

## Code of Practice for Admissions Officers

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This Code of Practice supports the professional and compliant management of the admissions process at Stanfords Training Ltd. It ensures that all applicants are treated fairly, consistently, and in line with current UK awarding body and regulatory requirements.

The purpose of this document is to define the roles and responsibilities of Admissions Officers in relation to learner recruitment, enrolment, eligibility checks, and compliance with awarding body and funding rules.

Stanfords Training Ltd is committed to ensuring that its admissions practices are transparent, inclusive, and compliant.

It is important that the role and responsibilities of Admission Officers are clearly articulated to ensure that:

1. Admissions Officers are fully aware of the range and scope of the responsibilities of their post.
2. The Curriculum and Quality Manager can quantify the administrative load and make adequate arrangements to support that role.
3. The selection of Admissions Officers is made in relation to a defined role and takes into consideration an individual's skills, abilities and experience.

It is recommended that this Code of Practice for Admissions Officers be adopted in support of Stanford Training's recruitment and admissions practices.

This Code sets out the roles and responsibilities of the delivery team and the admissions officers in relation to admissions.

Admissions Officers are responsible for ensuring that the delivery team fulfils its responsibilities to Stanfords Training applicants in accordance with the organisation's Admissions Policy. Admissions Officers are required to fulfil obligations in respect of the admissions process, recruitment and the provision of specialist subject advice in the determination of admissions protocols.

Admissions Officers will work closely with the Internal Quality Assurers to ensure that all learner admissions meet awarding body criteria, funding eligibility (where applicable), and centre registration requirements.

The Curriculum and Quality Manager is responsible for ensuring that Admissions Officers are adequately resourced to fulfil their role. They should appoint Admissions Officers who have the necessary skills, attributes and experiences to fulfil this role. They are required to ensure

that Admissions Officers attend the necessary training sessions and receive adequate support. This support should include appropriate relief from teaching hours and other administrative tasks, and support from other members of staff in the fulfilment of responsibilities for open and visit days.

Admissions Officers are required to fulfil responsibilities in respect of admissions, recruitment and liaison and to undergo specific development and training to fulfil these roles. It is the expectation that an Admissions Officer will be a permanent member of staff.

Admissions Officers are required:

- Managing learner applications and ensuring eligibility in line with awarding body and funding requirements.
- Verifying identification and prior qualifications to confirm suitability for the chosen programme.
- Providing accurate information, advice and guidance (IAG) to applicants in line with Matrix Standards and DfE/Ofsted, Ofqual guidance.
- Ensuring all application and enrolment data is accurately recorded on the Management Information System (MIS).
- Processing internal progression and re-enrolments in line with the organisation's Admissions Policy.
- Maintaining confidentiality and compliance with the UK GDPR and the organisation's Data Protection Policy.

## **Development and training**

Admissions Officers must complete regular CPD and training provided by DfE, Ofsted, awarding bodies and internal compliance updates. Training will include:

- Equality, Diversity and Inclusion (EDI) in Admissions
- Prevent Duty and Safeguarding
- Data Protection (GDPR)
- Centre Registration and Learner Eligibility Procedures
- Ofqual, DfE, Ofsted and Awarding Body compliance requirements.

## **Recruitment and liaison**

Admissions Officers will support marketing and learner engagement activities, including open events, community outreach, and employer partnerships.

They will ensure that information about entry requirements and progression routes is clear, current, and accurate across all Stanfords Training marketing materials and website content.

### **Qualities/Attributes required for the role:**

- Commitment to widening participation and supporting learners.
- Excellent communication and customer service skills.
- Understanding of apprenticeship standards, vocational and work-based training routes.
- Strong administrative and digital literacy skills.
- Commitment to equality, diversity and inclusion.

### **Data Protection and Confidentiality:**

All admissions data will be processed in accordance with the UK General Data Protection Regulation (GDPR) and the Data Protection Act 2018. Applicant information will only be shared with awarding bodies or funding agencies where necessary for registration and compliance purposes.

### **Equality and Diversity:**

Admissions decisions will be made fairly and without discrimination in accordance with the Equality Act 2010 and Stanfords Training Equality, Diversity and Inclusion Policy.

### **Appeals and Complaints:**

Applicants have the right to appeal or raise a complaint about an admissions decision in accordance with the Stanfords Training Appeals and Complaints Policy.

**Policy Date:** 01/11/2025

**Next Review Date:** 31/10/2026



Signature: