



<b>16-18 Interview Guidance Procedure</b>
Approve by: Head of Admissions
<b>Date Approved: 1<sup>st</sup> October 2021</b>
Strategy/Policy Responsibility: Head of Admissions
<b>Review date: 1<sup>st</sup> October 2022</b>

# Interviewing Applicants

## September 2022 Entry

In our letter to students, the interview is referred to as a “meeting”. Please get to know the students by asking the below questions - this is not meant to be exhaustive, not to test them, just to get the student thinking in advance!

- Have they visited the college before?
- Have they accessed our website?
- Have they had a careers interview/found out what they need to do for a particular career?
- Do they know what they may want to study here?
- Do they have any special educational needs?

### SECTION 1: Introduction

1. **Introduce yourself** and thank them for applying to Croydon College
2. **Overview of the meeting** - explain the format of this meeting, which is to talk about their application and check any report(s) or references they have brought with them, ask a few questions about the student, to see if we both feel this is a suitable institution for them, discuss courses, give them the opportunity to ask questions, then explain what happens next.
3. **Ask the student** the reason why they would like to attend a College and why Croydon College in particular. Have they attended any of our open events, looked at the website / prospectus? Have they considered their journey in terms of mode of transport, journey time and cost compared to other options?

### SECTION 2: Subject choice

The main point of the interview is to see if we have the right type of subject for the candidate and if it is the right institution for them. The following points/questions should be considered:

- a) **School Report** - ask to see the student’s school report - Year 10 and/or 11 if available. Ask questions to clarify queries regarding the report (e.g. some schools have effort grades 1 as high, some as low - needs clarifying). Is the student reaching targets /comments etc?
- b) **College Reference** -if the reference is poor or if there is an attendance issue these should all be taken into consideration when deciding on type of offer to recommend.

If a reference has been sent for but we have not yet received it, let them know that they must bring it to enrolment.

- c) **Learning Support** -If there seems to be any kind of need, inform the Study+ team immediately. In some cases they may be asked to a follow up meeting with the Learning Support Manager. Do not automatically discuss these comments with them - only if it is appropriate - ask if the student has special requirements at school e.g. additional support. If there are Learning Support Staff available then introduce the student to them. They may have a meeting there and then and then bring the student back to you afterwards
- d) **Career choice** -In many cases they might not have a clear idea - ask them where they see themselves in 3 years’ time. This should give them an idea if they require any specific qualifications e.g. if they think they may want to work in medicine they would need certain qualifications.

- e) **Work experience** – if they have a part time job or work experience this may also give an indication of what they may like to do.
- f) **Other interests** – if the student has sport, music or drama interests. Again these may help to determine course/career choice.
- g) **Subject choice** – you should now be in a position to be able to suggest the best choice of subject for the student in relation to those they have identified.

If you find that we don't have a suitable course which is suited to their needs or interests, you should recommend that they look at other courses at alternative local institutions such as Coulsdon College.

Reassure the candidate that choices can be changed by contacting Admissions phone/email/letter (if spaces) right up until they start.

### **SECTION 3: The offer**

Confirm to the student the offer made and that they will be given written confirmation by post and email with regards to their offer of a place at the College.

#### **Conditional on GCSE results**

Most students will receive this offer. This is an offer of a place at College – not on a particular level of course as this will be determined by applicants meeting the necessary minimum entry requirements. As long as they do this, we will be able to let them study the course that they chose at interview.

#### **Reject**

Students may be rejected. However, must be confirmed by the Head of Admissions (Paul Newman). We always recommend looking at alternative courses before rejecting a student.

