

Lynher Training Ltd Learner Recruitment Policy

Lynher Training Ltd wholeheartedly endorses the principles of equality and diversity in its recruitment and selection of learners. To ensure equality in selection of learners, a standard set of documentation is used. To ensure diversity, learners are recruited through a variety of agencies such as the Job Centre, DWP, the probation service, MOD, self-referral, careers open days, dialogue with employers and other marketing activities.

We believe that a robust 'initial advice and guidance process' is vital in ensuring that learners are recruited onto appropriate programmes, and that any additional support can be identified at an early stage, in order for the learner to attain their full potential.

A holistic approach will be taken in carrying out initial assessment and this will consist of the completion of a candidate profile, either in person or by phone. This will include a questionnaire to capture details of prior education, previous and current employment, details of any additional needs that would require support, and a basic skills assessment. Any additional information supplied by the referring agency and/or the learner, will also be taken into consideration, e.g. Prior Achievement, APL, Action Plans, etc. Results of initial assessment will be discussed with the learner where appropriate.

All APL / RPL should be reliable, current & valid (ie. Within date) and will be open to approval by any assessor or invigilator, who have a right to verify the authenticity of any such evidence by any recommended method at their disposal. All decisions reached may be subject to appeal under the "Complaints & Appeals" procedure.

We take care to ensure that the principles of equality and diversity, which are applied at recruitment, are rigorously followed throughout the learning experience, with regular reviews to ensure that every candidate has an equal chance to achieve.

Reviewed/updated:

October 2011

August 2012

July 2013

June 2014

28th October 2014

5th May 2015

7th June 2016

26th October 2016