

# Admissions Policy

## **Purpose**

Fareport Training Organisation Limited (Fareport) is a private training organisation providing learning and training for Adult programmes, Apprenticeships and customised private training. This policy sets out the aims of Fareport for the recruitment and admission of Learners.

## **Aim**

Fareport are committed to providing fair, effective and transparent information to prospective learners and employers. We will ensure consistent application of this policy to all enquiries and applications and will encourage applications regardless of education, social or cultural background.

## **Responsibility & Monitoring**

This policy is the responsibility of the Director of Operations. It is monitored and reviewed annually and takes account of relevant policy and legislation which include: ***ESFA Funding Rules, GDPR and Data Protection Guidelines, Equality Act 2010 and the Freedom of Information Act 2000 (c.36)***

## **Tuition Fees**

There are no learner enrolment or tuition fees for Apprenticeship Programmes funded via Government or Employer Levy. Private/ commercial costs on application and discussion of needs and requirement.

## **Entry Requirements**

All learners accessing government funded programmes (including Levy funded programmes) are required to meet government eligibility criteria.

The following may result in your application being declined or referral for further investigation:

- Learners screened at Entry Level
- Apprenticeships – No placement/ employment
- Eligibility criteria not being met
- Apprenticeships - No employer agreement and commitment to programme or employer contributions where required
- There are other circumstances which question your suitability for a course (which we would discuss fully with you).

All learners are expected to provide evidence of prior learning i.e. certificate or exam board notifications prior to commencement of programme.

If we are unable to start you to the programme of your choice, we will do our utmost to offer appropriate information, advice and guidance to enable you to make other choices. Any refusal to start must be agreed by the Director of Operations.

**Advanced Learning Loans (read in conjunction with Advance Learning Loan Policy)**

Learners can apply for loan to cover the costs of L3 or above qualifications (Not Apprenticeships). On request/ application you will be issued with Loan Information Letter and will follow the directive within the Advance Learning Loan Policy. For more information and advice on Advanced Learner Loans - [Gov.uk Advanced Learner Loan](#)

**Level 4 & 5 Programmes**

All learners applying for a Level 4/5 qualification will undergo an interview with the relevant Fareport Team Manager and the applicant's line manager to establish whether the applicant is in a qualifying job role. Prior to qualification sign-up, the learner will need to demonstrate level of ability by undertaking a pre-course assignment which will form part of the qualification once accepted onto programme.

**Learners Code of Conduct**

Learners are expected to abide by the Fareport Code of Conduct and Positive Behaviour Policy.

**All applicants must:**

- Demonstrate a strong commitment to further study and the ethos of Fareport
- Satisfy requirements for admission to the proposed programme of study
- Undertake further assessments or provide information as necessary to allow Fareport to support any additional learning needs
- Agree in writing to adhere to Fareport Code of Conduct, as set out in the learning agreement, and to any agreements between Fareport and individual learners and/or their parents or legal guardians that Fareport may reasonably require

For further information on our programmes and to view our wider policies, please visit [www.fareport.co.uk](http://www.fareport.co.uk)

**Equality and Diversity**

Fareport is committed to promoting equality and diversity in all its work and operates within the terms of its Single Equality Strategy and according to appropriate legislation for Equality and Diversity. In cases where learners have additional needs or special requirements, we request that these are discussed with us at the early stages of the application process so that we can make all necessary arrangements to meet those needs by the start of your programme.

**Safeguarding**

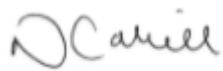
Fareport takes its responsibilities for safeguarding very seriously.

We are committed to providing a safe environment for all, promoting the welfare of our learners and protecting them from harm.

Fareport will make sure that all children, young people and persons deemed to be vulnerable (referred to as 'learners' throughout this policy) have the same protection regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity. We are committed to anti discriminatory practice.

**Admission Appeals**

Where learners are refused a place, they have the right to appeal against the decision. Such an appeal is to the Director of Operations. All requests must be made in writing, but staff are available to support this process to ensure that the process is fair and equitable. All appeals will be responded to within 10 working days of receipt at our Head Office. Further details of the Appeals Process are available on request.

**Signed:****Natalie Cahill, Chief Executive**

Reviewed – April 21