



**Interviewer Name:**

**Applicants Full Name:**

UK National?  Yes  No      If no, do you have Settled Status?  Yes  No

Course Applied For:

Proposed Course Start Date (mm/yy):       Proposed Mode of Study:  FT  PT

Standard entry requirement for the course:

**WELCOME**

Welcome the applicant to the UCP, explain the purpose of the interview and how the interview will be conducted.

**INFORMATION**

**Inform the applicant of the following:**

	<b>Discussed</b>
Contents of the course	<input type="checkbox"/>
How is the course divided up ( <i>i.e. semesters, number of years, number of modules per year</i> )	<input type="checkbox"/>
How the course will be assessed – assignments, examinations	<input type="checkbox"/>
How assessment takes place on the course	<input type="checkbox"/>
Explain how progress is tracked including tutorials	<input type="checkbox"/>
Explain the expectations of attendance, commitment and college expectations	<input type="checkbox"/>
Extra activities - trips, work experience	<input type="checkbox"/>
How HE is different	<input type="checkbox"/>
What can they do after they have completed this course ( <i>progression, further study, employment</i> )	<input type="checkbox"/>
Advise the applicant of any course fees	<input type="checkbox"/>
Advise the applicant of any additional costs/materials/trips/uniforms	<input type="checkbox"/>
Advise the applicant of any possible DBS check and the associated cost	<input type="checkbox"/>

**APPLICANT'S QUALIFICATIONS AND RELEVANT EXPERIENCE**

**Subject Knowledge**

The applicant should be scored based on evidence of suitability for subject.

- 3 demonstrates understanding of profession in its broadest sense; evidence of relevant work experience; evidence of enthusiasm and passion for subject
- 2 evidence of some research into subject; enthusiastic in a general sense; some related work experience
- 1 little evidence of understanding of subject; uninformed enthusiasm; very little relevant work experience
- 0 no understanding of profession; no enthusiasm for profession; no relevant work experience.

**Motivation to study at HE level**

The applicant should be scored based on evidence of motivation to study at HE level and engage with their studies.

- 3 demonstrates understanding of the demands of HE studies; clearly articulates reasons for going into HE; demonstrates evidence of self-motivation
- 2 some understanding of demands of HE study; fairly clear about reasons for going into HE; some evidence of self-motivation.
- 1 little understanding of demands of HE study; lack of clarity about reasons for going into HE; little evidence of self-motivation
- 0 no understanding of demands of HE study; cannot explain reasons for going into HE; no evidence of motivation.

**Academic Writing (if the do not have a level 2 qualification in English or equivalent)**

The applicant should be scored based on written work submitted at interview.

- 3 work is well structured, engaging and shows excellent use of grammar, punctuation and spelling
- 2 work is generally well structure and shows good use of grammar, punctuation and spelling
- 1 little structure evident in work, significant grammatical, spelling and punctuation errors.
- 0 No structure evident, Very poor use of grammar, punctuation and spelling.

Do the applicant's predicted/achieved meet the course entry criteria?

Yes  No

If 'No' please indicate the course of action taken to provide evidence that the applicant can cope with and benefit from the course. Approval must be obtained before the student registers on the award.

Interview  Essay  Experience Other (specify): \_\_\_\_\_

**The form with accompanying documents (e.g. completed sample of written work) should be returned to UCP Admissions.**

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## COURSE LEADER RECOMMENDATION

You **MUST NOT** guarantee or confirm places to an applicant during an interview. The outcome of the interview will be confirmed to the applicant by UCP Admissions.

Recommendation	SUMMARY OF REASONS FOR DECISION: (this section must be completed, and will be used if the applicant requests feedback)
<p><b>Conditional Offer</b> Please state Conditions (e.g. 80 UCAS points / 400 hours work experience / subject to completion of essay)</p> <p><i>Advise the applicant that all courses are subject to viable numbers, but we will endeavour to inform you as soon as we can, if we decide to cancel a course</i></p>	
<p><b>Unconditional Offer</b> Please state reasoning (e.g. Holds 80 UCAS points and GCSE's English and Maths at grade C or above / mature student with relevant industry experience and essay task completed to a high standard)</p> <p><i>Advise the applicant that all courses are subject to viable numbers, but we will endeavour to inform you as soon as we can, if we decide to cancel a course</i></p>	<p><b>Note – Applicant must provide evidence of achievement for an unconditional offer to be made</b></p>
<p><b>Rejected/Alternative Course Recommended</b> Please state reasons/details:</p>	

Recommendation Date:

### Admissions Office Use Only:

Name of Admission Officer checking and processing form: \_\_\_\_\_

Date completed from received by Admissions: \_\_/\_\_/\_\_

**Please ensure that all fields are completed and that the form is returned immediately after the interview to the UCP Admissions Office**