

Learner Recruitment Policy and Procedure

1. Scope and Purpose

Loughborough College is committed to providing a clear and concise procedure confirming that applications are welcomed from all prospective applicants with the motivation to learn and the potential to succeed. The college is committed to ensuring equality of opportunity for all individuals seeking a place on a programme, and will ensure that all applications are dealt with on an individual and contextualised basis making reasonable adjustments where necessary.

This policy relates to learners applying and enrolling onto all course types, be they self, employer, or Government funded, or delivered on campus, in the workplace or remotely.

2. Policy Statement

Loughborough College has an inclusive culture and will ensure that all applications are dealt with on an individual basis and are considered fairly in line with the college's Equality and Diversity Policy and Equal Opportunities legislation.

The college has strong links with local authorities and complies with current SEND (Special Educational Needs and Disabilities) legislation to ensure best endeavours are applied throughout a learner's journey.

Reasonable adjustments will be made at any stage of the recruitment process as appropriate, to ensure equality of access for all. These reasonable adjustments may be necessary at various stages to include advertisement, information, invitation, open day, interview and enrolment.

3. Admissions Requirements

Criteria for Admission

- The applicant meets the specific entry requirements of a programme or course
- The applicant meets all other admissions criteria
- An applicant for an onsite delivered course attends an Applicant Event and completes an appropriate interview process, where required by a specific programme or course.
- An applicant for an offsite delivered course attends a variation of an Applicant Event and also completes an appropriate interview process, where required by a specific programme or course. The venue to be determined.
- The applicant agrees to pay any fees required (admission to the college is conditional upon the payment, or agreed arrangements for the payment, of any fees by the due date- Example student loan in place or direct debit set up)

- Where employers are sponsoring the training, the employer agrees to pay any fees required (admission to the college is conditional upon the payment, or agreed arrangements for the payment, of any fees by the due date)
- For apprentices, the employer agrees to pay any fees required through their Levy or monthly 5% contribution charge (admission to the college is conditional upon paperwork signed to agree arrangements for the payment, of any fees by the due dates)
- There are places available on the programme of study i.e. target numbers have not yet been met
- The applicant accepts the offer of a place within specified timescales.
- The applicant agrees to the Terms and Conditions of the college at the time of accepting an offer of a place
- The applicant attends their designated Enrolment date, or proposed alternative ahead of the commencement of the academic year.
- References that are satisfactory to the college (including ILP history) are received about the applicant where needed/relevant.

Pre-16 Applicants

- Applicants under the age of 16 will not usually be permitted entry to a full-time course at the college. (contact Student Recruitment for advice)

4. Right to refuse an Applicant

Under certain circumstances the college may reserve the right to refuse a place to an applicant for the following reasons:

- Where there are convictions that have not been spent or can never become spent.
- Where the applicant had previously been excluded from Loughborough College or another education institution.
- Where there are outstanding debts to the college.
- Where information about the applicant is available concerning activities outside the law or the expression of beliefs which may pose a risk to others.
- Where information given by the applicant is found to be falsified, misleading, or incomplete.
- They are listed on the sex offenders register

This is not an exhaustive list, and any applications from prospective students who may fall under this section will be given full consideration by the college's Student Recruitment team in conjunction with the prospective Curriculum Manager of the chosen study area and, where appropriate, the Learner Services team.

Loughborough College welcomes students with disabilities and learning difficulties, and they will not be refused a place on the grounds of their disability, unless under exceptional circumstances as defined by the SEND code of practice, where the college are not able to reasonably meet learners needs.

Applicants who disclose a disability or learning need will be asked to make an appointment with a member of the Learning Support Team who will assess their needs and look at any reasonable adjustments that may need to be put in place. If they require a high level of support, the college may seek additional funding from the local authority. If this is not available, there may be some limits imposed on the level of support, and therefore the study programme that can be offered. Any potential learner that has an Education Health and Care Plan must notify their Local Authority that they intend to apply to the college. The Local Authority will then consult with the college and ensure we can meet the needs of the learner.

Applicants who do not meet the entry requirements for a particular programme may be given a place subject to specified conditions. These conditions will be made explicit to the applicant. A decision to admit an applicant under these circumstances will be at the discretion of the Head of the chosen study area.

5. Criminal Convictions

Where applicants have advised us of any criminal convictions the college will follow the process below;

- Additional information will be requested on a form to be completed and returned
- Where necessary a risk assessment may be requested from a qualified professional source
- A decision not to admit an applicant due to unacceptable risk will be at the discretion of a college nominated Panel.

In addition, where the college is aware that a specific notification of conviction will mean they are unable to attend required placements or gainfully commence employment within their chosen sector this will be notified to the applicant and alternative options investigated.

6. Location and Access to the Policy and Procedure

Sharepoint

College Website

7. Persons Responsible for the Policy and Procedure

VP Learner Experience

8. Linked Policies and Procedures

Safeguarding Policy

Equality and Diversity

Data Protection Policy

ALS Policy and Procedure

Fees Policy

9. Change log

Date	Version number	Details of change	Review / Revision by	
			Name	Title
Aug 23	1.2	Update for 2022/23	Dave Robertson	Student Recruitment Mgr