



## Recruitment of Learners to all programmes Remotely

Due to the ongoing situation regarding Coronavirus, the Talented Training centre continues to be closed to the majority of face to face delivery and recruitment of learners has been changed in line with the direction of the UK Government. All recruitment of new learners will continue to be carried out remotely by Talented Training staff.

The following document outlines the procedure for ensuring that all learners are recruited onto the right programme and are eligible for funding in line with the ESFA funding rules. *(This document has been updated since it's original publication at the end of March 2020)*

This procedure covers the following:

- Responsibilities
- Referrals
- Eligibility
- Induction
- Initial Assessment
- Programme Folders

### **Blended Learning Programmes only:**

All learners recruited on to Security, Lone Parents and Construction programmes will be enrolled onto online/blended learning using the Its Learning platform with all teaching and learning activities carried out by Talented Training staff.

Learners will also have the option of being recruited onto programmes which are purely online learning with an online final assessment. Learners to these programmes will also be recruited remotely, using the same principles for blended learning programmes.

### **Responsibilities**

Responsibilities for the safe recruitment of learners onto selected programmes falls between the Administration Team, Training Manager and Teaching Staff, with intervention from Senior Managers where appropriate.

### **Administration Team:**

#### **Referrals:**

The Administration Team will work with work coaches and JCP staff in all locations to collect data relating to learners who wish to study with Talented Training.

All prospective learners' details will be added to the enquiry spreadsheet in the normal way.

A programme folder will be set up for each prospective programme and learner which will ultimately contain the sign-up paperwork required and details from their Learner Record to allow discussions to take place in the IAG phase. This programme folder to be shared with the Training Manager, Progress Tutor and Class Tutor.

Administration staff send out a text message to each learner who has expressed an interest to study with us or who has been referred, to let them know that an online enrolment form needs to be completed.

This text message is followed up by an email requesting that the learners complete the following documents contained in the link:

- Online enrolment form
- PLR/LRS documentation
- Completed PDF enrolment form
- Health and Safety Form
- Self-Declaration Form
- ALS Form

Once these documents have been completed, there is a notification within the CRM system which Admin staff can check and monitor. If learners have not successfully completed this paperwork, they will be sent follow up texts, emails and links.

Once the learners have completed this paperwork, a further text message will be sent for the learners to take part in a Zoom meeting with a member of the recruitment team at which time the following documentation will be completed:

- Training in the use of Zoom
- Completed IAG Form – fully completed
- Skills Scan form – fully completed for each programme

Recruitment staff should also ensure during this call that all learners have:

- Access to Wifi
- Access to a laptop/PC
- Sufficient ICT skills to be able to access online materials, e.g. correct version of Adobe, ability to open attachments from emails

The above should form part of the IAG process and notes should be made clearly on IAG paperwork confirming the above points.

Learners should be informed that as part of the recruitment process, they must complete online screening for maths/English and that a link will be sent separately to them.

The above forms, once completed, will be stored in the learner file on the shared area.

All learners who have successfully completed all paperwork and taken part in the Zoom call will be placed on a register ready to start their programme.

All learners will be allocated a programme on the Its Learning site and they will be uploaded to the platform in time for their programme start date by the Quality Manager.

#### **Eligibility:**

The Administration Team will carry out eligibility checks on each learner to determine eligibility for each programme and any Recognition of Prior Learning (RPL). A copy of the LRS document will be saved into a learner folder.

Any queries relating to RPL or eligibility should be escalated to the Training Manager and Quality Manager for confirmation prior to a learner being accepted to the recruitment process.

### **Maths/English Screening**

Following successful completion all of the above paperwork, and recruitment staff are comfortable that learners meet the criteria to study online, a link should be sent by the Admin Team/Progress Tutor to each learner to Skills Forward so that they can complete their online assessments.

These online assessments must be completed before the learner embarks on their online programme. The Training Manager and Progress Tutor are responsible for monitoring progress through these assessments and chasing up learners where required.

#### **Note:**

***If a learner has not completed their online assessment prior to the programme starting, they will not be able to begin their programme.***

Results of all Initial Assessment should be fed back to the class tutor as soon as possible so that any adjustments to teaching can be incorporated into schemes of work and lesson plans. A copy of the results should also be sent to Senior Managers.

Any learner who is highlighted as requiring additional support should be followed up initially by the Progress Tutor ensuring that the class tutor is aware of any interventions being put in place.

### **Programme Folders**

Following the completion of the recruitment process, all programme folders must be fully completed and accessible to the Administration team so that:

- A class register can be created in time for the first day of learning and shared with the relevant staff
- Learner details can be picked up easily and input to the ILR can take place in a timely manner to ensure funding can be claimed

### **Teaching Staff:**

#### **Induction:**

An induction file is provided to all teaching staff within the Its Learning platform for the programme they are teaching. A copy of the learner handbook is contained in this file along with an induction power point presentation.

#### **Note:**

**Any learner who does not have the full paperwork completed which is fully visible in the Assessment Pack on the shared area will not be permitted to start the programme**

**Where paperwork is missing/outstanding, learners will not be placed on a register and therefore should not take part in any classes.**

Any outstanding paperwork not collected at induction/recruitment/IAG will be highlighted by the Admin Team member responsible for that programme, and the Training Manager and tutor will then subsequently ensure that the correct paperwork is put in place in a timely manner.



