

Application process for Further Education courses

1. How to apply

- 1.1 To apply for a Further Education (FE) course, prospective applicants will need to complete either the University's FE application form, which can be found on the NTU website <http://www.ntu.ac.uk/fe>, or apply online via UCAS progress www.ucasprogress.com/search.
- 1.2 In order for NTU staff to assess an application form, prospective applicants will need to ensure that:
 - a. all qualifications, together with grades or predicated grades, are included;
 - b. two references are submitted – one from their last educational establishment attended (if the applicant has not been in education for the last three years they should provide an alternative reference); the second should be from an employer, a leader of a club or society that the applicant has been a member of or an instructor of any leisure activities undertaken by the applicant;
 - c. general information within the form should include the applicant's personal details, and their career aspirations, hobbies and interests.

2. Process

- 2.1 Applications are assessed on an individual basis against transparent entry requirements which are provided for each course in the FE Prospectus and on the NTU Website <http://www.ntu.ac.uk/fe>. These are agreed annually. Occasionally the University may request further information to help aid the decision making process.
- 2.2 Successful applicants will be invited to attend a post application open day. These are usually conducted on a group basis and will include:
 - a. a tour of the facilities;
 - b. a course overview;
 - c. Advice and Guidance with the course leader;
 - d. applicants who apply for the equine course will also be required to undertake and pass a riding assessment and will need to have a riding hat that meets one of the following safety standards: BSI kite mark (PAS 015; 1998 or 2011), SNELL E2001 or has the SEI Global symbol; together with a body protector that conforms to BETA 2009 Level 3 (purple label);

- e. an outline of any clothing and/or equipment required to participate on the course, e.g. overalls, steel toe capped boots, riding equipment etc.
- 2.3 Following consideration of the applications applicants will be notified of the decision in writing. NTU is committed to providing unsuccessful applicants with constructive feedback.
- 2.4 Applicants may be subject to one or more conditions including but not limited to:
- a. examination grades;
 - b. references;
 - c. gaining relevant skills and experience;
 - d. a practice assignment;
 - e. parental permission for under 18 years old on the 1st September of the year of entry.
- 2.5 A formal place on the course will be made in writing when all the conditions of the offer have been met.
- 2.6 A set of joining instructions – individually tailored to each course (including any clothing and equipment requirements) – together with enrolment details will be sent prior to starting the course.
- 2.7 The FE Admissions team will:
- aim to provide clear, consistent and accurate information;
 - endeavour to respond quickly to applicant questions (although at busy times in the cycle there may be delays);
 - treat all applications fairly, and review information provided in a consistent way;
 - safeguard all personal information provided in compliance with the requirements of the Data Protection Act and Freedom of Information Act.

Policy owner
CADQ

Change history			
<i>Version:</i>	<i>Approval date:</i>	<i>Implementation date:</i>	<i>Nature of significant revisions:</i>
Sept 2016	30.09.16	01.10.16	None
Sept 2017	12.09.17	01.10.17	None
Sept 2018	11.10.18	11.10.18	None

Equality Impact Assessment		
<i>Version:</i>	<i>EIA date:</i>	<i>Completed by:</i>
Sept 2016	N/A	