



# Faculty Admissions Procedures for Partner Colleges

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# **Health Application Procedures for Partner Colleges – 2011 Entry**

## **ADMISSIONS OPTION 1**

### **Receipt of applications**

Applications for full time foundation degrees and BA degrees are made through UCAS. You will find the courses available on the UCAS and Edge Hill websites. After selecting the relevant course code on the application form, the applicant will need to state which campus they would like to study. The campus codes are:

- D – Riverside College**
- E – Southport College**
- G – St Helens College**
- H – Hugh Baird College**
- I – King George V Sixth Form College**
- J – Hopwood Hall College**
- K – Knowsley Community College**
- L – Liverpool Community College**
- M – Faculty of Health, Manchester**
- O – Holy Cross College**
- P – Shrewsbury College of Arts & Technology**
- T – Trafford College**
- W – Wirral Met College**
- R – Preston College**

It is important that the applicants apply using Edge Hill's course entry and not through any courses the Colleges have on UCAS.

The application form will be sent by UCAS to the Edge Hill central Admissions Office to be processed. Forms will be sent by email in PDF format to a named contact at the College.

For Category F partners, we will send copies of the application form for initial consideration and the partners will interview their own applicants. For Category C partners, Edge Hill staff will make the decisions on the applications. Edge Hill staff will also carry out the interviews, although usually at the College site.

Applications for part time courses can be made using the Edge Hill University Undergraduate Direct Application Form which can be downloaded on our website: [www.edgehill.ac.uk/applydirect](http://www.edgehill.ac.uk/applydirect)

### **Interviews**

Interviews will only occur at the discretion of the Partners' Programme Leader, for example, if they wish to seek further clarification that the student has made an informed choice of the undergraduate degree they are applying for. Some courses will however still require face to face interview due to the nature of the course they are applying for, e.g. FdA Counselling.

If the student is not employed in the area related to the named award applied for, then the prospective student would be invited for interview with the relevant Partners Programme Leader to ascertain they have the necessary personal qualities to work within chosen field.

The Colleges need to inform their contact in Admissions of the initial decision, whether it be an interview, an offer or a reject. Colleges will need to send any additional documentation (e.g. feedback to applicants, interview record sheets etc) back to their contact in Admissions by email or post.

## **Offers**

All offers must be processed by Edge Hill's Admissions Office in line with UCAS deadlines; therefore it is important that all decisions are returned to Admissions as soon as possible. The longer decisions take to be made, the more likely it is that the applicant will choose another institution to accept. Therefore it is important that decisions are turned around quickly. A copy of the UCAS Calendar is available on the UCAS website or by contacting one of the Admissions staff at Edge Hill.

Offers for part time courses will also be processed by Admissions.

Admissions will only be able to process offers if they have received all of the required documentation. If an offer is being made without an interview, an email from the Course Leader to confirm the decision will be required. If an interview has taken place, an interview record sheet and copies of qualifications (if appropriate) will be required.

## **Medical and CRB checks**

Not all applicants will require a CRB Enhanced Disclosure to be carried out by Edge Hill University. Applicants will only be required to undertake an enhanced disclosure check if they require the faculty to provide a practice placement whilst on the programme. For those students who are already employed, and their place of work is deemed a suitable practice placement, it will be expected that their employer has already undertaken relevant Enhanced CRB checks. Colleges should indicate on the interview record sheets which category the applicant falls into.

If a student is in employment but needs to move to another placement, ***which is arranged by Edge Hill University or the partner college***, to fulfil practice outcomes then they will require an Enhanced Disclosure before the change of practice placement can occur. If you are in any doubt of which category an applicant falls into, please contact Admissions.

Any applicants who are required to obtain CRB and Medical clearance will obtain the forms from Edge Hill's Admissions Unit. Applicants will be expected to bring their completed forms and relevant identification to Edge Hill – not to the Colleges.

Please note that payment for the CRB check will be passed to the applicant with a cost of £50 – payments can be made online at [www.edgehill.ac.uk/admissions/store](http://www.edgehill.ac.uk/admissions/store). CRB applications will be made online and details will be emailed to the applicants by Admissions.

### **Late Recruitment**

Applicants for full time courses are still able to apply through UCAS up until the end of August, and should be encouraged to do so. However, as we approach the beginning of the course, it may be necessary for Edge Hill and the colleges to consider new applicants directly. In this case, the applicant should complete an Edge Hill Direct Application form and be advised that if they are offered a place they will be required to complete a UCAS Record of Prior Acceptance Form (RPA). Direct application forms can be downloaded from the Edge Hill website: [www.edgehill.ac.uk/applydirect](http://www.edgehill.ac.uk/applydirect)

Colleges should liaise with their Admissions contact and use UCAS applications where they are available.

It is important that all decisions at this time are processed as quickly as possible. College staff should liaise directly with the Faculty Partnership Officer (Wendy Bowe) to ensure documentation is passed back to Admissions quickly. Wendy will ensure that all Colleges have a supply of RPA forms for applicants to complete at the appropriate time.

### **Target Monitoring**

We would encourage all Colleges to keep in regular contact with either the Admissions contact or the relevant FPO to ensure each of us are working to the same lists of applicants. There have been problems in previous years when our lists do not match those of the Colleges which can result in severe delays in student enrolments. If the Colleges send regular lists through to Admissions, we will cross-reference the list and query any anomalies.

### **Enrolment**

Only applicants who have met all conditions of their offer will be allowed to enrol at Edge Hill University.

Colleges are advised that Admissions need at least 7 days notice prior to the planned enrolment day to process applications. Any applications received after this may not be able to enrol at the scheduled time. However anyone who does not meet the conditions of their offer by the enrolment date will be able to enrol during late enrolment once the conditions have been met.

Colleges will have several options for their students to be enrolled at Edge Hill and should liaise with Alison Bell to confirm arrangements.

## **Contact in Admissions**

Colleges may be contacted by one of several members of staff in the Admissions Office. College staff should attempt to reply to whoever has initiated contact from Edge Hill. However, if this is not possible, you can contact:

Louise Westhead (Admissions Officer) – 01695 650953 – [westhead@edgehill.ac.uk](mailto:westhead@edgehill.ac.uk)

Suzanne Borland (Admissions Assistant) – 01695 650957 – [borlands@edgehill.ac.uk](mailto:borlands@edgehill.ac.uk)

Admissions Reception – 01695 650950 – [admissions@edgehill.ac.uk](mailto:admissions@edgehill.ac.uk)

Peter Talbot (Admissions Manager) – 01695 650954 – [talbotp@edgehill.ac.uk](mailto:talbotp@edgehill.ac.uk)

Wendy Bowe (Faculty Partnership Officer) – 01695 650710 – [bowewe@edgehill.ac.uk](mailto:bowewe@edgehill.ac.uk)

## **FAS Application Procedures for Partner Colleges – Sept 2011 Entry**

### **ADMISSIONS OPTION 2**

#### **Receipt of applications**

Applications for full time foundation degrees are made through UCAS. You will find the courses available on the UCAS and Edge Hill websites. After selecting the relevant course code on the application form, the applicant will need to state which campus they would like to study. The campus codes are:

- D - Riverside College**
- E - Southport College**
- G - St Helens College**
- H - Hugh Baird College**
- I - King George V sixth Form College**
- J - Hopwood Hall College**
- K - Knowsley Community College**
- L - Liverpool Community College**
- M - Faculty of Health, Manchester**
- O - Holy Cross College**
- T - Trafford College**
- W - Wirral Met College**
- R - Preston College**
- N - The Manchester College**
- P - Shrewsbury College of Arts & Technology**

It is important that the applicants apply using Edge Hill's course entry and not through any courses the Colleges have on UCAS.

The application form will be sent by UCAS to the Edge Hill central Admissions Office to be processed. Forms will be sent by email in pdf format to a named contact at the College.

Applications for part time courses can be made using the Edge Hill University Undergraduate Direct Application Form which can be downloaded on our website: [www.edgehill.ac.uk/applydirect](http://www.edgehill.ac.uk/applydirect)

The College contact will then make a decision on the application and advise their Admissions contact of the decision which will then be communicated to the applicant through UCAS. If the decision is a rejection, the College contact must outline the reasons for the rejection so this can be fed back to the applicant.

#### **Offers**

All offers must be processed by Edge Hill's Admissions Office in line with UCAS deadlines; therefore it is important that all decisions are returned to Admissions as

soon as possible. The longer decisions take to be made, the more likely it is that the applicant will choose another institution to accept. Therefore it is important that decisions are turned around quickly. A copy of the UCAS Calendar is available on the UCAS website or by contacting one of the Admissions staff at Edge Hill.

Offers for part time courses will also be processed by Admissions.

Admissions will only be able to process offers if they have received all of the required documentation. If an offer is being made without an interview, an email from the Course Leader to confirm the decision will be required. If an interview has taken place, an interview record sheet and copies of qualifications (if appropriate) will be required.

