



## Windmill Training Ltd. Learner recruitment & registration and certification policy

### **POLICY STATEMENT**

This policy concerns our responsibility to:

- Identify learning needs and learning support needs.
- Ensure that learners are appropriately placed on courses.
- Optimise learner achievement.

### **Ethos & aims.**

The Service recognises that learner recruitment and selection procedures should be as welcoming and uncomplicated as possible. As such, they must be sensitive to the varied backgrounds and needs of our learners.

Learner recruitment and selection procedures should facilitate learners taking responsibility for their own learning.

All staff involved in initial assessment will be properly qualified and skilled and have the relevant up-to-date knowledge.

### **Responsibility and scope**

The policy covers all learners, all academic staff, enrolment staff, and any other staff who provide course information.

### **Implementation**

1. The course information that learners receive when or before they apply will clearly explain: entry requirements, progression routes, content, outcomes, teaching methods and materials that learners may need to purchase. In some cases, Learners may be informed during their induction of recommended materials / study aids.

2. The Service will provide a consistently high quality of course information however it is delivered e.g., from website, via telephone or face to face.

3. All teaching staff will assess their learners' ability and skills, relevant to the area of learning, to identify their learning and support needs at the start of the course. This process will be appropriate to the nature of the course and the needs of the before being allocated a course.

Date reviewed: 6<sup>th</sup> October 2023

Next review: 6<sup>th</sup> October 2025 by Quality assurance manager



4. All teaching staff will ensure that all learners receive an induction appropriate to the course to include, for example: course content, teaching methodologies, tutorials, individual learning plans and methods of assessment.
5. Outcomes of learners' individual skills assessment and induction will be documented in way that is transparent.
6. Information from initial assessment is incorporated in an individual and group learning plan.
7. The tutor will discuss the learner's prior knowledge and experience, specific needs, goals, starting position and range of courses. Learners will be guided and supported to set individual targets which are measurable, achievable and within a specific time frame.
8. Learning will be reviewed regularly by learner and tutor.
9. At the enrolment stage, learners will have the opportunity to identify any learning support needs. However, tutors will also monitor learners throughout the course to identify any specific learning support needs.
10. If the Service does not have the resources to meet the needs of a learner, then that learner will be advised on how else to proceed or be referred to alternative provision.

### **Monitoring**

1. Learner recruitment and selection procedures will be regularly reviewed by Heads of Windmill Training in the light of review, retention and achievement data, learner and tutor feedback and lesson observations.
2. Windmill Training will identify the training needs of their staff and either cover the topic during the curriculums staff meeting or refer to external training.

### **Certification**

1. On completion of an accredited course, the learner's certificate will be applied for to the awarding body within 10 days of internal verification.
2. On receipt of the certificate this will be sent to the learner within 5 days and sent by tracked delivery to the learner.