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Cornwall Neighbourhoods for Change Learner Admissions and Recruitment Policy

1. Introduction

Cornwall Neighbourhoods for Change'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.

Cornwall Neighbourhoods for Change 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.

2. Roles and Responsibilities

Overall responsibility for Cornwall Neighbourhoods for Change's admissions and recruitment activity and implementation of the policy lies with the Responsible Officer. Cornwall Neighbourhoods for Change have roles and responsibilities in relation to the recruitment and successful admission of learners.

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 Cornwall Neighbourhoods for Change's 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 centre where they will be taught (where relevant)
- Be informed about pastoral and academic support services

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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 or participating in "regulated activity" as part of their programme of study, will be required to gain an enhanced disclosure certificate from the Disclosure and Barring Service (DBS). Cornwall Neighbourhoods for Change 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 Cornwall Neighbourhoods for Change. Cornwall Neighbourhoods for Change reserves 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 Cornwall Neighbourhoods for Change. Please see the Cornwall Neighbourhoods for Change's Complaints Procedure for further details.