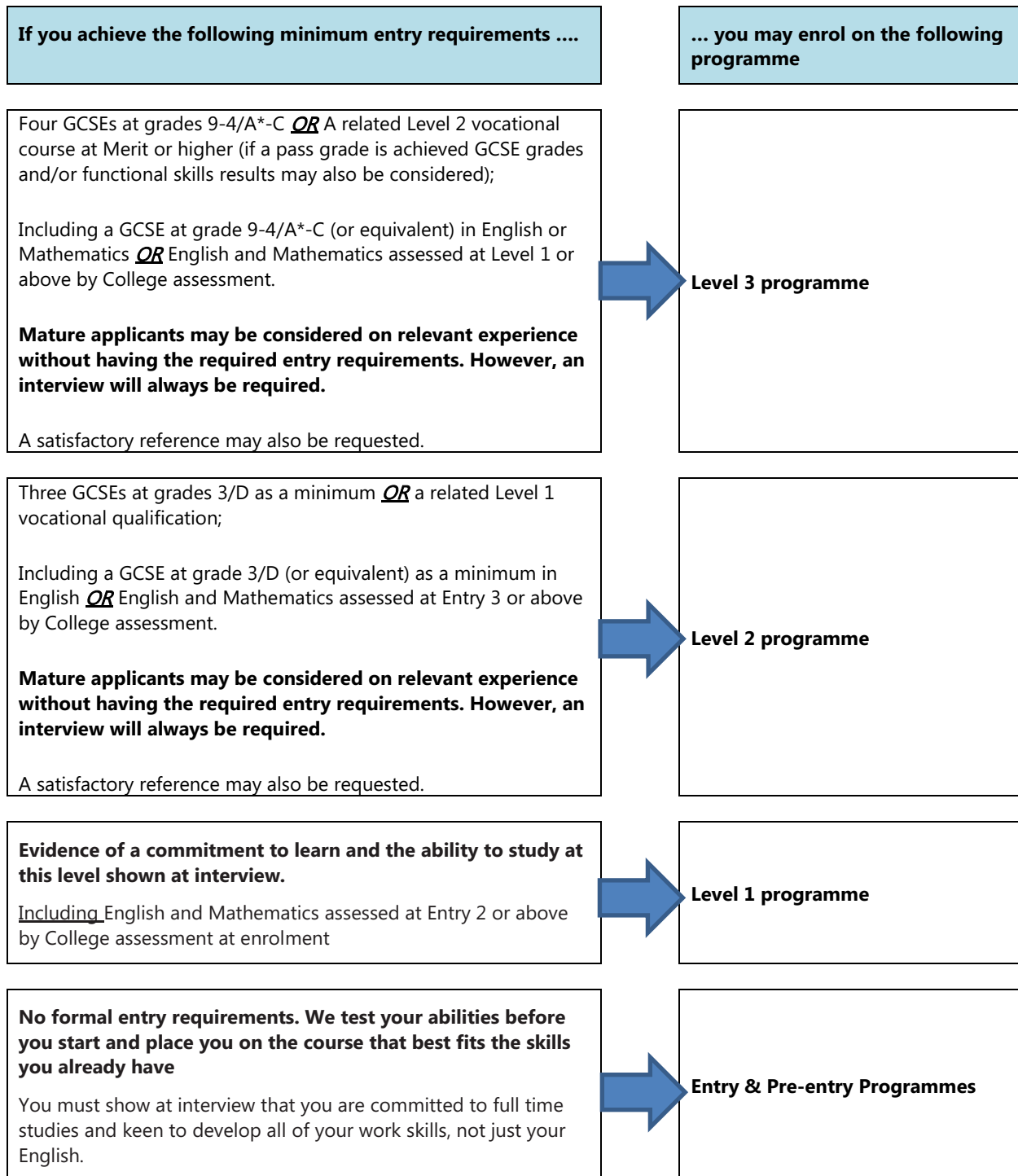
### **SECTION 4: The end of the interview**

1. **Thank** the student and parent/guardian for coming.
2. **Inform** them what happens next:
  - We will write to them confirming an offer of place or otherwise as above
  - If they are successful they will need to come to our Welcome Day – briefly explain what/when this is (Tuesday 30 June 2020)
  - They will receive an invite to Enrolment in around late July, the date is likely to be Immediately after they receive their GCSE results

### **SECTION 5: Administration**

1. Ensure you have put the proposed courses/level on the 'programme of study offer'
2. Ensure you have made **full** clear interview notes and print your name in the space for the interviewer (e.g. If their course choices have all changed, please explain)
3. Clearly record your **conditions or recommendations**
4. Give a copy of the offer to the student

