



COLLYER'S
Founded in 1532

ADULT EDUCATION POLICIES AND PROCEDURES

February 2026

Approved by SLT: 11th March 2026
Next review: Summer 2026

INTRODUCTION

The following key College policies apply to Adult Education students:

- HLA Complaints Policy
- HLA Data Protection Policy
- Equality and Diversity Policy
- Mission Statement
- HLA Privacy Notice Students
- Quality Assurance Policy
- Safeguarding and Child Protection Policy
- HLA Whistleblowing Policy
- Student Behaviour Policy

Adult Education Specific Policies and Procedures

The following policies and procedures apply specifically to Adult Education students and should be read in conjunction with the main College policies. Where there is conflict between an Adult Education specific policy and a general College policy, the Adult Education specific policy takes precedence.

- Adult Education Admissions Policy
- Adult Education Curriculum Policy
- Adult Education Student Fees and Charges
- Adult Education Student Code of Conduct
- Adult Education Conflicts of Interest
- Adult Education Access to Fair Assessment Policy
- Adult Education Recognition of Prior Learning
- Adult Education Appeal Against Assessment Decision
- Adult Education Malpractice and Maladministration Policy
- Adult Education Study Support Policy

ADULT EDUCATION ADMISSIONS POLICY

1. Policy Statement

1.1 The College of Richard Collyer's Adult Education Admission Policy supports the College's mission which is 'Community, Opportunity, Achievement'.

1.2 Collyer's Adult Education is part of The College of Richard Collyer which is a founding member of the Horsham Learning Alliance. The local governing body is responsible for admission of students to the College.

1.3 Collyer's is committed to ensuring that people with special educational needs and disabilities (SEND), are treated fairly. All reasonable adjustments to provision as deemed appropriate and proportional by the College will be made to ensure students with SEND are not disadvantaged.

2. Scope

2.1 Collyer's Adult Education Admissions Policy applies to all students who are seeking admission to study recreational evening Adult Education classes, including those who are already at the College who wish to progress from one programme of study to another or one year to another but excluding sixth form students.

3. Key Principles

3.1 The College will determine annually the total number of places available for admission to each course in the light of the College's strategic plan and other resources including staffing.

3.2 For recreational and non-qualification courses, all students must be aged 18 or over on the 31st August preceding the course start.

3.3 Subject to the availability of places, Collyer's will offer a place to students if there is a programme of study running which is suitable for them and subject to them meeting the requirements of 3.4 below.

3.4 Collyer's reserves the right to refuse admission to any student who has an unsatisfactory prior record or who breaches our Code of Conduct at any point.

4. Application Procedure

4.1 Applications are accepted via E-Application on the College website or by phone.

4.2 Applications will be processed in date order. Where a course fee applies, payment is required to secure a place on the course.

4.3 Allocation to courses is at the discretion of the College and bookings are only confirmed once application requirements have been met and payment has been received. Students will receive a booking confirmation email notifying them of their place on the course.

4.4 Applicants are required to make any additional support needs known to the College at the time of application so that reasonable adjustments can be made where appropriate.

4.5 All students who have accepted a place at Collyer's should attend their course induction.

5. Appeals and Complaints

5.1 If you wish to appeal against a decision made by the College with respect to the admissions process, please write to the Adult Education Co-ordinator at the College. You will receive an acknowledgement of your appeal within five working days.

5.2 In all decisions relating to admissions where the Adult Education Admissions Policy has been followed, the Deputy Principal makes the final decision. If you are unhappy with any aspect of our admissions process or wish to appeal the Deputy Principal's decision, please refer to the HLA Complaints Policy.

ADULT EDUCATION CURRICULUM POLICY

1. Policy Statement

1.1 This policy applies to Collyer's Adult Education students. It provides the overarching framework for the core provision of teaching and learning in College.

2. Aims

2.1 Collyer's Adult Education offers a rich variety of non-qualification courses.

2.2 Recreational courses, such as those in languages or the creative arts, reflect the interests of the local community and give learners the opportunity to develop new skills and interests in a supportive environment.

3. Responsibilities

3.1 The design and structure of the Adult Education programme is the responsibility of the Adult Education Co-ordinator, the Director of Admissions and Marketing and the Deputy Principal.

4. Monitoring

4.1 The Adult Education Co-ordinator will monitor the day-to-day delivery of the Adult Education curriculum and will meet regularly with the Director of Admissions and Marketing.

4.2 Learner progress is monitored by subject teachers who will liaise with the Adult Education department where required.

4.3 Student voice about the curriculum is sought through, for example, evaluation surveys.

4.4 The College's quality assurance processes review the effectiveness of the curriculum on a regular basis and the suitability of the curriculum offer.

ADULT EDUCATION STUDENT FEES, FUNDING AND CHARGES POLICY

1. Policy Statement

- 1.1 “Fees” relates to course tuition fees, and “charges” relates to additional costs.
- 1.2 The College will comply with current legislation and funding guidance with regards to any charges that it will make to students.
- 1.3 Course fees and charges will be reviewed annually in advance of the new academic year and will be available on the College website.