### **Online Learning Programmes only**

This process refers to the recruitment and registration of learners for the Psittacus platform where learners will be following either of the following programmes:

Level 1 Award in managing your own Money (603/3790/4)

Level 1 Certificate in Managing Finances (603/4260/2)

Level 1 Award in Ways to maintain Personal Well-being (603/5030/1)

All learning is using the online Psittacus platform with tutor support where required, with final assessment being taken online.

### **Referrals and Recruitment:**

Referrals for these programmes are through the normal referral process route.

A programme folder will be set up for each prospective programme and learner which will ultimately contain the sign-up paperwork required and details from their Learner Record to allow discussions to take place in the IAG phase. This programme folder to be shared with the Training Manager, Progress Tutor and Class Tutor.

There is also the option to offer these programmes to existing learners as an additionality to their current programmes. The decision to offer learners additionality will be made by the Training Manager along with the Senior Management Team.

The referral and recruitment process is the same as that for referrals and recruitment remotely; this is detailed in the first part of this document.

All paperwork required for learners should follow the process laid out above i.e.

- if the learner is NEW to Talented Training, the following paperwork is required:
  - PLR/LRS documentation
  - Completed PDF enrolment form
  - Health and Safety Form
  - Self-Declaration Form
  - ALS Form
  - Completed IAG Form – fully completed
  - Skills Scan form – fully completed for each programme
  - Individual Learning Plan (ILP)
  
- Where a learner has studied previously with Talented Training, within the same academic year, then an Additional Learning Form should be completed showing details of the programme being enrolled upon

All Learners are subject to IAG to ensure that they are fully aware of the programme they have enrolled upon and are aware of the assessment process. Details of the IAG meeting should be logged by the member of staff conducting this meeting.

### **Note:**

**Any learner who does not have the full paperwork completed which is fully visible in the Assessment Pack on the shared area will not be permitted to start the programme**

**Where paperwork is missing/outstanding, learners will not be placed on a register and therefore should not take part in any classes.**

Any outstanding paperwork not collected at induction/recruitment/IAG will be highlighted by the Admin Team member responsible for that programme, and the Training Manager and tutor will then subsequently ensure that the correct paperwork is put in place in a timely manner.

### **Support**

As part of the recruitment process, learners take part in a Zoom meeting to offer support in logging on and how to operate the system. Support is also given in terms of assessment and how learners should upload their ID. The Training Manager leads this Zoom meeting, along with a member of the Administration Team.

A nominated tutor will be allocated to learners to give additional support should this be required throughout the programme.

A learner handbook should be sent to each learner following this meeting along with (when available) a video explaining the logging in process.

### **Registration**

Learners should be registered with SkillsFirst following usual processes.

### **Tracking**

A matrix is in place to track learners progress which is updated by the Training Manger and nominated tutor on a daily basis. This is RAG rated and all learners showing in Amber are followed up by the nominated tutor to ensure that learners are on track.

### **Achievements**

The Quality Manager receives an email from the Psittacus site when a learner has completed an assessment.

If the learner has passed, the exam will be verified and certification will be requested by downloading an online certificate.

All learners who are successful should then be achieved on the ILR and on the SkillsFirst website.

If learners are unsuccessful, they would be informed by the nominated tutor and following a conversation to ensure they are confident with the material and feedback on their performance, be offered a further opportunity to take the assessment.

The following shows the process for the different types of learners currently being recruited by Talented Training staff:

<b>New Referrals</b>	<b>Existing Referrals</b> e.g. those learners on lists who never converted to a learner	<b>Existing Learners</b> e.g. those learners who are progressing to additional programmes
When the referral comes through, the learner is placed on the next available programme	Learners are contacted by Admin to check if they wish to be considered for a programme	Learners are contacted by Admin/Tutors to determine whether or not they wish to complete an additional programme
A PLR is created for each learner to ascertain RPL	During this call, IT facilities available to the learner are established	IAG takes place to ensure learner is placed on the correct programme
A phone call takes place with Admin staff to determine IT facilities available to the learner	Skills audit and IAG completed	Admin send learner an Additional Learning Form to sign and date
Skills Audit and IAG completed with a member of staff	Link sent to learners containing enrolment paperwork for the learner to complete	Upon receipt of signed form, they are placed on the next available programme.
Link sent to learners containing enrolment paperwork for the learner to complete	The learner is sent a link to Skills Forward so that English and maths IA can take place	Learners receive a text message reminding them of their start date
The learner is sent a link to Skills Forward so that English and maths IA can take place	All forms are collaged into the learner file	
All forms are collaged into the learner file	Learners receive a text message reminding them of their start date	
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**It is important when working with existing learners/referrals that the PLRs previously created for these learners are used as part of the IAG to ensure RPL is fully accounted for**

**Note:**

For **ALL** learners, if any Assessment Pack stored on the shared area is incomplete and there are elements of the paperwork missing, the learner will not be placed on the register and will at that point be classed as ineligible to begin the programme until such time as all paperwork is correct and in place.