

Learner Access and Recruitment Policy

Updated: December 2015 Next revision date: December 2016

1. Objectives

1.1 To recruit Learners who are would benefit from attending the relevant Learning Programme.

2. Scope

2.1 To cover all activities carried out by Develop.

3. Key principles

- 3.1 To provide information, advice and impartial guidance that enables individuals/organisations to make realistic and informed decisions about their choice of Learning Programme.
- 3.2 To ensure that the recruitment process does not treat applicants less favourably on grounds of disability, age, gender, ethnicity, religion, marital status or sexual orientation.
- 3.3 To make reasonable adjustments to facilitate access to learning programmes for people with disabilities.
- 3.4 To make available comprehensive and accurate information about the Learning Programmes, including entry criteria, qualification aims, costs, study requirements, progression routes and assessment.
- 3.5 To implement and monitor the equal opportunities policy in relation to recruitment procedures of Learners.
- 3.6 To process applications and enrolments in a quick and efficient manner.
- 3.7 To provide information and advice on facilities and support services.
- 3.8 To treat applicants with courtesy and respect.
- 3.9 To notify applicants of the reason why a place on a Learning Programme was declined.

4. Staff responsibility

- 4.1 Staff involved in the recruitment process of Learning Programmes.
- 4.2 CEO has overall and final responsibility for all matters relating to learner access and recruitment.
- 4.3 The day-to-day responsibility for learner access and recruitment at Develop is delegated to Regional Director, who will ensure that:
- 4.4 Adequate resources are made available to implement this policy
- 4.5 Adequate arrangements are made to bring this policy to the notice of all staff, Learners, Learning Providers and visitors

Document name		Location/File path	
Learner Access and Recruitment Policy		\\developserver\Data\Company\Policies\Policies 2015-16	
Created by	Date issued	Version No	Approved by
Mark Pike	01/12/2015		Mark Pike

4.6 The effectiveness of the policy and its arrangements are reviewed annually during the relevant Strategy Group meeting or more frequently if deemed necessary

5. **Monitoring and evaluation**

5.1 The implementation of the Learner Access and Recruitment Policy is monitored via the tracking of enquiries through application to enrolment.

5.2 For each Learning Programme to achieve its targets.

6. **Supporting Documents**

6.1 This policy should be read in conjunction with the following policies and procedures

- Disability Statement
- Equality & Diversity Policy
- Health and Safety Policy
- Quality Policy

Policy signed by CEO: *Mark Pike* Date: 01/12/2015

Document name		Location/File path	
Learner Access and Recruitment Policy		\\developserver\Data\Company\Policies\Policies 2015-16	
Created by	Date issued	Version No	Approved by
Mark Pike	01/12/2015		Mark Pike