2. Policy Aims

- 2.1 To provide a description of fees and charges the College makes to students.
- 2.2 To explain the roles and responsibilities of staff and students.
- 2.3 To explain the procedure for dealing with any appeals or complaints in relation to fees and charges.

3. Roles and Responsibilities

- 3.1 The Adult Education department is responsible for collecting fees and charges, refunds and information required to facilitate payments.
- 3.2 Students are responsible for:
 - 3.2.1 Paying fees and charges and deposits when requested and by deadlines.

4. Course Fees

- 4.1 Students are liable for the advertised course fees in full at the point of booking. There are no funding options for recreational courses. Specific course information on fees can be found on the individual course webpage.
- 4.2 For courses where the fee is below £250, this needs to be paid in full at the time of booking.
- 4.3 A non-refundable deposit is required for all courses.
- 4.4 For courses where the cost exceeds £250, students may request to pay in instalments. Any requests for instalments need to be made in writing via email to adulthood@collyers.ac.uk.
- 4.5 For courses longer than 25 weeks, students may request to pay in instalments with 50% of the balance payable one week before the course start and the remainder due on 1st November.

5. General Charges

- 5.1 The College is able to request payments for other elements of a study programme. We apply charges in the following circumstances for all students:
 - 5.1.1 Items provided by the College which have been ordered in bulk to secure a discount on behalf of the students e.g. books where these are not included in the course fee.
 - 5.1.2 Photocopying and computer printing charges are made to students who wish to make use of the College’s facilities for general study purposes, printing of their own work and individual research. There is an initial credit given to each student for photocopying and computer printing.
 - 5.1.3 Fines for late return of library books, replacements for lost I.D. cards, other College equipment that has been damaged or lost except in case of damages or theft. Fines are not fees.
 - 5.1.4 Optional extra activities where the activity is taking place outside a required part of an agreed study programme.

6. Cancellations and Refunds

- 6.1 If a course is cancelled by the College before its start date, students will be issued a full refund. Should a course have insufficient numbers to make it financially viable to run, we will inform students prior to the planned start date and issue a full refund.
- 6.2 If a student cancels a booking prior to the course start date, course fees will be refunded subject to deduction of the lesser of a £50 or 20% administration fee.

6.3 Failure to pay a course fee on time will be considered as a cancellation or withdrawal from a course.

6.4 Refunds are not available, once a course has started, except where there are extenuating circumstances. If a student withdraws after the course starts, the full course fee is payable. Any textbooks provided must be returned.

6.5 Where there are extenuating circumstances, a refund request can be made in writing via email to adulted@collyers.ac.uk. Any refunds awarded are at the discretion of the Adult Education Co-ordinator/ Deputy Principal.

6.6 The College cannot transfer credit to future courses.

7. Complaints and Appeals

7.1 A student wishing to make a complaint or appeal regarding charges or fees that they are required to pay should contact the Adult Education department in the first instance.

7.2 If the student is not satisfied with the response from the appropriate member of staff, they should refer to the HLA Complaints Policy.

ADULT EDUCATION STUDENT CODE OF CONDUCT

Collyer's Code of Conduct forms the basis of a students' contract with the College. We aim to provide clear and simple guidance so that students can confidently play their part in maintaining a considerate, inclusive and safe community, in line with our [EDI Policy](#).

GENERAL EXPECTATIONS

Lanyards

- Always wear your College I.D. card and lanyard when on campus. Report lost or stolen I.D. to Adult Ed where you can obtain a temporary wristband and/or purchase a replacement.

Dress and Appearance

- Clothing and appearance should be clean and tidy and appropriate for a working environment.
- Avoid clothes likely to give offence (e.g., unpleasant slogans, drug-related logos).

ATTENDANCE & PUNCTUALITY

- Attend all sessions and arrive on time.
- Absences should be reported as soon as possible to adulted@collyers.ac.uk.
- Do not take holidays in term time.
 - The minimum attendance level for recreational courses is 70%. If your attendance falls below this, we will review your place on the course, taking into account your needs and the needs of the class as a whole.

STUDY RELATED BEHAVIOUR

- Work hard and make a positive contribution.
- Bring the right equipment for lessons.
- Do not interfere with others' learning through inappropriate behaviour in lesson, the library, online or elsewhere on campus.
- Plan your time, meet deadlines, and use study periods constructively.
- Expect to spend time studying outside of lessons.
- Be honest, courteous, and considerate in behaviour and language, in person and online.
- Be quiet in and around buildings used for teaching and studying.
- The Code of Conduct also applies to online study or online lessons.

REMOTE LESSON CONDUCT

- Do not video or record the lesson or take screenshots.
- Ensure your camera is on and participate fully in the lesson.
- Do not give login details to anyone else to access the lesson or allow anyone else to view the lesson.
- Ensure family members, including children, are not visible to other participants of the lesson.
- Mute microphones when not speaking.
- Seek permission before sharing any file/photo or information.
- Do not share inappropriate material.