### **Late Recruitment**

Applicants for full time courses are still able to apply through UCAS up until the end of August, and should be encouraged to do so. However, as we approach the beginning of the course, it may be necessary for Edge Hill and the colleges to consider new applicants directly. In this case, the applicant should complete an Edge Hill Direct Application form and be advised that if they are offered a place they will be required to complete a UCAS Record of Prior Acceptance Form (RPA). Direct application forms can be downloaded from the Edge Hill website: [www.edgehill.ac.uk/applydirect](http://www.edgehill.ac.uk/applydirect)

Colleges should liaise with their Admissions contact and use UCAS applications where they are available.

It is important that all decisions at this time are processed as quickly as possible. College staff should liaise directly with the Faculty Partnership Officer (Liz Whittle) to ensure documentation is passed back to Admissions quickly. Liz will ensure that all Colleges have a supply of RPA forms for applicants to complete at the appropriate time.

### **Target Monitoring**

We would encourage all Colleges to keep in regular contact with either the Admissions contact or the relevant FPO to ensure each of us are working to the same lists of applicants. There have been problems in previous years when our lists do not match those of the Colleges which can result in severe delays in student enrolments. If the Colleges send regular lists through to Admissions, we will cross-reference the list and query any anomalies.

### **Enrolment**

Only applicants who have met all conditions of their offer will be allowed to enrol at Edge Hill University.

Colleges are advised that Admissions need at least 7 days notice prior to the planned enrolment day to process applications. Any applications received after this may not be able to enrol at the scheduled time. However anyone who does not meet the conditions of their offer by the enrolment date will be able to enrol during late enrolment once the conditions have been met.

Colleges will have several options for their students to be enrolled at Edge Hill and should liaise with Alison Bell to confirm arrangements.

### **Contact in Admissions**

Colleges may be contacted by one of several members of staff in the Admissions Office. College staff should attempt to reply to whoever has initiated contact from Edge Hill. However, if this is not possible, you can contact:

June Rice (Admissions Officer) – 01695 650951 – [ricej@edgehill.ac.uk](mailto:ricej@edgehill.ac.uk)  
Niki Beaumont (Admissions Assistant) – 01695 650909 – [beaumontn@edgehill.ac.uk](mailto:beaumontn@edgehill.ac.uk)  
Admissions Reception – 01695 650950 – [admissions@edgehill.ac.uk](mailto:admissions@edgehill.ac.uk)  
Peter Talbot (Admissions Manager) – 01695 650954 – [talbotp@edgehill.ac.uk](mailto:talbotp@edgehill.ac.uk)  
Liz Whittle (Faculty Partnerships Officer) – 01695 584426 – [whittlee@edgehill.ac.uk](mailto:whittlee@edgehill.ac.uk)

## Post-Compulsory Education and Training Application Procedures

### ADMISSIONS OPTION 3

#### Receipt of applications

Applications for the Cert Ed and PGCE are made as follows:

**Full Time Cert Ed** – through UCAS – course code X141

**Part Time Cert Ed** – using the Edge Hill University Undergraduate Direct Application Form (available to download on [www.edgehill.ac.uk/applydirect](http://www.edgehill.ac.uk/applydirect))

**Full Time PGCE** – through GTTR – course code X341

**Part Time PGCE** – through GTTR – course code X341

Applicants are able to indicate on the application form which location they want to study at by selecting the relevant campus code:

**Blank** - Ormskirk

**J** – Hopwood

**K** – Knowsley

**P** – Shrewsbury College of Arts & Technology

**R** – Preston College

The application form will be sent to the Edge Hill central Admissions Office to be processed. Ormskirk applications will be processed by Edge Hill as normal, and each college will consider their own applications. Applications for the colleges will be emailed in pdf format to a named representative within the college by Admissions. Each college will then conduct their own interviews. Standard documentation for interviews is available, and this includes feedback forms for candidates who are rejected either before or after interview.

#### Interview decisions

GTTR applications have a 28-day time limit to make an initial decision on applications. Therefore each college must inform Admissions the date of each applicant's interview as soon as the interview is scheduled.

If an applicant is rejected before without an interview, Admissions again needs to be informed to send the decision to GTTR.

Following the interview, all colleges need to send the documentation to Admissions to be processed. Colleagues should send a copy of the application form, interview record sheets, copies of qualifications and, if appropriate, feedback sheets (for rejections) to Admissions. These can be emailed if necessary.

