

## Learner Recruitment Policy

### 1.0 Purpose

Regent Institute Middle East (RIME) Learner Recruitment policy is based on a commitment to a fair admissions procedure, in which applicants are evaluated only on their merits, abilities, and potential, and are not discriminated against based on gender, colour, ethnicity, or country of origin.

### 2.0 Aim

The aim of this policy is to:

- build up such learner recruitment and selection procedures which are as welcoming and uncomplicated as possible. They must be sensitive to the varied background and needs of our learners.
- procedures should facilitate learners taking responsibility for their own learning.
- all staff involved should be well qualified and skilled with the most relevant and up to date information.

### 3.0 Implementation

3.1. The course information RIME learners receive when or before they apply will clearly explain entry requirements, progression routes, content, outcomes, teaching methods and materials that learners may need. In some cases, learners may be informed during their induction of recommended materials / study aids.

3.2. RIME will provide a consistently high quality of course information however it is delivered in line with the RIME Teaching Learning Assessment Curriculum Continuum (TLACC) Strategy.

3.3. All teaching staff will assess their learners' abilities /skills, relevant to the area of learning, in order to identify their learning and support needs at the start of the course. This process will be appropriate to the nature of the course and the needs of the learners.

3.4. All teaching staff will ensure that, wherever appropriate, learners will receive a personal interview prior to being placed on a course.

3.5. All teaching staff will ensure that all learners receive an induction appropriate to the course to include, for example, course content, teaching methodologies, RIME TLACC strategy, tutorials, individual learning plans and methods of assessment.

3.6. Academic leads will ensure that information from initial assessment is incorporated in an individual and group learning plan.

3.7. As part of the ILP Process, a tutor will discuss the learner's prior knowledge and experience, specific needs, goals, starting position and range of courses. Learners will be guided and supported to set individual targets which are measurable, achievable and within a specific time frame.

3.8. The ILP will be reviewed regularly by learner and tutor who will sign and date each review.

3.9. At the enrolment stage, learners will have the opportunity to identify any learning support needs. However, tutors will also monitor learners throughout the course to identify any specific learner support needs.

3.10. If RIME does not have the resources to meet the needs of a learner, then that learner will be advised on how else to proceed or be referred to alternative provision.

## 4.0 Monitoring

RIME's course leaders will closely monitor the tutor's implementation of the ILP process.

The Academic Head will identify the training needs of the team and either cover the topic during the curriculum staff meeting or communicate these needs to the HR team as appropriate.

## 5.0 Review

The service quality review team will monitor the implementation of this policy.

### Staff Members Involved

Course Team Leaders

HR Manager and Academic Head

Service Quality Review Team

## 6.0 Review

This Policy will be reviewed annually by the RIME Senior Management Team.

It will also be reviewed annually by the Academic Head with the academic leads in the light of attendance, retention and achievement data, learner and tutor feedback as well as lesson observations.

For advice and support please contact the Academic Head.

## Policy Information

Purpose	Policy Information
Title	Learner Recruitment Policy
Document Number	0169/79
Purpose	Regent Institute Middle East learner recruitment policy is based on a commitment to a fair admissions procedure, in which applicants are evaluated only on their merits, abilities, and potential, and are not discriminated against based on gender, colour, ethnicity, or country of origin.
Audience	Staff; Learners
Category	Operational
Next review date	March, 2024

## Version Control

Version	Author	Amended by	Date	Comments
1.01	DoS	DGS	26/9/2022	Policy approved by RIME Governance Committee
2.01	AH	QAC	20/3/2023	Policy approved by RIME Quality Assurance Committee