Misconduct

Students who do not behave in a courteous manner, indicating respect for others and the environment around them, will be challenged. This is essential to ensure that student behaviour does not impact negatively on the health, wellbeing, and productivity of the College community. Behaviour which: disrupts the learning environment; poses a threat to the safety and wellbeing of other people; is illegal or dishonest; or brings the College into disrepute; constitutes misconduct and will be subject to disciplinary action. The list below, whilst not exhaustive or exclusive, is intended to provide examples of behaviour that would be considered unacceptable at Collyer's:

- Providing false or misleading information on an application or during a College interview.
- Disruption of others' learning.
- Use of devices to record sound/images without an individual's knowledge and/or permission.
- Failure to comply with the Social Media Policy, Use of Computers Agreement and Online Etiquette expectations.
- Failing to wear I.D. or loaning I.D. to someone else
- Inviting or encouraging non-College members onto campus (Students must report any unauthorised people onsite to Adult Ed).
- Actions which cause a health & safety concern (or failing to respond to a health & safety concern), putting members of the College community at risk.
- Littering on campus or around the perimeter.
- Vaping or smoking on campus.
- Failure to be considerate of neighbours, drivers, and pedestrians around the College perimeter.
- Jaywalking in the College vicinity: students must not cross Hurst Road except via a pedestrian crossing, and must not walk through vehicle entrances bringing the College into disrepute.
- Using College computers or devices to send abusive, scandalous, obscene, or defamatory communications of any kind.
- Attempting to access or download obscene or pornographic images on the College network or otherwise being in possession such material.
- Attending College or College-related activities under the influence of alcohol or illegal substances.
- Carrying, using, or distributing prohibited drugs, alcohol, or illegal substances, on or within the vicinity of the College campus.
- Involvement in the use or distribution of prohibited drugs or illegal substances outside College.
- Bullying and harassment (online and in person).
- Discriminatory language or behaviour.
- Making malicious or false allegations or complaints.
- Being a party to a criminal act.
- Wilful damage to College property.
- Taking part in, or encouraging others to take part in, illegal extremist activities intended to radicalise themselves or others.
- Violent, aggressive, or threatening behaviour towards any member of the College community or any member of the public.
- Unwanted sexual behaviours, harassment and abuse including sharing unwanted sexual images.
- Carrying, threatening to use, or using an offensive weapon on or off campus.
- Carrying a potential or imitation weapon into College, or within the immediate vicinity of the College.

Failure to comply with the Code of Conduct may mean that you are unable to continue with your course.

ADULT EDUCATION CONFLICTS OF INTEREST POLICY

1. Policy Statement

1.1 Anyone involved in the development, delivery or assessment of courses has an obligation to act in a way that does not lead to a conflict of interest.

1.2 A conflict of interest may occur when the personal or business interests of an individual conflicts with their professional duties and responsibilities. Such conflicts could result in damage to the integrity and reputation of the College or compromise the validity of a learner assessment.

1.3 Situation that might constitute a conflict of interest:

1.3.1 Direct or indirect financial gain as a result of actions or involvement.

1.3.2 Direct or indirect benefits as a result of actions or involvement, such as employment, sponsorship, gifts, hospitality, services or good.

1.3.3 Reciprocal arrangements which compromise the ability to make reliable and professional judgements.

1.3.4 Personal interests in, connections to or family relationships with learners who are being assessed or moderated.

1.3.5 Situations where commitment, loyalty or integrity is compromised.

2. Policy Aim

2.1 The aim of this policy is to enable us to ensure that Collyer's Adult Education can:

2.1.1 Provide a mechanism to protect individuals and Collyer's Adult Education against criticism or compromise by ensuring that all reasonable steps are taken to avoid any conflict of interests.

2.1.2 Identify conflicts of interest and, if necessary, take action to minimise or eliminate any adverse effects that they cause.

3. Key Principles

3.1 If a member of staff is aware of a conflict of interest, they must declare this to the Adult Education Co-ordinator.

3.2 In some instances, it may be appropriate for alternative staffing to be arranged.

3.3 Where a conflict of interest is considered low risk, this will be monitored by the Adult Education Co-ordinator/Deputy Principal.

3.4 To maintain the integrity of the internal quality assurance process, reciprocal internal quality assurance arrangements should not take place.

3.5 Collyer's Adult Education staff will complete the annual College Declaration of Interest form.

ADULT EDUCATION STUDY SUPPORT POLICY

1. Statement of Policy

1.1 The College of Richard Collyer operates a policy of equal opportunities and aims to provide for learners on the basis of individual needs in compliance with current legislation.

2. Admissions Arrangements

2.1 Learners with additional support needs are encouraged to contact the Adult Education Department at the point of application. Early contact and discussions help learners to get a direct impression of what we can offer and whether there are reasonable adjustments that can be put in place.