



InterLearn

Admissions Policy

2018-2019



European Union
European
Social Fund



**Education & Skills
Funding Agency**

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LINE MANAGER RESPONSIBLE:
LAST REVIEW DATE:
NEXT REVIEW DATE:

Director of Operations
August 2018
August 2019

1.0 Purpose

The purpose of the admissions policy is to set out how we intend to effectively, courteously and fairly select and recruit learners from the pool of applications received. The group will ensure that all applications are dealt with individually and are considered fairly.

To ensure that we achieve learner and funding targets and provide equality of opportunity for all, in line with the Equality Act 2010.

2.0 Aims

- To provide appropriate information, advice and guidance to all applicants, to enable an informed choice of the most suitable training programme available to meet their needs.
- To carry out relevant initial assessment to help identify the most suitable training programme to meet individual career aims.
- To ensure all learners are enrolled on the most appropriate training programme, taking into account previous qualifications and experience, leading to a successful outcome.
- To provide clear and accurate advice about our training programmes, including any fees and/or additional costs, i.e. End Point Assessment, special equipment or materials needed and any residential visits.
- To provide appropriate information and support for learners with disabilities to enable them to access relevant services and support.
- To identify appropriate additional support for individuals to help them to succeed on their chosen training programme.
- To provide a prompt and efficient service, effectively communicating with all potential employers and meeting high standards of service.

3.0 Key Responsibilities

The administration of applications and enrolments are the responsibility of both the Operations team and the MIS team.

The Operations team performing the interviews are responsible for fully completing the initial interview forms and ensuring that every learner is given appropriate impartial advice and guidance at the point of interview so that they can achieve their final career goals. If the learners initial training programme choice is not appropriate then they should be referred to the most appropriate training course, suitable for them.

4.0 Applicants responsibilities are to:

- Satisfy all pre-course training requirements, including accurate completion of all ESFA associated sign up paperwork by the required deadline given.
- Attend all interview or assessment appointments in relation to their application.
- Submit any eligibility evidence to support the application (as required).
- Meet the specific entry requirements specified on our training literature and meet our admissions criteria.
- Employers to agree to pay any fees required, in line with our fees policy.
- Confirm acceptance or rejection of any training place offered.
- Places will be allocated on the basis of: The applicant's suitability for a course. The availability of places

5.0 Initial assessments and Trade or Skill Tests

Initial assessments will usually take place at enrolment, however, if individual sector areas would like these to take place at an earlier stage with a skills or trade tests, this can be arranged in conjunction with the Functional Skills assessments.

All applicants will be required to complete an Initial Assessment. This is to assess their initial starting points and to offer support (where appropriate).

An initial assessment is not a condition of entry but may lead to a transfer to a more appropriate level of training course or the requirement to undertake agreed additional courses.

6.0 Service Level Agreement and audit compliance checks

The following service level agreement for the admission process is as follows: -

Invitation to Interview Within	2 weeks
Interview and assessment dates	Within 4 weeks
Offer letter following interview	5 working days
Referral for Additional Learning Support	5 working days
Assessor allocated	5 working days

All files will be subject to audit and compliance checks and monthly checks will be undertaken to ensure compliance.

7.0 Review and Monitoring

This policy will be reviewed annually in accordance with our internal quality assurance procedures.