



## Admissions (ESOL) Process 2024-25

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## Section A: Scope

### 1.0 Scope

This assessment and enrolment procedure applies to the following ESOL/ELT courses:

- ESOL (English for Speakers of Other Languages) Skills for Life City & Guilds
- ESOL International qualifications/EFL Cambridge.

## Section B: Course Entry Requirements

### 2.0 Course Entry Requirements for ESOL/ELT Courses

Course entry requirements) are specified for each **ESOL/ELT** course. Academic course entry requirements are defined and approved by the Director of Curriculum in advance of course publication. Course entry requirements must be met by the course start date.

### 3.0 Assessing English Competency

All new students must complete an assessment/test before the start of the course. New students must complete a test to check initial level of English. Following the assessment, Belfast Met's ESOL/ELT staff will advise student on the appropriate course.

### 4.0 Minimum Age Requirements

Students must be at least 16 years old by 1 July 2024 to apply to or enrol at Belfast Met. This is set out in the Further Education (NI) Order 1997. Exceptions to this are the arrangements under formal School-College Partnerships – potential students can contact Belfast Met or their own post-primary school to check if this arrangement might be available to them. If potential students have completed Year 12/Form 5 in school but will not be 16 years old by 1 July 2024, they should contact the Education Authority NI for further advice at [info@eani.org.uk](mailto:info@eani.org.uk) or tel. 02890 564000.

## 5.0 Excluded Status

Current or past students who are already excluded from attending the College because of a disciplinary process are excluded from the admissions and enrolment process.

Applicants who disclose criminal convictions will not be processed until a risk assessment is carried out. Applicants who are deemed to be an unmanageable risk to the College will be excluded and their application(s)/enrolment(s) will be cancelled. More information and guidance on conviction disclosure can be found on the Student Criminal Disclosure web page at [Student Criminal Disclosures \(belfastmet.ac.uk\)](http://belfastmet.ac.uk/student-criminal-disclosures)

## 6.0 ESOL/ELT Course information

ESOL/ELT course related information is available from:

- the ESOL Assessment page at [ESOL Assessment and Enrolment \(belfastmet.ac.uk\)](http://belfastmet.ac.uk/esol-assessment-and-enrolment)
- using the [course search facility](#) on the [College website](#)
- the course details pages on the College website
- contact the College using email [studentportal@belfastmet.ac.uk](mailto:studentportal@belfastmet.ac.uk) and telephone number 028 90265 265
- the School Support team using email address [ESOL@belfastmet.ac.uk](mailto:ESOL@belfastmet.ac.uk)

## Section C: Underpinning Admissions at Belfast Met

### 7.0 Admissions Policy

The aim of this policy is to ensure that the College is fair and transparent in our student recruitment practices so that all applicants have an opportunity to avail of our courses. We seek to ensure that our recruitment practices do not directly or indirectly, disadvantage any particular group and are accessible to everyone.

It is College policy to promote equality of opportunity and good relations. This means that we will provide equality of access to all, irrespective of gender (including gender reassignment), marital or civil partnership status, having or not having dependents, religious belief or political opinion, race (includes colour, nationality, ethnic or national origins, Irish Traveller), disability, sexual orientation, or age.

The Admissions Policy is available to view from the College website's Public Documents page at

<https://www.belfastmet.ac.uk/siteFiles/resources/docs/PolicyandProcedures/AdmissionsPolicy.docx>

### 8.0 Change Control Process

A Change Control Process exists to ensure that changes to the Admissions & Enrolment Process are considered, approved where appropriate and the change applied in a fair and transparent manner.

### 9.0 Accessibility

Belfast Met endeavours to make the admissions and enrolment process accessible for everyone. This includes access to information and our sites.

Admissions and enrolment related information can be provided in different formats on request by contacting Corporate Development at Belfast Metropolitan College Building 1, Room 9, Castlereagh Campus, Montgomery Road, Belfast, BT6 9DJ.

Potential students are encouraged to contact us on email [studentportal@belfastmet.ac.uk](mailto:studentportal@belfastmet.ac.uk) or telephone 028 90265 265 if they have concerns about visiting our sites in-person, require extra support or discretionary arrangements are required during the application process.

## 10.0 Communicating with applicants

All applicants must be communicated with in an appropriate and timely manner within the Admissions Process. A variety of methods are used to communicate with applicants – text, letter, email and telephone call.

Communication templates exist for each stage in the admissions cycle. It is essential that all applicants are communicated with using formally approved communication templates.

Line Managers must approve changes and/or customisation to templates in advance.

## 11.0 Right to Study

Belfast Met is required to satisfy [United Kingdom Visa and Immigration \(UKVI\)](#) requirements relating to status and to inform the fees assessment process.

