



Admissions and Enrolment Process Centre for Supported Learning

Version one

Process:	Admissions Process for courses within Centre for Supported Learning
Scope of Process:	Potential & existing students
Process Owner:	Learner Success
Approved By:	Admissions & Enrolment Group
Date Approved:	21/01/2025
Status:	Final
Publication Date:	February 2025
Process Review Date(s):	Annually

Document History

Version Number	Author	Reason for Change and Changes	Date
1.0	Michael Patterson/ EDelargy	Updated to reflect 2025 Process	Dec 2024

Version control details

Distribution

This document has been distributed as follows:

Name	Date
AEG	February 2025
Published on intranet/website	February 2025

1. Contents

1.	Access to Courses within Belfast Met's Centre for Supported Learning	4
2.	Communicating the Process to New Applicants	4
3.	New Applicants (i.e., those not already enrolled on courses within the Centre for Supported Learning).....	4
4	Existing Students Applying for a New Programme	11

1. Access to Courses within Belfast Met's Centre for Supported Learning

The Centre for Supported Learning run course provision for students with moderate to severe learning difficulties.

The Centre try to reach as wide an applicant pool as possible by providing information in a variety of ways.

Information is provided through the following:

- stakeholder schools.
- professional partners; and/or
- Belfast Met website and prospectus.

Existing students on courses within the Centre for Supported Learning are signposted throughout the year to potential progression opportunities following course completion.

Applications for courses open on 7th March 2025 and closes on 21st March 2025.

2. Communicating the Process to New Applicants

Partners meeting/information sessions are hosted on 25th November 2024 for parents of existing and potential students, feeder school representatives and professional partners. The information sessions will provide information about the 2025 recruitment process.

3. New Applicants (i.e., those not already enrolled on courses within the Centre for Supported Learning)

3.1 Scope

Section 3 applies to the following courses:

- Independence for Life and Work
- Pathfinder
- Skills for Employment

3.2 Assessment

Applicants who complete an **Expression of interest** are invited to complete an assessment. The purpose of this assessment process is to allow:

- potential students to gain experience of college life.
- potential students to participate in activities that will help them decide on the course(s) more suited to them; and
- the Centre for Supported Learning to assess the potential student's literacy, numeracy and social skills required for each course.

Once the assessment is complete, applicants apply for the course most suited to them.

3.3 Electronic Selection Process

- When application forms are returned to the Centre for Supported Learning, the Curriculum Area Manager reviews demand against places available. For some courses, demand can exceed the number of places available. If this happens, offers are allocated using an electronic process.
- To facilitate the electronic selection process, the person codes of those who have applied to the oversubscribed courses are entered onto an Excel spreadsheet. A computer programme selects a pre-defined number of person codes. Every applicant has an equal chance of being selected. The selected person codes are allocated offers.
- The electronic selection process is independent, objective and requires no intervention by staff. The entire electronic selection process is recorded using Microsoft Teams and overseen by a balanced panel of staff. The recording is also retained on file for future reference.

3.4 Timeline

05/11/2024	Partners' Meeting
07/11/2024	Expressions of interest / assessment applications emailed to schools
21/11/2024	Closing date for assessment applications (returned by school)
25/11/2024	Parents' Meeting in Millfield Campus
17/02/2025	Tutor School Visits
18/02/2025	Assessment
19/02/2025	Assessment Marking & Tutor Meeting
07/03/2025	Applicants who have successfully passed the Assessment Process are invited to apply for courses. Applicants who were unsuccessful are contacted and options discussed.
21/03/2025	Closing Date for receipt of Applications
07/04/2025	Electronic Selection if required
08/04/2025	Offers Sent
25/04/2025	Closing Date for acceptance of offers
12/05/2025	PEA Session Parents & Students

3.5 Live Applications

Applicants can apply to more than one course within the Centre for Supported Learning and hold offers for those courses until they enrol on a course.

3.6 Course entry Requirements

Prospective students must:

1. Be at least 16 years of age on or before 1 July 2025.
2. Complete an assessment process to progress to the next stage of the application process.
3. Demonstrate appropriate competency levels in literacy and numeracy during the assessment process.

