

03.10.16

Admission Policy

Creative & Cultural Skills is dedicated to giving young people the opportunity to work and learn in the creative industries. We have worked in partnership with creative businesses to develop qualifications which meet industry needs, and prepare their future employees with the skills to succeed. The qualities we look for in students are resilience, flexibility, entrepreneurialism, creativity, and independence.

1. Student numbers and place availability

The number of students the Creative & Cultural Skills training provider will admit will depend upon:

- the nature of the proposed student programmes
- the target level of units of activity and funded students allocated to Creative & Cultural Skills by the relevant government agencies
- self-financing and the number of students continuing on programmes within the Creative & Cultural Skills training provider.

2. Conditions of a place to study

All offers of a place at Creative & Cultural Skills training provider are made on the understanding that applicants are in possession of appropriate documentation and are entitled to appropriate government funding or are able to self-finance. They are also offered on the understanding that applicants are able to attend fully for the duration of their course.

All places are offered based upon an assessment of the evidence available. This can include: qualifications, predicted grades, references, criminal record disclosure, a range of other portfolio material, and work experience.

All applicants will be screened for criminal convictions and any disclosures to be dealt with securely, consistently, and fairly.

3. Entry requirements

Details of entry requirements for particular courses will be outlined on the ccskills.org.uk website. Priority will be given to those applicants for a particular course which is deemed appropriate in terms of career aspiration and ability.

Requirements will include the provision of an appropriate passport, visa, identity documentation, references, and results certificates at enrolment. This also includes evidence of entitlement to appropriate educational funding or self-finance.

4. Applicants with support needs (recognised by Educational Health Care Plan – EHCP)

Places for students with high levels of support needs are also dependent upon the relevant government and local authority agencies allocating appropriate levels of additional resources.

Where the progress of applicants may be affected by significant health (mental or physical) or other issues, the offer of a place may be made conditional upon the provision of appropriate medical or other confirmation that full-time study at the Creative & Cultural Skills training provider is a safe, healthy and appropriate route forward for an applicant. Places for students with high levels of support needs are also dependent upon the relevant government or local authority agencies allocating appropriate levels of additional resources and a risk assessment by our Health and Safety representatives. The admission team will carry out an assessment of individual applicants to assess their suitability.

5. The applicant's responsibilities

It is the responsibility of applicants to inform Creative & Cultural Skills training provider as soon as possible if there is any change in educational, domestic, legal, or medical circumstances which may affect their application to study at Creative & Cultural Skills.

6. Right to withdraw the offer to study

Creative & Cultural Skills reserves its right to withdraw the offer of a place of study in cases where changes in an applicant's educational, domestic, legal, or medical circumstances mean that they no longer fulfil the requirements laid down in the Creative & Cultural Skills training provider admissions policy and entry criteria.

7. Right to appeal against a decision

Any applicant who is refused a place has a right to appeal against the decision made. The applicant must write to the Creative & Cultural Skills training provider's Director and request a review, within two weeks of notification that a place is not being offered. It is important that the applicant states the section of the Admissions Policy which is being used as the basis for a review of the decision.

An applicant requesting a review of the Director's decision should write accordingly to the Executive Administration office, within two weeks of receiving notification of the outcome of the Director's decision. The case will then be reviewed by an Appeal Committee formed from the board of Trustees, and the applicant should state the section of the Admissions Policy which is being used as the basis for an appeal on the decision.

Creative & Cultural Skills will comply with the following regulations:

- Fair Access To All – Race Relations Act 1
- Equality and Diversity Regulations
- The Disability Discrimination Act 2005
- Data Protection Act 1998
- Safeguarding Vulnerable Groups Act 2006
- Equality Act 2010

Further information on admission procedures or to make an appeal, please email info@ccskills.org.uk

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