Applications are processed in accordance with United Kingdom Visa & Immigration (UKVI), Belfast Met's International Admissions procedures and any specific requirements set out by our Partner Universities. Applicants must provide proof of identity, appropriate residency duration and Right to Study in the UK before enrolling onto a course. Current advice to applicants is available [here](#). Where students must leave a course due to compliance issues, there will be no refund.

## 12.0 Proof of identity

Applicants must provide proof of identity before enrolling onto a course. Proof of identity is required to satisfy the following:

- a) Verify that the student is who they say they are
- b) Prove that examinations are theirs
- c) Make sure the correct fees are calculated
- d) Satisfy UKVI of identity

### 13.0 Section 75 Monitoring Information

Monitoring information is required by Belfast Met to facilitate the monitoring and checking of procedures to assure fairness, as required by Section 75 of the Northern Ireland Act 1998. It is held in accordance with relevant data protection legislation. Learner information will be held securely, with access limited to those who need to see this for monitoring purposes. It will be held in accordance with data protection legislation. The College Privacy Notice provides further details on how Belfast Met processes applicant and student data. This is available at:

<https://www.belfastmet.ac.uk/about-us/corporate-information/privacy-policy/>

### 14.0 Equality and Diversity

Belfast Metropolitan College believes that everyone has a right to study in a harmonious welcoming environment. The College is committed to creating and ensuring an atmosphere where learners, customers, staff, governors and other stakeholders celebrate equality and diversity in all activities.

For further information please visit the [Equality and Diversity](#) page on our website.

### 15.0 Belfast Met Terms and Conditions for Enrolment and Application

The Terms and Conditions for enrolment and application apply to all potential and existing learners. Applicants and students are encouraged to read the **Terms and Conditions** available at

<https://www.belfastmet.ac.uk/siteFiles/resources/docs/public-documents/terms-and-conditions-for-enrolment-and-application-2024-25.docx> before applying for, or enrolling onto, any of the courses.

### 16.0 Compliments and Complaints

Belfast Met is committed to providing the highest quality of service to all our customers. If a customer is not satisfied with the quality of service provided by the college or college staff, they have the right to complain. Any complaint will be dealt with fairly, effectively and confidentially. Customers are referred to the College 'Complaints and Compliments Policy' available [here](#).



## 17.0 Student Criminal Disclosure

Belfast Met actively promotes equality of opportunity and welcomes applications and enrolments from a wide range of applicants and students, including those with criminal convictions. However, for the College to manage any risk that applicants may pose, they must tell us about any unspent criminal convictions you may have.

For certain courses, applicants/students must disclose all criminal convictions not subject to the filtering process. Applicants/students must complete either a [Criminal Offence\(s\) Disclosure Form CDF1](#) or an [Enhanced Criminal Offence\(s\) Disclosure Form CDF2](#).

Both forms are available on the [Student Criminal Disclosures](#) page of our website. The forms can also be obtained by contacting the Safeguarding Administrator on 028 90265184.

The [Criminal Convictions Student Guidance and Information Document](#) on our website explains which form is needed and how to complete and return it to us in confidence.

Once the disclosure information has been received, the College will assess the risk that applicants/students may pose and determine whether it can safely be managed. This confidential process is separate from the admissions process, in keeping with data protection principles.

Applicants/students will be advised of the Safeguarding Risk Assessment Panel decision separately and as quickly as possible. Applicants/students should not discuss their criminal disclosure with the course team or fellow students.

To find out more information about the release of this information and guidance on conviction disclosure, contact NIACRO on 028 90320157.

If applicants/students are convicted of a criminal offence after applying to or enrolled at the College, they must tell us about this conviction and complete one of the Criminal Convictions Disclosure forms as set out above. If applicants/students need help with this process, please contact the Head of Student Support by e-mailing [studentsupport@belfastmet.ac.uk](mailto:studentsupport@belfastmet.ac.uk).

## 18.0 Validity of Application

Applications and offers are only valid for the stated academic year. Entry requirements must be satisfied before the course start date.

## 19.0 Payment of Fees

Belfast Met operates within a strict protocol of financial procedures. The [Belfast Met Fees and Charges Policy 2024-25](#) contains relevant information relating to fees, charges and payment of fees. Applicants with outstanding debt are placed on the **HOLD** progress code. Applicants with outstanding debt to the College cannot progress until debt is settled in full. For applications, the debt settlement date is the first date of application.

## 20.0 Student ID Cards

Students enrolling onto a course are provided with a student ID card. The card contains a student photograph and an embedded chip enabling access to the buildings and photocopying facilities. Students are provided with id cards during first week of term. Students who wish to have their photograph in a restricted area due to cultural reasons can be facilitated.

