re-sit attempts will be offered per intake; only if the applicant subsequently achieves an average of 4.5 or greater will they be presented to the AAP.									

*For clarification: All D.A.L.E entrants are required to submit an essay, however only where a student scores an average of 4.5 in the original entry test will the essay be assessed to determine entry; all essays will be used for the purposes of coaching, hence asking applicants in with entry test scores of 5.0 to complete it.

Fig 2; Review of applicants that have previously studied at or applied to the College:

For all instances falling under *ii.* to *v.* below, the Admission team will present a list of such cases to the AAP showing the following information;

- Reason for referral to AAP along with and overview of the applicant's circumstances,
- The value of any payments received,
- Their eligibility for (further) funding support,
- Their overall attendance percentage and academic achievements on the programme to date,
- Indication if suitable evidence of mitigating circumstances have been received,
- Their awarding body (i.e. Pearson) expiry date.

Scenario	The product is still available?	Application specs and/or T&Cs are the same?	Student has the right to	Action and by whom	AAP oversight required?
i. Deferral type 1: Students that made an application, but never started with the College	Yes	Yes	Can defer date on existing products.	Admissions check submission documents are present and correct, then action the deferral.	No oversight from AAP required.
		No	Can defer date on existing products provided entry requirements are met or cancel their application.	Advisor relates detailed information about the T&C changes or the new product to the applicant; Applicant (if proceeding) confirms in writing that they understand any changes and wish to progress their application, providing any outstanding information requested.	
	No	N/A	Can switch to any alternate product offered by the College provided entry requirements are met or cancel their application.	Admissions check submission documents are present and correct, then action the deferral or transfer.	
ii. Deferral type 2: Students deferring shortly after starting their programme	Yes	Yes	Can defer and restart, if within same AY and funding eligibility has been accessed, payment received will need to be transferred over to new course.	Admissions action the deferral and, if within same AY and transfer payment received over to new course.	Yes - AAP review and approve.
		No	Can defer date on existing products provided entry requirements are met or withdraw.	Advisor relates detailed information about the T&C changes or the new product to the applicant; Applicant (if proceeding) confirms in writing that they understand any changes and wish to defer and restart, providing any outstanding information requested.	
	No	N/A	Can re-apply to any alternate product offered by the College provided entry requirements are met or withdraw.	Admissions check submission documents are present and correct, then action the deferral or transfer.	
iii. Repeating a year: Student repeating a year with no break in study	Yes	N/A	Can repeat the year.	Admissions check submission documents are present and correct, then action the repeat year.	Yes - AAP review and approve.
	No	N/A	Can re-apply to any alternate product offered by the College provided entry requirements are met or withdraw.	If proceeding, Admissions check submission documents are present and correct, then action the transfer	
iv. Restarting their course: Student restarting their course having previously studied with the College	Yes	Yes	Can restart provided entry requirements are met.	Admissions check submission documents are present and correct, then accept to restart	Yes - AAP review and approve.
		No	Can restart provided entry requirements are met or cancel their application.	If proceeding, Admissions check submission documents are present and correct, then accept to restart	
	No	N/A	Can restart on any alternate product offered by the College provided entry requirements are met or cancel their application.		
v. Changing Programme Student wish to transfer to a different programme	N/A	Yes	Can transfer to any alternate product offered by the College.	Admissions check submission documents are present and correct, then action the transfer	Yes - AAP review and approve.
		No	Can transfer to any alternate product offered by the College provided entry requirements are met or withdraw.	If proceeding, Admissions check submission documents are present and correct, then action the transfer	

Fig 3; Review where a current or previous application to the College was unsuccessful:

Reason(s) for previous rejection:		Protocol	AAP oversight required?	Action
i. The applicant was rejected at the academic interview stage for the <u>current</u> intake:		<p>All applicants are required to undertake the English entry test, regardless of their academic interview outcome.</p> <p>Where a candidate fails the interview but achieves a passing test score (i.e. 5.5 or greater), the case will be referred to the AAP for secondary review. The admissions team will present a list of such cases.</p> <p>Candidates that fail both the interview and the English entry test will not be referred to the AAP.</p>	Yes- only if the candidate subsequently passed the entry test:	<p>In such cases the AAP will review the interview feedback comments and any other information provided by the applicant as part of their application.</p> <p>The candidate will then be invited for a secondary interview with the Registrar and the Chair of the AAP.</p> <p>At the following AAP meeting final decision will be taken as to whether the candidate can be accepted.</p>
ii. The applicant was rejected at the academic interview stage for a <u>previous</u> intake:		Where a student has failed the interview for a previous intake (as per the rule above) and subsequently re-applies, passing both interview and English entry test, the AAP will review the case.	Yes - AAP review and approve	<p>The interviewer's notes on the Academic Interview Feedback Sheet should show specifically how the reason for previous rejection has been resolved.</p> <p>The AAP will review both feedback sheets and make a final decision.</p>
iii. The applicant has failed the entry test for the previous intake;	In their latest* attempt they scored an overall of 4.0 (with no less than 3.5 in either test component).	Can retake the entry test for this intake; (3 new attempts will be given).	No oversight from AAP required.	Recruitment / Admissions teams guide the applicant accordingly.
	In their latest* attempt they scored less than an overall of 4.0 or less than 3.5 in either component.	Must defer to next intake to allow suitable time for improvement; (3 new attempts will be given).	No oversight from AAP required.	Recruitment teams advise the applicant accordingly.
iv. The Application was previously rejected by the Registrar for any other reason:		Admissions team to present such cases along with the reason for previous rejection to the AAP.	Yes - AAP review and approve	Panel considers all instances on a case-by-case basis and decides if the original reason for rejection has been addressed/resolved.
v. The applicant was referred to DALE pre-sessional classes but did not meet requirements:		<p>Admissions team to present a list of instances to the AAP, in each case showing the following fields;</p> <ul style="list-style-type: none"> - their original entry test scores; - the reason they failed DALE; - their DALE attendance percentage; - their DALE assignment score <p>as well as any other relevant (e.g. behavioural concerns or mitigating circumstances).</p>	Yes - AAP review and approve	<p>AAP will consider each instance on a case-by-case basis and will either:</p> <ul style="list-style-type: none"> - require applicant to retake entry test (follow Fig. 1); - require applicant to re-attempt DALE and show satisfactory engagement;

*Where an applicant has previously taken multiple English entry tests the latest attempt is used, not the highest scoring attempt.