

Version Control			
Version	Author	Date	Changes
1.01	Quay Huong Tran ¹	23 rd May 2022	Included a version control table

¹ This date is only indicative, and the said policy may be reviewed before due to changes in the macro and/or microenvironment.

Table of Contents

1	Scope of the policy	3
2	Purpose of the policy	3
3	Location of the policy	3
4	Communication of the policy	3
5	Review of the policy	3
6	Policy	3
7	Aim of the policy	3
8	Practice	4
9	ILPs & Progression Routes	5

1 Scope of the policy

This policy covers the principles of course management and administrative procedures offered through Bliss College, ensuring that the welfare and general interest of learners are prioritised.

2 Purpose of the policy

The purpose of this policy is to implement Bliss College's commitment to developing a learning environment where all applicants and students are given the opportunity to demonstrate and realise their full potential. It aims to create and embed a culture of support and equal opportunities for students with learning difficulties and disabilities through its recruitment policy.

3 Location of the policy

You can obtain this policy by ringing our administration team on 02085144977.

4 Communication of the policy

It is important that personnel involved in the management, assessment, and quality assurance of all programs on offer, are fully aware of the contents of the policy. Management will assume the responsibility for communicating all updates to this policy to all stakeholders affected by it.

5 Review of the policy

This policy is a live document and will evolve over time. Although the review dates are scheduled above, this may change due to feedback from stakeholders, external agencies, and regulatory authorities. The review of the policy will ensure that procedures continue to be consistent with the regulatory criteria and are applied properly and fairly in arriving at judgments in promoting a fair and inclusive learning and teaching environment for all.

6 Policy

The policy is applicable to all enrolled students at Bliss College, whether studying full-time, part-time, or short courses.

7 Aim of the policy

Given that Bliss College is committed to supporting learners to make right, realistic and well-informed choices, Bliss College provides quality information, advice, and guidance as per the Awarding Body and other Regulatory Bodies' requirements. The process of quality information, advice and guidance continues from the registration to the certification of the course. Additionally, Bliss College aims to:

Policy: Learner Recruitment	Date created: December 2017	Date implemented: January 2018
Responsibility: Quay Tran	Approved by: Management	To be reviewed: May 2023

- Ensure aspirations, skills, and attributes of the learners in selection of the courses before registration. This will be achieved by undertaking relevant initial assessment.
- As much as possible, register learners within recommended timescale according to the awarding body requirements taking into consideration operational constraints as well.
- Maintain, accurate, up-to-date, and auditable centre registration, achievement, and certification records, according to Awarding Body requirements.
- Claim valid certification within the agreed time scales.
- Ensure staff are knowledgeable about their roles and responsibilities on recruitment, registration, and certification procedures.
- Maintain a secure, accurate and accessible audit trail to ensure that the registration and certification process for each learner can be tracked.
- Ensure an accurate registration process through the head of the Administrative Quality Control team.

8 Practice

All course-related information will be provided to the learners and advice and guidance will be provided to them if needed.

As part of the advice and guidance process, the quality control team will guide the learners to get as much information as possible, from student handbook or from website, so that the learner will know the outlines of the course, entry requirements, progression route to further education and the career advice and guidance.

An induction period/session will be provided for all new learners which will include a programme overview; explain the registration and certification process; outline internal and external assessment; outline key dates relating to assessment; outline learners responsibilities and rights (independent learning, appeals procedure, plagiarism, malpractice).

All learner IDs must be checked. The passport is the main and valid form of identification. For the proof of address, a utility bill (no more than 3 months from the enrolment date) or an official letter from the local authority including JCP, Council Tax or HMRC confirming learner name and address will be accepted. A copy of their national insurance (NI) number needs to be submitted as well. Learners receive their national insurance number from HMRC up to 3 months before they turn 16. If they have not received their NI number, they will need to contact HMRC and request for it. Not having these documents will delay the process of enrolment and may cause the applicant to miss the course entirely.

The Quality Nominee will liaise with tutors and assessors and ensure that a robust system of registration is in place. The system will ensure that all learners are

Policy: Learner Recruitment	Date created: December 2017	Date implemented: January 2018
Responsibility: Quay Tran	Approved by: Management	To be reviewed: May 2023

registered within all Awarding Body and Regulatory requirements. The system will provide a mechanism for checking the accuracy of learner registrations.

The Quality Nominee will ensure that all learners are aware of their registration status and that withdrawal, transfers or changes to any learners' details are kept up to date on centre systems and that the related Awarding Body will be notified.

The quality nominee will ensure that all learners registered and inducted onto courses will be familiar with the institution's policies related to malpractices, appeals, internal verification, and assessment along with the policy on reasonable adjustment and special consideration.

Staff responsible for recruiting learners require Safeguarding and Data Protection training as they will be exposed to learner's confidential information. At the start of employment, they must have an induction, which will include safeguarding and data protection, work under supervision of a senior member of staff and have a performance review every year.

Tutors and assessors are responsible for the safe storage and accurate management of assessment and achievement data. All records need to be stored safely and securely for three years post certification. However, the learner's portfolios will be returned to them, upon request, once they have been successful on a program.

Tutors and assessors, as well as the Lead IQA need to pass all records of learner achievement to the Quality Nominee (if a different person to the Lead IQA) to ensure that certification claims can be made, and internal records are updated accordingly.

The Quality Nominee will liaise with assessors and tutors. shall ensure that timely certificate claims are made, that they are based solely on internally verified records and that these are made to the awarding body. All certificates should be audited to ensure accuracy and completeness.

The Quality Nominee will ensure that unit certification takes place for the learners who have not completed sufficient number of units to receive the full award but can be certified for the units that they have been achieved.

Bliss College's administration should ensure secure data transfer of learner information to the Prime Funder or their representative.

9 ILPs & Progression Routes

As part of this policy, tutors and assessors will be expected to carry out periodic updates of Individual Learning Plans as directed by management. These ILP updates will form part of each learner progress along their chosen course, where corrective actions or support will be provided on a timely basis.

Policy: Learner Recruitment	Date created: December 2017	Date implemented: January 2018
Responsibility: Quay Tran	Approved by: Management	To be reviewed: May 2023

Learner Recruitment Policy

Towards the end of a given qualification/program, these ILPs should clearly point learners to various progressions routes available to them. Progression routes must also be made known during the early stages of the recruitment and induction process.

End.

Policy: Learner Recruitment	Date created: December 2017	Date implemented: January 2018
Responsibility: Quay Tran	Approved by: Management	To be reviewed: May 2023