

# Skills 365

## Student Recruitment, Registration and certification Policy

### Recruitment

Skills 365 will be working with the job centres within Lincolnshire to recruit learners for our qualification based courses that do not require a work placement.

We will be providing initial advice and guidance to each referral made from the job centres, which will also include a separate English and Maths diagnostic to ensure that the learner has the correct level of maths and English to be able to complete the course. If the learner does not have the required level of Maths and English a referral will be made to enable them to be upskilled and then return to Skills 365 and study the qualification when appropriate.

### Registration

Learners enrolled onto the programme/course will be registered with the qualifications awarding body if qualification based, on the 4th week of the programme/course starting.

### Withdrawal

If a learner does not engage with their programme/course/learning after 14 days of inactivity, we will make every effort to in the first instance communicate with the learner to rectify the situation and aid them returning to their learning. If this does not take place or they instruct us that they wish to withdraw from the programme we will after a calendar month of inactivity:

- Suspend the learner from their learning material Moodle account
- Inform the awarding body of their withdrawal
- Provide written confirmation to the learner that this has taken place

### Certification Claims

On completion of the qualification the relevant IQA for Skills 365 and the qualification will complete their verification of the qualification and register the claim for certification with the corresponding awarding body.

On receipt of the qualification Skills 365 administrators will log receipt of the certificate and then via recorded delivery sent out to the learner in question.

### Review

<b>To be disseminated to:</b> All Staff / Service Users		<b>Version no.</b> 001
<b>Authorised by:</b> Lucy Pitfield, Director	<b>Issue Date:</b> August 2023	<b>Review Due:</b> August 2024
<b>Amendments:</b>		