



**MAGNUM OPUS TRAINING**

**ALTERNATIVE EDUCATION**

# Recruitment, Registration and Certification Policy

**Last Review Date: September 2024**

**Next Review Data: September 2025**

Signed: 

Mr S King

Education Director

Section 1: Statement

Developing a curriculum which is relevant to the 21st century that gives pupils the ability to be successful and to achieve is paramount to the schools' educational principles. To this extent a range of courses and curriculum pathways are open to young people both academically, vocationally and pathways which have both academic and vocational elements. To support pupils in making the right realistic and well-informed choices Magnum Opus Training is committed to quality information, advice and guidance.

For this policy and to reflect differing terminology between different awarding bodies, the word pupil also refers to a learner and to a student and the term Curriculum Leaders also refers to tutors and all learning teams and to Programme Leaders. The word assessor refers to any member of staff who has responsibility for assessing pupils' work.

## Section 2: Aims

1. To ensure that all pupils are recruited for courses based on their aspirations, skills and attributes, with integrity and professionalism.
2. To ensure that pupils are recruited and registered for the correct programme and within the correct timescale.
3. To ensure that accurate, up to date and auditable centre registration, achievement and certification records are maintained in accordance with examination board requirements.
4. To establish the roles and responsibilities of staff involved in the recruitment, registration and certification procedures.
5. To claim valid pupil certificates within agreed timescales.
6. To construct a secure, accurate and accessible audit trail to ensure that individual pupil's registration and certification claims can be tracked to the certificate which is issued for each pupil.
7. To ensure that a mechanism is in place for Curriculum Leaders to check the accuracy of learner registrations.

### Section 3: Student Recruitment

1. Curriculum leaders will provide information relating to courses for publication electronically as part of the quality information advice and guidance system. Such information should outline the requirements of the course, the possible entry requirements, a progression route and the possible careers that a successful applicant could pursue.
2. Taster sessions of any new courses are encouraged to give possible recruits' a flavour of the type of work undertaken and where possible an example of the method of assessment used.
3. A period of induction will be given to pupils undertaking new courses but it is envisaged that withdrawals will be at a minimum with robust information, advice and guidance processes.
4. Curriculum leaders will speak to pupils personally who they feel may struggle to engage with the course materials and or the assessment procedures. Curriculum leaders should always look to tailoring the methods of assessment to suit the individual needs of pupils in order to make courses accessible.
5. Where courses with vocational elements are offered to younger pupils with limited experience of the world or work, then the programme leaders will ensure that the design of such course materials will take this into account.
6. Opportunities through guest speakers, visits to industrial establishments, co- ordination between the course materials and the schools work based learning programme will be some of the ways in which Curriculum Leaders ensure that pupils are given relevant experience of the workplace.
7. The examination officer shall ensure that a robust system of registration is in place to ensure that all pupils are registered on courses in line with the examination board's requirements and within the deadline. Such a system should take account of checking details of pupils, the type of course they have been registered on and the need to cross check all details with Curriculum Leaders.
8. Curriculum Leaders will ensure that all pupils registered and inducted on to courses will be familiar with the centres policies relating to malpractice, appeals and internal verification and assessment along with the policy on reasonable adjustment and special consideration.
9. The Examinations Officer shall ensure that the transfer of data between centres is also completed in the event of a pupil transferring between centres.
10. The Examinations Officer shall ensure that all pupils are aware of their learner status and that withdrawals, transfers or changes to any pupil's details are kept up to date in the centre and that examination boards have been notified.
11. Curriculum Leaders are responsible for the assessment data held by the examination boards is accurate and that they can provide an audit trail of pupil assessment and achievement which can be made accessible.
12. The Examinations Officer shall ensure that timely certificate claims are made and 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.

13. The Examinations Officer shall ensure that all records are kept safely and securely post certification for recommended periods of time in line with examination board requirements.

14. The Examinations Officers should ensure that unit certification takes place for pupils who have not completed a sufficient number of units to receive the full award but can be certificated for the units that they have achieved.

## Section 4: Staff Recruitment

### **Purpose**

The purpose of this recruitment policy is to ensure that Magnum Opus Training attracts, selects, and retains high-quality staff who are committed to our values and objectives. This policy outlines our commitment to fair and transparent recruitment practices that promote equality and diversity.

### **Scope**

This policy applies to all staff recruitment activities conducted by Magnum Opus Training, including permanent, temporary, and contract positions.

### **Policy Statement**

Magnum Opus Training is dedicated to promoting equality of opportunity in our recruitment process. We aim to create a diverse workforce that reflects the communities we serve. All recruitment decisions will be based on merit, qualifications, and the needs of the organisation.

### **Recruitment Principles**

#### **Equal Opportunities**

We are committed to providing equal opportunities for all applicants. We will not discriminate on the grounds of race, ethnicity, gender, age, sexual orientation, disability, religion, or any other characteristic protected by law.

#### **Job Descriptions and Person Specifications**

Each role will have a clear job description and person specification, outlining the key responsibilities, required qualifications, and desirable skills. These will be reviewed regularly to ensure they reflect current needs.

#### **Advertising Vacancies**

Job vacancies will be advertised widely to reach a diverse range of candidates. We will utilize various platforms, including job boards, social media, and local community networks, to ensure inclusivity.

### **Application Process**

Applicants will be required to submit a CV and a cover letter detailing their relevant experience and suitability for the role. Clear guidelines will be provided to assist candidates in the application process. An official application form is also required.

### **Shortlisting and Interviewing**

Applications will be assessed objectively based on the criteria outlined in the person specification. Shortlisted candidates will be invited for interviews, which will be conducted fairly and consistently by a diverse panel. A member of the panel will be safer recruitment trained.

### **Selection Decisions**

Selection decisions will be made based on evidence gathered during the recruitment process, including interviews and assessments. Feedback will be provided to candidates upon request.

### **Onboarding**

Successful candidates will undergo an onboarding process to ensure they are welcomed and integrated into the organisation effectively.

### **Monitoring and Review**

We will monitor our recruitment practices regularly to assess the effectiveness of this policy and to identify areas for improvement. Feedback from candidates and staff will be encouraged to help refine our approach.