## **Offers**

Offer letters will be sent by Edge Hill's Admissions Office; therefore it is important that all documentation is returned to Admissions as soon as possible after the interview has been completed. For pre-service trainees it is a requirement that they have both medical and CRB checks however, all in-service trainees do not need medical and CRB checks. College staff should indicate clearly on the interview record sheets which category the applicant is in.

Medical and CRB checks will all be processed by Edge Hill. The processing of Medical and CRB clearances begins in May each year. Any offers to candidates made before May will be sent the Medical and CRB forms in May, and will be advised of this in the offer letter. Any offers made after this will have the Medical and CRB forms included with the offer letter sent by Edge Hill.

## **Late Recruitment**

Applicants are still able to apply through UCAS and GTTR up until the end of August, and should be encouraged to do so. However, as we approach the beginning of the course, it may be necessary for Edge Hill and the colleges to consider applicants directly. In this case, the applicant should complete an Edge Hill Direct Application form (Undergraduate for Cert Ed and Postgraduate for PGCE) and be advised that if they are offered a place they will be required to complete a UCAS or GTTR Record of Prior Acceptance Form (RPA).

Colleges should liaise with their Admissions contact and use UCAS or GTTR applications where they are available.

It is important that all decisions at this time are processed as quickly as possible. College staff should liaise directly with the Faculty Partnership Officer (Joanne Billington) to ensure documentation is passed back to Admissions quickly. Joanne will ensure that all Colleges have a supply of RPA forms for applicants to complete at the appropriate time.

## **Target Monitoring**

We would encourage all Colleges to keep in regular contact with either the Admissions contact or the relevant FPO to ensure each of us are working to the same lists of applicants. There have been problems in previous years when our lists do not match those of the Colleges which can result in severe delays in student enrolments. If the Colleges send regular lists through to Admissions, we will cross-reference the list and query any anomalies.

## **Enrolment**

Only applicants who have met all conditions of their offer will be allowed to enrol at Edge Hill University.

Colleges are advised that Admissions need at least 7 days notice prior to the planned enrolment day to process applications. Any applications received after this may not be able to enrol at the scheduled time. However anyone who does not meet the conditions of their offer by the enrolment date will be able to enrol during late enrolment once the conditions have been met.

Colleges will have several options for their students to be enrolled at Edge Hill and should liaise with Alison Bell to confirm arrangements.

### **Contacts in Admissions**

Colleges may be contacted by one of several members of staff in the Admissions Office. College staff should attempt to reply to whoever has initiated contact from Edge Hill. However, if this is not possible, you can contact:

Imogen Rycroft (Admissions Officer) – 01695 650952 – [rycrofti@edgehill.ac.uk](mailto:rycrofti@edgehill.ac.uk)  
Emma Brown (Admissions Assistant) – 01695 657671 – [emma.brown@edgehill.ac.uk](mailto:emma.brown@edgehill.ac.uk)  
Admissions Reception – 01695 650950 – [admissions@edgehill.ac.uk](mailto:admissions@edgehill.ac.uk)  
Peter Talbot (Admissions Manager) – 01695 650954 – [talbotp@edgehill.ac.uk](mailto:talbotp@edgehill.ac.uk)  
Susan Barker (Faculty Partnership Officer) – 01695 584016 - [susan.barker@edgehill.ac.uk](mailto:susan.barker@edgehill.ac.uk)

# **Education Application Procedures for Partner Colleges – 2011**

## **Entry**

### **ADMISSIONS OPTION 4**

#### **Receipt of applications**

Applications for full time foundation degrees and BA degrees are made through UCAS. You will find the courses available on the UCAS and Edge Hill websites. After selecting the relevant course code on the application form, the applicant will need to state which campus they would like to study. The campus codes are:

- D – Riverside College**
- E – Southport College**
- G – St Helens College**
- H – Hugh Baird College**
- I – King George V Sixth Form College**
- J – Hopwood Hall College**
- K – Knowsley Community College**
- L – Liverpool Community College**
- M – Faculty of Health, Manchester**
- O – Holy Cross College**
- P – Shrewsbury College of Arts & Technology**
- T – Trafford College**
- W – Wirral Met College**
- R – Preston College**

It is important that the applicants apply using Edge Hill's course entry and not through any courses the Colleges have on UCAS.

Applications for part time courses can be made using the Edge Hill University Undergraduate Direct Application Form which can be downloaded on our website: [www.edgehill.ac.uk/applydirect](http://www.edgehill.ac.uk/applydirect)

Any direct applications should be posted to Edge Hill's Admissions Unit to be considered. If any applications are sent directly to the Partner College, please forward it immediately to Edge Hill Admissions.

