Recruitment Policy

Stanford Training (ST) strives to promote and create opportunities for our learners to develop personally and professionally in a supportive environment. We are dedicated to delivering a quality service and achieving the highest standard of teaching and training possible. This policy sets out how ST recruits and admits learners to all programmes, ensuring compliance.

Learning and Teaching Transparency

ST will ensure that relevant information is accessible to all learners and staff members. A culture of openness and transparency is to be followed and therefore all relevant programme information, e.g. schedules and assessment requirements will be made available in hardcopy and electronic format for all. ST ensures that all learner recruitment, enrolment, and induction materials are accurate, accessible, and reflect current course requirements set by the awarding organisation.

Learner eligibility and Admissions

ST aims to attract suitably qualified learners to all of its programmes, in line with our Centre ethos and funding body requirements. Class numbers will be managed to maintain a supportive and personalised learning environment. Admission levels will be monitored against set targets by the Academic Manager, while ensuring that all recruitment and eligibility checks are completed in accordance with ESFA Funding Rules and awarding organisation requirements.

All personal data collected during the recruitment and enrolment process will be handled in accordance with the Data Protection Act 2018 and UK GDPR. Information will be used solely for the purposes of course administration, funding eligibility, and awarding body registration.

Admission levels will be measured against specific set targets as outlined by the Academic Manager, whilst implementing the eligibility policy to ensure that the Centre promotes integrity and fairness throughout the recruitment process.

Learner Participation

Learner representatives in each class will play an important role in the Centre quality assurance. ST will strive to develop systematic methods for gathering learner feedback on education programmes and support services to ensure constant improvement. Fair methods for processing complaints and appeals and a commitment to speedily and adequately address perceived issues are fundamentals in ensuring our learners' rights.

Learners who wish to appeal an admissions decision or raise concerns about the recruitment process may do so through the ST Complaints and Appeals Policy. This ensures fairness and transparency in accordance with ESFA and awarding organisation standards.

Learning

ST will endeavour to create an environment in which learners can take responsibility for their own learning. Therefore, all relevant course information will be accessible and all library and IT facilities readily available. ST encourages the use of group and project work; study areas will be provided to enable this.

ST ensures that learners are fully informed of course expectations, assessment requirements, and progression opportunities during recruitment and induction, in line with awarding organisation and ESFA guidance.

Learner Support

ST will always maintain and improve the academic and support services available to learners. The Centre is committed to providing a stimulating learning experience in a supportive environment and therefore must strive to have the best support system for the learners in place.

ST will also ensure that initial assessments, including English and maths where applicable, are completed for all learners prior to enrolment, and that reasonable adjustments or additional learning support are offered where required.

Recruitment officers must comply with the eligibility criteria outlined below to ensure that all recruitment decisions are fair, transparent, and in line with current ESFA Funding Rules

202/26. Eligibility evidence must be retained for audit purposes, and apprenticeship learners must have signed Apprenticeship Agreements and Commitment Statements in place before learning begins.

16-18 Apprenticeships

- Level of qualification to be undertaken Level 2 or 3.
- Age: Must be below 19 at start of programme.
- Prior qualifications: Must not have obtained a prior qualification at Level 4 or above – ie degree or NVQ 4 – or have a qualification at a similar level in the same area.
- Employment: Apprentice must be employed for 30 hours. Only in exceptional circumstances will learners who work less than 30 hours be enrolled on to programme. Confirmation & Agreement to be obtained from MIS manager prior to enrolment of these learners.

- Level of qualification to be undertaken: Level 4 or 5.
- Age: Must be 18 or above at start of programme. (Learners under 18 are generally not funded for Level 4–5 apprenticeships.)
- Prior qualifications: Must not have obtained a prior qualification at Level 5 or above – e.g., master's degree or QCF/Apprenticeship Level 5 or above – or a qualification at a similar level in the same subject area, as defined by the awarding organisation.
- Employment: Apprentice must be employed for a minimum of 30 hours per week. Learners working fewer than 30 hours require prior written approval from the MIS Manager, with documentation retained for audit purposes.

19-23 Apprenticeships

- Level of qualification to be undertaken: Level 2 or 3.
- Age: Must be over 19 and under 24 at start of programme.
- Prior qualifications: Must not have obtained a prior qualification at Level 4 or above – ie degree or NVQ 4 – or have a qualification at a similar level in the same area.
- Employment: Apprentice must be employed for 30 hours. Only in exceptional circumstances will learners who work less than 30 hours be enrolled on to

programme. Confirmation & Agreement to be obtained from MIS manager prior to enrolment of these learners.

- Level of qualification to be undertaken Level 4 or 5
- Age: Must be over 19 and under 24 at start of programme.
- Prior qualifications: Must not have obtained a prior qualification at Level 5 or above – ie master's degree – or QCF/Apprenticeship at Level 5 or above or have a qualification at a similar level in the same area.
- Employment: Apprentice must be employed for 30 hours. Only in exceptional circumstances will learners who work less than 30 hours be enrolled on to programme. Confirmation & Agreement to be obtained from MIS manager prior to enrolment of these learners.

24+ Apprenticeships

- Level of qualification to be undertaken: Level 2, Level 3, Level 4, or Level 5 (depending on funding eligibility).
- Age: Must be 24 or over at start of programme.
- Prior qualifications: No restrictions, but funding eligibility must be checked if learner already holds a qualification at the same or higher level in the same subject area. Learner must be new into the job role/sector, or, if in an existing role, require significant new knowledge and skills. The apprenticeship must be the most appropriate programme of learning.
- Employment: Apprentice must be employed for a minimum of 30 hours per week. Learners working fewer than 30 hours require prior written approval from the MIS Manager, with documentation retained for audit purposes.

Traineeships

- Level of qualification to be undertaken Level 2.
- Age: Must be 16-24 on the first day of learning.
- Prior qualifications:
- 16-18: Have not yet achieved a full Level 3 qualification.
- 19-24: Have not yet achieved a full Level 3 qualification.

- Employment: Must be unemployed on first day of traineeship, have little work experience and be focused on work or the prospect of it.

Sector Based Work Academies

- Level of qualification to be undertaken Level 2
- Age: Must be 19 or over at start of programme.
- Prior qualifications: No restrictions.
- Employment: Must be unemployed.

24+ Learning Loans

• Level of qualification to be undertaken: Level 2 (if part of current DWP-approved programmes).

• Age: Must be 19 or over at start of programme.

• Prior qualifications: No restrictions.

• Employment: Must be unemployed on the first day of programme.

• Note: SBA programmes are subject to current DWP funding rules. Providers must confirm programme eligibility prior to enrolment.

Policy Date: 01/11/2025

Next review date: 31/10/2026

Signed: