



Westwood Training and Consultancy

Learner Recruitment Policy

Purpose

This policy sets out WTC commitment to Identify learning needs and learning support needs. To Ensure that learners are appropriately placed on courses to Optimise learner achievement

WTC is committed to anti-discriminatory practice to promote equality of opportunity and valuing diversity.

Statement of intent

Equality of opportunity is a key and integral part of WTC vision. The centre aims to be a truly open, accessible and diverse organisation and is committed to the principle of equal opportunities in employment and education regardless of a person's gender, race, sexual orientation, age, disability or religious belief, or any other specific factors that results in discrimination.

WTC recognises that learner recruitment and selection procedures should be as welcoming and uncomplicated as possible. As such, we are sensitive to the varied backgrounds and needs of our learners. Our learner recruitment procedures should facilitate our learners taking responsibility for their own learning.

To achieve this, we need to ensure that our policies provide access for everyone and do not place any unnecessary barriers to entry.

Scope

This policy statement covers all learner, staff, sub-contractors and volunteers.

WTC recognises that learner recruitment and selection procedures should be as welcoming and uncomplicated as possible. As such, we are sensitive to the varied backgrounds and needs of our learners. Our learner recruitment procedures should facilitate our learners taking responsibility for their own learning.

Implementation

The course information that you receive when or before you enrol will clearly explain:



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- Entry requirements,
- Progression routes beyond the course (for learners with different backgrounds),
- Teaching methods,
- Materials that learners may need to purchase (namely additional mentoring days)

We will assess your ability to complete the qualification upon application. This means that we will check your certificates to ensure that you meet the minimum educational standards outlined in the student handbook. This ensures that you will be able to complete modules at Level 3 or 4 depending on your registration.

At enrolment you will have the opportunity to identify any learning support needs. However, WTC tutors will also monitor your submissions throughout the course to identify any specific learning support needs. If WTC does not have the resources to meet your needs as a learner then you will be advised on how else to proceed or be referred to alternative provision.

Learner Engagement at WTC stems from an effective partnership between students and staff. As education provider we are committed to supporting the learning experience of our students and facilitating the successful completion of our courses. In return, we expect students to suitably engage with their programme, communicating as appropriate with members of our staff, and demonstrably striving to achieve their qualification.

As such, WTC shall:

- Use its reasonable endeavours to deliver your course with reasonable care and skill and as far as possible, in accordance with the description applied to it in the prospectus.
- Clearly explain the academic requirements of your course of study to you.

You, as student shall:

- Fulfil all the academic requirements of your programme to the best of your abilities. This includes but is not limited to: submitting coursework and other assignments; attending examinations and other required events on time; and acting in accordance with the relevant policies, rules and regulations of WTC.
- Contact WTC staff in a timely fashion with regard to any issues affecting your submissions or attendance.
- Take responsibility for your own learning, assignment completion, and examination preparation with reference to the relevant assessment, as well as the outcomes and results of all of these.
- Understand that due to the new and evolving nature of Early Years, course content and requirements may change over time.



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- Recognise that due to the current environments in which training takes place, there may be alternate activities and rescheduling needs based on situational circumstances beyond the control of WTC and its staff.
- Treat all WTC staff, as well as other members of the WTC community, with fairness and respect, and at all times follow WTC's Code of Conduct and Malpractice Policy.

Associated Policies

Equality, Inclusion and valuing diversity policy
Learns Induction Policy
Health and Safety Policy
Complaints Policy
Appeals Policy
Assessment Policy
Reasonable Adjustments policy

Review

The policy will be reviewed in September 2025.

We will review this policy and its associated procedures annually as part of our self-evaluation arrangements and/or in response to customer, or regulatory feedback and any trends that may emerge in the types of queries we may have received.