4. Have documented learning difficulties which requires extra support, and which can be accommodated by the College (i.e. reasonable adjustments). Confirmation of these learning difficulties must be provided by a qualified professional, such as a teacher, social worker, or doctor and submitted to the College.
5. Have completed a programme of general education to Key Stage 4 that would enable them to benefit from and succeed in the course.
6. Demonstrate their suitability for the course with the necessary support and accommodations. These may include curriculum modifications and the utilisation of assistive technology as needed. Suitability will be determined during the assessment process.

Entry requirements are also provided on each course details page and prospectus.

3.7 Accessibility

Potential students are not required to apply via the website. The Centre for Supported Learning provide information for parents/carers and students and a subsequent assessment process. Potential students are invited to apply for suitable courses using hard copy forms.

3.8 Information About Courses

Information and pre-entry advice are provided through the following channels:

- [Course specific information on each course details webpage](#)
- Within the pre-entry advice section on each course details, a video is provided. Each programme demonstrates the key components of the programme, the benefits of studying at Belfast Met and a student testimony.
- [Pre-recorded information sessions recorded via MS Teams.](#)
- Belfast Met's videos from Virtual Open Days.
- [Online full-time prospectus.](#)

3.9 Validity of Place on a Course

Offers are only valid for the stated academic year. Entry requirements must be satisfied before start date of course.

3.10 Waiting Lists

The electronic selection process also generates a waiting list in rank order following allocation of offers. If applicants do not take up the offer of a place, applicants on the waiting list are offered a place.

3.11 Applicants who do not Meet Entry Requirements

Where an applicant does not meet course entry requirements, the applicant is signposted to other opportunities by the Centre for Supported Learning.

3.12 Application Process

Step 1: Pre-application

- **Contact forms** (called *Belfast Met Assessment Request Form*) are provided to parents of existing and potential students, feeder school representatives and professional partners following the November information sessions.
- Potential students register their interest to take part in the assessment process by completing a contact form. Completed forms are returned to the Centre for Supported Learning by the specified date.
- The information provided on each form is entered onto the College's student management system (EBS) generating unique applicant identification numbers called 'Person Codes'. These Person Codes are used for the electronic selection process if required – see below.

Step 2: Assessment

- During the assessment, academic staff meet the potential students to complete assessments in literacy, numeracy and social skills. All academic staff use standardised criteria to assess the potential student's competence in these areas to ensure there is a consistent and equitable selection process. Assessment scores identify the programme that potential students are most suited for.
- If any potential student is unable to participate in the assessment process on campus, alternative arrangements are put in place.
- Following assessment, potential students are provided with feedback and invited to apply for the programme that best suits their needs.
- Application forms for the relevant courses, are distributed to feeder schools together with a list of potential students deemed suitable for these courses following assessment.

Step 3: Application Stage

- Applications are submitted by post or in person to the Centre for Supported Learning using hard copy forms. The closing date for the 2025 intake is 3.00 pm on 21st March 2025. Application forms received after 3.00 pm on 21st March may be considered if places become available.

Step 4: Allocation of Offers

- Where the number of applications exceed the number of places available, a process using electronic selection will be used to allocate places.

Step 5: Enrolling onto course

The application to enrolment process is as follows:

- I. Application submits the application form before deadline.
- II. The Curriculum Team send Offer letter to applicant.

- III. Applicant accepts offer and School Support forward an enrolment form to be completed and returned by deadline.
- IV. When the enrolment form is received by the College, the enrolment information is recorded on the MIS system for the stated academic year.
- V. The student is provided with course relevant details such as start date, issue of student card.

3.13 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.

4 Existing Students Applying for a New Programme

4.1 Scope

Section 4 applies to the following courses:

- Pathfinder Level 1
- Skills for Employment level 1
- Inspiring Confidence & Esteem Entry Level

4.2 Progression

Students currently enrolled on courses within the Centre for Supported Learning are encouraged to progress onto programmes offered within the Centre or those offered by external partners (where appropriate).

4.2.1 Existing Students Applying to a Higher-Level Course

Existing students who wish to apply for a new programme within the Centre must follow the same recruitment process as new applicants (as outlined in Section 2 above).

4.2.2 Existing Students Applying to a Course at the Same Level within the Centre

Existing students who wish to apply for a programme within the Centre at the same level must complete an application but are not required to complete assessment. The tutor assessment replaces sampling.

