

Lynher Training Ltd Learner Recruitment and Induction Policy. **(Including IAG)**

Lynher Training Ltd wholeheartedly endorses the principles of equality and diversity in its recruitment and selection of learners. To ensure equality in the 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.

IAG (Initial advice and guidance)

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. Only fully trained and experienced staff, namely Allen and Karen Howell undertake face to face IAG. Not only do Allen and Karen have over 30 years' experience in recruiting and profiling learners, they also completed IAG training by Matrix (Quality standard for Information advice and guidance services) in 2009, and Lynher Training was awarded the **MATRIX Certificate of Quality standard for IAG services.**

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, Action Plans, etc. Results of initial assessment will be discussed with the learner where appropriate. All RPL (Recognition of Prior Learning) will be assessed in accordance with our Recognition of Prior Learning Policy. All decisions reached may be subject to appeal under our "Complaints & Appeals" procedures.

OAGM (Ongoing Advice, Guidance and Monitoring)

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.

Induction: *See separate sheet* Lynher Training Instructor/ assessor guidelines for introduction for learners, and Lynher Training, training commitment crib sheet.

All learners are continually monitored throughout their time with us, and guidance and advice given as needed, to ensure their Health & safety, and Wellbeing, and their *current* fitness to take part in training sessions. Candidates are given many opportunities (including face to face interview with trained IAG officer), to disclose any details of medical or mental health conditions, or medication etc. (IAG, booking form, joining details, course session induction) which may affect their learning and fitness to take part. However, we are aware that it is possible that candidates could have withheld relevant information, and also that things can change from day to day, therefore it is essential to constantly monitor learners during training, to observe any changes in behaviour which could indicate a problem. All of our instructors are highly trained not only in their specific subject area but also in Health and Safety and Risk Assessment, Safeguarding, PREVENT, and Equality and Diversity, and all are

extremely reliable and capable mentors for their learners. Any identified problem is immediately dealt with; either discussed with the learner, closely monitored, reported to safeguarding and/ or directors and course managers, emergency services -whichever is appropriate. Problems however are extremely rare because of the excellent profiling, but there is never complacency, especially due to the often-dangerous nature of the subjects (Forestry Arb, Agriculture, construction)

Reviewed/updated:

October 2011

August 2012

July 2013

June 2014

28th October 2014

5th May 2015

7th June 2016

26th October 2016

29th November 2017

28th November 2018

20th June 2019