

## ***Candidate/apprentice Recruitment, Selection & Admission Policy***

Skills4Stem has a Higher Education Admissions policy that outlines the programmes in scope of the policy.

This policy outlines how we conduct the recruitment, selection and admission of a range of programmes. For example, those with non-traditional qualifications, applicants with additional learning needs or disabilities and those with a criminal conviction or warning. Within this policy we will outline a commitment to fair recruitment that includes the selection of candidate/apprentices using academic achievement, professional and personal experience and behaviour and attitudes.

The monitoring, implementation and review of this policy is the responsibility of the senior leadership team and will be reviewed on an annual basis.

Skills4Stem's approach to the recruitment, selection and admission of candidate/apprentices to its HE programmes is underpinned by its strategy where it seeks to recruit candidate/apprentices who would benefit from and succeed on their selected programme. To that end, entry requirements and interview arrangements are flexible. For example, the interview invitation letter explains that interviews can be rearranged and Skills4Stem will consider applicants with non-standard qualifications.

### **Information for prospective candidates/apprentices**

The recruitment activities undertaken by Skills4Stem are intended to ensure that applicants can make informed decisions about their higher education. To that end Skills4Stem provides a wide variety of information on the website including individual course leaflets that outline course fees and any additional costs.

The Skills4Stem Candidate/apprentice Handbook outlines sources of information, namely: what Skills4Stem will expect of the candidate/apprentice; what the candidate/apprentice can expect of the Skills4Stem; services and support; information on candidate/apprentice finance; information on careers and employment; further Skills4Stem information and useful contacts.

### **Application**

Skills4Stem provides application information that outlines how to apply; what to expect from the process; the checks Skills4Stem may carry out; information on special educational needs and the support available; disclosure and vetting requirements; information about certificates that the Skills4Stem may need to see; guidance on the interviewing process and decision making and how candidates/apprentices will be informed.

Those candidate/apprentices who may need support are encouraged to disclose their support needs on the application form to provide information that can be further explored at interview.

### **Criminal convictions**

Within the application form candidates/apprentices are asked to declare any criminal convictions. Any applicant who declares a criminal conviction, warning or ongoing investigation will be required to attend a meeting with the Quality Manager and the relevant curriculum colleague prior to attending an interview. At the meeting Skills4Stem will explore the level of risk and suitability for the candidate/apprentices chosen course.

### **Entry criteria**

There is a centrally agreed entry criterion for HN programmes. The entry criteria are set out in the course leaflet on the Skills4Stem website and detail the academic and non-academic requirements. Any information about admissions, courses and entry requirements is available in different formats on request.

### **Recruitment**

As part of the recruitment and selection process all candidate/apprentices applying for a programme with Skills4Stem will be interviewed prior to a recruitment decision being made.

A record of the interview will be kept on file with the interview panel completing the Skills4Stem's interview record form, recording the decision and any conditions attached. The application information outlines the process for informing applicants about the decision-making process. Following a decision, the Skills4Stem administration team will write to all successful candidate/apprentices outlining the offer and conditions.

If an applicant was deemed unsuitable then alternative programmes or a course of action is recommended following interview. If a member of staff is unable to advise a candidate/apprentice appropriately at that point they should consult with colleagues and/or managers and advise candidates/apprentices by letter.

To support transition from prospective candidates/apprentices to current candidates/apprentice joining emails are sent to applicants confirming their induction session, delivery, and assessment submission dates.

#### Withdrawal of Programme(s)

In the event of a course being withdrawn then all applicants are contacted and supported to find alternative courses.

#### Complaints Relating to the Recruitment and Admissions Process

Any complaints relating to an application to a Skills4Stem should be managed through the Complaints Procedure, which can be found on the Skills4Stem website.

#### Appeals

All applicants have a right of appeal against an admissions decision. The process to appeal is set out in the Skills4Stem Appeals Policy.

#### Data Protection

The Skills4Stem's Data Protection Policy outlines the safeguards Skills4Stem operates around applicant data. Ensuring the confidentiality of information provided by applicants during the recruitment, selection and admissions processes.

The Skills4Stem's Candidate/apprentice Handbook outlines (in general terms) information on data protection and the need to disclose to third parties.

Written By	Revision Date	Revision Number	Approved By	Review Date
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