#### **Decisions**

The application forms will be considered by Academic staff at Edge Hill and passed back to Edge Hill Admissions to be processed. Interviews will take place at this stage, if appropriate.

#### **Offers**

All offers must be processed by Edge Hill's Admissions Office; therefore it is important that all decisions are returned to Admissions as soon as possible.

### **Medical and CRB checks**

Not all applicants will require a CRB Enhanced Disclosure to be carried out by Edge Hill University. Applicants will only be required to undertake an enhanced disclosure check if they require the faculty to provide a practice placement whilst on the programme. For those students who are already employed, and their place of work is deemed a suitable practice placement, it will be expected that their employer has already undertaken relevant Enhanced CRB checks. Colleges should indicate on the interview record sheets which category the applicant falls into.

If a student is in employment but needs to move to another placement, ***which is arranged by Edge Hill University or the partner college***, to fulfil practice outcomes then they will require an Enhanced Disclosure before the change of practice placement can occur. If you are in any doubt of which category an applicant falls into, please contact Admissions.

Any applicants who are required to obtain CRB and Medical clearance will obtain the forms from Edge Hill's Admissions Unit. Applicants will be expected to bring their completed forms and relevant identification to Edge Hill – not to the Colleges.

Please note that payment for the CRB check will be passed to the applicant with a cost of £50 – payments can be made online at [www.edgehill.ac.uk/admissions/store](http://www.edgehill.ac.uk/admissions/store). CRB applications will be made online and details will be emailed to the applicants by Admissions.

### **Late Recruitment**

Applicants for full time courses are still able to apply through UCAS up until the end of August, and should be encouraged to do so. However, as we approach the beginning of the course, it may be necessary for Edge Hill and the colleges to consider new applicants directly. In this case, the applicant should complete an Edge Hill Direct Application form and be advised that if they are offered a place they will be required to complete a UCAS Record of Prior Acceptance Form (RPA). Direct application forms can be downloaded from the Edge Hill website: [www.edgehill.ac.uk/applydirect](http://www.edgehill.ac.uk/applydirect)

It is important that all decisions at this time are processed as quickly as possible. College staff should liaise directly with the Faculty Partnership Officer (Joanne Billington) to ensure documentation is passed back to Admissions quickly. Joanne will ensure that all Colleges have a supply of RPA forms for applicants to complete at the appropriate time.

### **Target Monitoring**

We would encourage all Colleges to keep in regular contact with either the Admissions contact or the relevant FPO to ensure each of us are working to the same lists of applicants. There have been problems in previous years when our lists do not match those of the Colleges which can result in severe delays in student enrolments. If the Colleges send regular lists through to Admissions, we will cross-reference the list and query any anomalies.

## **Enrolment**

Only applicants who have met all conditions of their offer will be allowed to enrol at Edge Hill University.

Colleges are advised that Admissions need at least 7 days notice prior to the planned enrolment day to process applications. Any applications received after this may not be able to enrol at the scheduled time. However anyone who does not meet the conditions of their offer by the enrolment date will be able to enrol during late enrolment once the conditions have been met.

Colleges will have several options for their students to be enrolled at Edge Hill and should liaise with Alison Bell, Collaborative Provisions Officer – 01695 650797 – [bella@edgehill.ac.uk](mailto:bella@edgehill.ac.uk) to confirm arrangements.

## **Contact in Admissions**

Colleges may be contacted by one of several members of staff in the Admissions Office. College staff should attempt to reply to whoever has initiated contact from Edge Hill. However, if this is not possible, you can contact:

Lorraine Crompton (Admissions Officer) – 01695 650955 – [cromptol@edgehill.ac.uk](mailto:cromptol@edgehill.ac.uk)

Nichola Kelly (Senior Administrator) – 01695 650958 – [nichola.kelly@edgehill.ac.uk](mailto:nichola.kelly@edgehill.ac.uk)

James Dunne (Admissions Assistant) – 01695 657143 – [dunnej@edgehill.ac.uk](mailto:dunnej@edgehill.ac.uk)

Admissions Reception – 01695 650950 – [admissions@edgehill.ac.uk](mailto:admissions@edgehill.ac.uk)

Peter Talbot (Admissions Manager) – 01695 650954 – [talbotp@edgehill.ac.uk](mailto:talbotp@edgehill.ac.uk)

Susan Barker (Faculty Partnership Officer) – 01695 584016 – [susan.barker@edgehill.ac.uk](mailto:susan.barker@edgehill.ac.uk)