4.3 Communicating the Process to Existing Applicants

The Centre for Supported Learning informs existing students via regular reviews. During the three student appraisals which take place throughout the year, students are informed of potential opportunities for the future and the recruitment process is discussed.

4.4 Timeline

18/02/2025	Assessment
19/02/2025	Assessment Marking & Tutor Meeting The purpose of this meeting is to ensure that all tutors are applying the same criteria when making their decision on suitability for the course and recommendation. This meeting is chaired by Curriculum area Manager
07/03/2025	Applications sent to prospective students
21/03/2025	Closing Date for Applications
07/04/2025	Electronic Selection
8/04/2025	Offers Sent
25/04/2025	Closing Date for acceptance

4.5 Application Deadline

Applications from existing students must be submitted to the Centre for Supported Learning using the hard copy form by 3.00 pm on 21st March 2025. Application forms received after 3.00 pm on 21st March 2025 may be considered if places become available.

4.6 Validity of Place on a Course

Offers are only valid for the stated academic year. Entry requirements must be satisfied before start date of course.

4.7 Course entry Requirements

Prospective students must:

1. Be at least 16 years of age on or before 1 July 2025.
2. Complete an assessment process to progress to the next stage of the application process.

3. Demonstrate appropriate competency levels in literacy and numeracy during the assessment process.
4. Have documented learning difficulties which requires extra support, and which can be accommodated by the College (i.e. reasonable adjustments). Confirmation of these learning difficulties must be provided by a qualified professional, such as a teacher, social worker, or doctor and submitted to the College.
5. Have completed a programme of general education to Key Stage 4 that would enable them to benefit from and succeed in the course.
6. Demonstrate their suitability for the course with the necessary support and accommodations. These may include curriculum modifications and the utilisation of assistive technology as needed. Suitability will be determined during the assessment process.

Entry requirements are also provided on each course details page and prospectus.

4.8 Electronic Selection Process

- When application forms are returned to the Centre for Supported Learning, the Curriculum Area Manager reviews demand against places available. For some courses, demand can exceed the number of places available. If this happens, offers are allocated using an electronic process.
- To facilitate the electronic selection process, the person codes of those who have applied to the oversubscribed courses are entered onto an Excel spreadsheet. A computer programme selects a pre-defined number of person codes. Every applicant has an equal chance of being selected. The selected person codes are allocated offers.
- The electronic selection process is independent, objective and requires no intervention by staff. The entire electronic selection process is recorded using Microsoft Teams and overseen by a balanced panel of staff. The recording is also retained on file for future reference.

4.9 Allocation of Offers

4.9.1 Application Stage

Applications from existing students must be submitted to the Centre for Supported Learning using the hard copy form by 3.00 pm on 21st March 2025. Application forms received after 3.00 pm on 21st March 2025 may be considered if places become available. In such circumstances places will be allocated on a date and time received basis.

4.9.2 Allocation of Offers

Where the number of applications exceed the number of places available, a process using electronic selection will be used to allocate places.

4.10 Electronic Selection Process

When application forms are returned to the Centre for Supported Learning, the Curriculum Area Manager reviews demand against places available. For some courses, demand can exceed the number of places available. If this happens, offers are allocated using an electronic process.

To facilitate the electronic selection process, the person codes of those who have applied to the oversubscribed courses are entered onto an Excel spreadsheet. A computer programme selects a pre-defined number of person codes. Every applicant has an equal chance of being selected. The selected person codes are allocated offers.

The electronic selection process is independent, objective and requires no intervention by staff. The entire electronic selection process is recorded using Microsoft Teams and overseen by a balanced panel of staff. The recording is also retained on file for future reference.

4.10.1 Waiting Lists

In the case of oversubscribed courses, the electronic selection process also generates a waiting list in rank order following allocation of offers. If applicants do not take up the offer of a place, applicants on the waiting list are offered a place. Applicants who do not Meet Entry Requirements

Where an applicant does not meet course entry requirements, the applicant is signposted to other opportunities by the Centre for Supported Learning.

4.10.2 Enrolling onto the course

The application to enrolment process is as follows:

- The Tutor recommends the progression route.
- The applicant completes an enrolment form.
- The enrolment is recorded on the MIS system for the stated academic year.
- The student is provided with course relevant details such as start date, issue of student card.

4.11 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.