

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 DfE 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 DfE 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 DfE 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 DfE Funding Rules

2025/26. Eligibility evidence must be retained for audit purposes, and apprenticeship learners must have signed Apprenticeship Agreements and Commitment Statements in place before learning begins.

To be eligible for an apprenticeship, the apprentice must satisfy the requirements of the DfE funding rules. These require that the apprentice must:

- Be aged 16 or older at the start of the apprenticeship.
- Not be enrolled on another funded apprenticeship or another funded further education or higher education programme at the time you start your new apprenticeship.
- Be employed in a full-time job (minimum of 30 hours per week) or have a signed contract to start a full-time job role, which is relevant to the apprenticeship you're applying for. Note, most employers wait to issue the signed contract until after the apprentice has applied and been accepted by Stanfords Training Limited.
- Meet the qualification entry requirements of the apprenticeship standard and be able to provide original qualification certificates at enrolment.
- Only apply for an apprenticeship unrelated to any qualifications they hold at the same or higher level than the apprenticeship they wish to apply for. The apprenticeship being applied for must be unrelated in subject and content from the qualification already held.
- Not expect funding for a repeated qualification – the Department for Education (DfE) will not fund apprentices who are repeating the same qualification.
- Not be asked to contribute financially to the direct cost of your apprenticeship fees or use a student loan to finance any apprenticeship.
- Over the duration of your apprenticeship, the apprentice must:
 - Have the right to work and study in England and be one of the following:
 - A citizen of a country within the European Economic Area (EEA) or have the right to abode in the UK and have been resident in the EEA for at least the previous three years on the first day of your apprenticeship.
 - A non-EEA citizen with permission from the UK government to live in the UK, (not for educational purposes) and have been ordinarily resident in the UK for at least the previous three years before the start of learning.
 - Spend at least 50% of their working time in England.
- Follow the Department for Education funding rules.

In some cases, employers can sponsor people on apprenticeships who do not meet the DfE funding criteria, but they will not be able to use the levy funding. If this applies to your situation, our Apprenticeship Team will be able to discuss your options with you.

Policy Date: 01/11/2025

Next review date: 31/10/2026



Signed: