

Learner Admissions and Recruitment Policy

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.

This Policy complies with relevant equality and diversity legislation affecting the admission of learners and takes account of 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 or qualifications (whether offered by Crossfields Institute or by a Crossfields Institute centre).

2. Roles and Responsibilities

Overall responsibility for Crossfields Institute's admissions and recruitment activity and implementation of the policy lies with the Responsible Officer.

Crossfields Institute and approved centres have roles and responsibilities in relation to the recruitment and successful admission of learners.

Each Crossfields Institute approved centre should designate overall responsibility for learner admissions to one member of staff (usually the programme coordinator).

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 (where relevant)
- Be informed about pastoral and academic support services
- Know the cost of their chosen programme or qualification and sources of financial support (if any)

Selection policies and procedures will be clear to enquirers/applicants and followed fairly, courteously, consistently and efficiently. For some qualifications and programmes there will be specific entry requirements (for example, learners may be required to demonstrate a specified level of written and spoken English) which potential applicants will be made aware of at enquiry stage.

Any learner who will be in unsupervised contact with children and/or vulnerable adults on a regular and sustained basis or participating in "regulated activity"¹ as part of their programme

¹ <https://www.gov.uk/government/collections/dbs-eligibility-guidance#regulated-activity-and-workforces>

of study, will be required to gain an enhanced disclosure certificate from the Disclosure and Barring Service (DBS) in England and Wales, or a PVG certificate from Disclosure Scotland or an AccessNI check in Northern Ireland. Learners from other countries will need to meet relevant national requirements. Crossfields Institute is committed to complying with the DBS 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;
- 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 or qualifications (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 Crossfields Institute and its centres.

Please see the Crossfields Institute Appeals and Complaints Policies and Procedures for further details.

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Reviewed by: Head of Quality, Alison Richards