

# Application process for Further Education courses

## 1. How to apply

- 1.1 To apply for a Further Education (FE) course, prospective applicants need to complete the University's FE application form, which can be found on the NTU website <http://www.ntu.ac.uk/fe>.
- 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 those 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.

<b>Policy owner</b>
CADQ

<b>Change history</b>			
<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
Sept 2019	11.09.19	01.10.19	None
Jan 2021	11.01.21	11.01.21	Renumbered as 13B (formerly 13C)
Nov 2021	08.11.21	08.11.21	None
Sept 2022	22.09.22	01.10.22	None
Oct 2023	30.10.23	30.10.23	None

<b>Equality Analysis</b>		
<i>Version:</i>	<i>EIA date:</i>	<i>Completed by:</i>
Sept 2016	N/A	