

Learner Admissions and Recruitment Policy

Introduction

Crossfields Learning's Admissions and Recruitment Policy is underpinned by the commitment to a fair admissions system, whereby applicants are considered solely on the basis of their merits, abilities and potential, and are not discriminated against as a result of gender, race, sexual orientation, age, disability or religious belief or other specific factors which result in discrimination.

The policy complies with relevant equality and diversity legislation affecting the admission of learners and takes account of sectoral best practice.

Crossfields Learning commits itself to operate its admissions system in a way that is transparent and justifiable with procedures that are fair, clear, explicit and consistently applied for all learners on all programmes.

Roles and Responsibilities

Overall responsibility for Crossfields Learning's admissions and recruitment activity and implementation of the policy lies with the Crossfields Learning's Director and/or Head of Centre.

All Crossfields Learning departments have a role and responsibility in relation to the recruitment and successful admission of learners.

Within Crossfields Learning one member of staff (usually the programme coordinator) should be designated as having overall responsibility for learner admission activities on that programme.

The Admissions Process refers to all activity involved in attracting, recruiting, selecting, admitting and enrolling learners. All staff involved in supporting the admissions process will have been adequately trained to undertake their role.

Promotion, Recruitment and Selection

All the centre's marketing material will be accurate, kept up to date and be available at the correct point in the recruitment cycle. The purpose of this material is to assist enquirers and applicants in their decision-making process.

All applicants will be given the opportunity to:

- Visit the campus where they will be taught (where this applies, not applicable where a course is delivered purely via the Crossfields VLE).
- Be informed about pastoral and academic support services
- Know the cost of their chosen programme and sources of financial support (if any)

Selection policies and procedures will be clear to enquirers/applicants and followed fairly, courteously, consistently and expeditiously.

Any learner who will be left unsupervised with children and/or vulnerable adults on a regular and sustained basis as part of their programme of study will be required to gain an enhanced disclosure certificate from the Disclosure and Barring Service (DBS).

Information for Applicants

Applicants will be expected to know the obligations placed on them if they accept an offer of a place at Crossfields Learning.

Crossfields Learning reserves the right to remove an offer of a place if:

- Information provided by an applicant proves to be false
- An applicant is shown to have been involved in activity that is not compatible with being a learner on the programme for which the applicant has applied. Any decision to remove an offer of a place on this basis must not be discriminatory and must comply with the Equality Act (2010).

Significant changes to advertised programmes (between an offer being made and registration) must be conveyed to applicants as a matter of priority.

Complaints and Appeals

Applicants will have the right to complain about the way their application has been processed. There will be a process that allows applicants to appeal against the decisions taken by Crossfields Learning.

Please see Appeals and Complaints Procedure for further details.

This policy will be reviewed every 12 months by Crossfields Learning's Director and/or Head of Centre.