## 21.0 Course Closure, Suspension and/or Substantial Change

Course closures are managed through Belfast Met's Course Change/Closure procedure, available at

- [HE Programme Closure, Suspension and Substantial Change\(s\)](#)
- [FE Programme Closure, Suspension and Substantial Change\(s\)](#)

## 22.0 Right to Cancel

Belfast Met's Admissions and Enrolment Process adheres to relevant consumer protection legislation. This ensures that the student is protected as a 'customer' of the College. When a student enrolls on a course they have the '[Right to Cancel](#)' within 14 days of enrolling. The student contract with the College begins on the day they enrol for a course at Belfast Met.

## 23.0 Cancellation of Course Before it Starts

The College will make every effort to run the advertised courses and programmes. However, all courses must have a minimum number of students to run, and on occasions, classes may be combined.

If the minimum number of students on a course is not reached, the College reserves the right to withdraw the course or a specific course element. In other cases, classes may have to be cancelled. The relevant curriculum team, supported by Learner Success teams, will provide personalised support to students to find alternative programmes at Belfast Met to continue their studies or to help with applications to other providers.

Where an 'Apply only' course is cancelled, applicants will be invited to apply for another course and the date of their original application will be attached to the new application. Course closures will be managed through Belfast Met's Course Change/Closure procedure which can be found on the [Public Documents](#) page of our website [www.belfastmet.ac.uk](http://www.belfastmet.ac.uk)

## 24.0 Support Services

Anyone considering applying to the College should visit the Life at the Met available on Belfast Met's website at <https://www.belfastmet.ac.uk/life-at-the-met/>

This section provides applicants with essential information about life at Belfast Met. Applicant can explore the Campuses, check out the library services, and find out our wide range of Student Support available.

Additional support is available to applicants if they:

- need additional support to attend Pre-Entry Advice Sessions
- have difficulties attending the College in person
- cannot attend or participate in any session and would like to make alternative arrangements.

Applicants are encouraged to contact the College as early as possible to facilitate additional support where required.

## Section D: Applying to Belfast Met

### 25.0 Timeline of Belfast Met Admissions

Applications generally open at the end of July/start of August. However, it can be an ongoing process. For more information on opening and closing dates, please refer to the ESOL/EFL page of our website at <https://www.belfastmet.ac.uk/#esol-efl>

### 26.0 Significance of date and time applied

Applications are processed in date and time order.

### 27.0 Tracking an application

Each stage of the application and enrolment process is recorded using a series of progress codes.

Progress code	Long description
ASSESS	Applicant has been invited to or participated in an assessment, trial or diagnostic
CONDW	Applicant has been placed on a waiting list and holds no other offers.
DNA/DNP	Applicant was provided with opportunities to attend Pre-entry advice, assessment, trial, diagnostic and/or interview but did not attend.
ONLINE	An application was submitted using online application system.
STOP	Applicant has disclosed a Criminal Conviction.
TRANA	Applicant has been transferred to another course as result of pre-entry advice or other measure.
TUTORENROL	Application has been approved for enrolment.
WITHDA	Applicant has withdrawn application

## 28.0 Pre-entry Advice and Guidance

Pre-entry advice will be provided to new students. The purpose of the pre-entry advice and guidance is to:

- Ensure they have all the information they need for informed decision-making about their course choice.
- Provide an opportunity to find out more about the course.
- Meet teaching staff.
- Connect with the College.

## 29.0 Applicants who do not meet entry requirements for a course

Belfast Met offers pre-entry courses so almost all applicants will meet course entry requirements. In cases where courses are oversubscribed, applicants are advised they are placed on course waiting lists.

## 30.0 Allocation of Offers

Places are allocated based on:

- Outcome of the assessment/test
- Stage date applied.

## 31.0 Waiting Lists

The number of offers allocated by course are based on the number of places available. If a place becomes available, applicants will be allocated the place based on stage date applied order. If an applicant on a waiting list does not meet the requirements, the next applicant in stage date order will receive an offer.

## 32.0 Tracking applications

Applicants can log into your Belfast Met account [here](#) to track your application(s) or to make amendments to their details. Applicants can also download the Belfast Met 'Engage' app to track their application(s) and receive notifications throughout your application process. The app is available on [Android](#) and [IOS](#).

## 33.0 Contact details

Applicants must ensure that their contact details are kept up to date. Communication is via email and mobile telephone number.

### 34.0 Admissions Appeals

Unsuccessful applicants can appeal the outcome of their application using the Belfast Met Compliments and Complaints Policy. More information is available on the [Complaints and Compliments](#) page of our website.

### 35.0 Admissions Process

The diagram below provides a high-level overview of ESOL Admissions.