## Croydon College: Minimum entry criteria September 2022



### Additional notes:

**Individual subject requirements:** in addition to the general entry criteria many BTEC programmes also have subject-specific entry criteria - see over

**Maths and English:** 16-18 Students who do not have grade 4 or above English Language or Maths must re-take their GCSE for these subjects

If an applicant does not meet the minimum entry criteria for their chosen course an alternative level/course will be offered

Other qualifications not listed above may be accepted upon review by the Head of Admissions

### Additional subject-specific minimum entry requirements for Vocational Subjects

<b>Art &amp; Design</b> Level: 2 & 3	Art portfolio, containing recent examples of artwork, sketchbooks, photography work, or any creative work you have done. This could be both course work and work you have created in your own time.
<b>Creative Media</b> Level: 2	Art portfolio, containing recent examples of artwork, sketchbooks, photography work, or any creative work you have done. This could be both course work and work you have created in your own time.
<b>Music</b> Level: 2 & 3	If you are a performer you will need to audition 2 pieces on your chosen instrument or as a vocalist. You will need to bring the backing tracks in for the audition or have the YouTube links for the instrumental version of the song. You may also audition your own compositions where possible for the 2 tracks. If you are a producer you will need to bring in 2 projects you have worked on previously to play and discuss how you created the tracks.
<b>Musical Theatre</b> Level: 3	You will need 1 audition piece in a chosen genre- such as a monologue speech, song performance or spoken word. If singing, you will need to bring the backing tracks in for the audition or have the YouTube links for the instrumental version of the song. You may also audition your own writing or compositions where possible. You will need to discuss how you have prepared your piece for performance or what you think is important about performing your piece.
<b>Fashion</b> Level: 3	Art portfolio, containing recent examples of artwork, sketchbooks, photography work, or any creative work you have done. This could be both course work and work you have created in your own time.
<b>Animation &amp; Digital Media</b> Level: 3	A portfolio or show-reel containing recent examples of artwork, sketchbooks, photography work, or any creative work you have done. This could be both course work and work you have created in your own time
<b>Engineering</b> Level: 3	If you do not have a GCSE grade 9-4/A-C (or equivalent) in English <b>AND</b> Mathematics you will need to achieve a Level 2 via the college internal assessment.
<b>Electrical <u>or</u> Engineering</b> Level: 1 & 2	<b>L1:</b> You will need to achieve English and Mathematics at entry 3 via the college internal assessment. <b>L2:</b> If you do not have a GCSE grade 3/D (or equivalent) in English and Mathematics you will need to achieve a Level 1 via the College internal assessment.
<b>Motor Vehicle</b> Level: 1, 2 & 3	<b>L1:</b> You will need to achieve English and Mathematics at Entry 3 via the college internal assessment. <b>L2:</b> If you do not have a GCSE grade 3/D (or equivalent) in English and Mathematics you will need to achieve a Level 1 via the college internal assessment and a vocational level 1 course in Motor Vehicle. <b>L3:</b> Level 2 Diploma Motor Vehicle, plus English and Maths Level 2
<b>Plumbing</b> Level: 2	A minimum of four GCSEs at grades 4/C or a related Level 2 vocational qualification, including Maths and English at level 2 (GCSE grade 4-9) or higher.
<b>Construction</b> Level: 2	Three GCSEs at grades 4/C as a minimum, including maths and English <b>OR</b> A related Level 1 vocational qualification along with three GCSEs at grades 3/D, including maths and English.
<b>Childcare</b> Level: 2 & 3	You will need to complete a DBS (Disclosure Barring Service) check once enrolled onto the course, which the College will pay for if you are aged between 16-18.
<b>Health &amp; Social Care</b> Level: 2 & 3	You will need to complete a DBS (Disclosure Barring Service) check once enrolled onto the course, which the College will pay for if you are aged between 16-18.
<b>Hairdressing <u>or</u> Beauty Therapy <u>or</u> Cookery</b> Level: 3	You must have a L2 related qualification or a vocational equivalent.
<b>Sport</b> Level: 3	You must have four grade 4's including PE/Science Maths and English
<b>Public Services</b> Level: 1	You must have four grade 2's