Learner Admissions and Recruitment Policy

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Reviewed by: Director of Operations, Judy Foster

Introduction
Crossfields Institute’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, colour, ethnic or national origin, age, social background, religious or political beliefs, sexual orientation or family circumstances.

The Policy complies with relevant equality and diversity legislation affecting the admission of Learners and take account of sectoral best practice.

Crossfields Institute and its approved centres 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 (whether offered by the Crossfields Institute or by a Crossfields Institute affiliate).

2. Roles and Responsibilities
Overall responsibility for the Crossfields Institute’s admissions and recruitment activity and implementation of the policy lies with the Director of Operations.

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

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

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.

3. Promotion, Recruitment and Selection
All Crossfields Institute and Crossfields Institute’s approved centres 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
• 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 Criminal Records Bureau. Crossfields Institute is committed to complying with the CRB Code of Practice.
4. Information for Applicants

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

Crossfields Institute and its approved centres reserve the right to remove an offer of a place if:

- information provided by an applicant proves to be false;
- the application is for a programme where there is a requirement that an individual is registered with the Independent Safeguarding Authority (ISA) and the applicant’s registration has ceased;
- 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.

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

5. 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 the Crossfields Institute and its affiliates.

Please see Appeals and Complaints Procedure for further details.