

Triton Training Limited	System of Work	PAGE ISSUE DATE REVIEW	Page 1 of 5 One 01/01/2021 01/01/2022
TITLE: ATC Recruitment of Learners Policy		APPROVED BY: Directors	

1. Recruitment of Learners Policy

At Triton Training our vision is to inspire each other and our learners to reach our full potential. Our core purpose is to prepare learners to become highly effective and safe teachers and lifesaving professionals with a love of learning who will continue to develop their skills throughout their career, through exposure to excellent practice, observation, mentoring, coaching, practice, reflection and sharing with peers. We will seek to equip our learners with a wide range of teaching and learning strategies as well as the inter-personal skills required to motivate and inspire their own learners. Triton Training is committed to developing its learners through a creative, effective and safe courses on behalf of Swim England, the STA and RLSS underpinned by supportive and highly experienced educators. Our aim is to create models of outstanding practice across the board and to meet the needs of our partner organisations and national governing bodies.

2. Policy aim and purpose

The recruitment of high quality learners is crucial to the supply of high quality teachers and lifesavers and to the continued success of Triton Training. This policy details Triton Training's approach to the recruitment of learners.

- This policy applies to all prospective learners making applications to enrol on any course with Triton Training.
- Triton Training is committed to equality and fair treatment in recruitment and all offers of training places will be based on merit.
- Triton training will ensure that all team members involved in learner recruitment follow this procedure.

The purpose of Triton Training's Learner Recruitment Policy is to provide a fair, consistent and transparent framework that enables Triton Training to:

- Attract the best possible candidates to Triton Training Courses.
- Ensure that the safeguarding and welfare of young children takes place throughout the process.
- Follow a fair and consistent process in recruiting Triton Training Learners.
- Adhere to all relevant legislation and statutory requirements.
- Ensure the most cost effective use is made of resources.
- Ensure that all prospective learners are aware of any potential financial aid available via Triton Training at the point of application.
- Ensure that all prospective learners are aware of any potential special considerations or aid to support learning at the point of application.

- Ensure that all prospective learners are aware of their right to apply for recognition of prior learning at the point of application.
- Give prospective learners a clear understanding of Triton Training's courses and what is expected of them, measuring candidates against any course prerequisites criteria in a fair, transparent and reasonable way.

3. Responsibilities

- The Triton Training Directors are responsible for ensuring that this policy is applied fairly and consistently by all team members involved in learner recruitment.
- The Triton Training Directors are responsible for ensuring that any team members involved in learner recruitment are trained this policy.
- The Triton Training Directors are responsible for ensuring candidates are treated fairly and consistently and will ensure this policy is implemented.
- The Triton Training Quality Manager is responsible for Learner recruitment decisions and all decisions must be recorded.

4. Equality & Diversity

Triton Training is committed to promoting equality and diversity in its policies and procedures, adhering to current legislation e.g. The Equality Act 2010.

Learner recruitment will always be carried out without regard to the nine protected characteristics:

1. Age
2. Disability
3. Sex
4. Gender reassignment
5. Pregnancy and maternity
6. Race
7. Sexual orientation
8. Religion or belief
9. Marriage and civil partnership

5. The Learner Recruitment Process

The learner recruitment process should be:

Transparent, free from conflict of interest and relevant to the course.

All prospective learners wishing to enrol onto a Swim England, STA or RLSS Course with Triton Training must complete a learner initial assessment form including:

- Personal details
- Choice of course/Timetable & Attendance Requirements
- Personal Objectives
- Coursework & Practical Assessment
- Recognised Prior Learning

- Prerequisites & Qualifications
- Payment & Certification
- Photography Consent
- Barriers to learning
- Criminal conviction declaration
- Special needs or support & Special Considerations
- Learner Initial assessment must be bought to the attention of the Triton Training Quality Manager via email at Info@tritontraining.co.uk as soon as reasonably possible by the course tutor.
- Learner recruitment must be an evidence based process and prospective learners should be assessed against agreed criteria, based on prerequisites of enrolment in accordance with the relevant National Governing body for the specific course (Swim England, STA or RLSS).
- No additional criteria will be introduced and the learner recruitment process must be undertaken on a fair and consistent basis.
- No prospective learner should be recruited who does not, as a minimum, meet the defined prerequisites of enrolment in accordance with the relevant National Governing body for the specific course (Swim England, STA or RLSS).
- To avoid any possibility of discrimination, learner initial assessment forms must not contain any information relating to sex, race. Etc.
- Any skills tests (e.g. fitness or practical demonstrations of skills) must be directly related to the specific course and measured against the defined prerequisites of enrolment in accordance with the relevant National Governing body for the specific course (Swim England, STA or RLSS).
- Candidates must be notified about the details of any skills test when they submit their enquiry.
- Where required, every effort must be made to make reasonable adjustments for prospective learners with disabilities.
- Triton Training's Quality Manager will take account of all sections of the learner recruitment process, assessing prospective learner against the criteria.
- Learner recruitment decisions are the sole decision of the Triton Training Quality Manager and all decisions must be recorded.
- All prospective learners will be contacted via email with the outcome of the initial assessment, feedback and recruitment decision.

6. Documentation

- The recruitment process will be documented at each stage, resulting in a clear audit trail and transparency of decisions.
- All documentation relating to the learner recruitment process will be retained for 6 months from the date of the commencement of the Learner initial assessment submission by the prospective learner.
- Documentation relating to successful learners will be transferred to their personal learner file. By keeping appropriate records Triton Training can demonstrate in the event of an enquiry or complaint that appropriate procedures have been followed.

- Information on candidates must be treated in the strictest confidence and restricted to those directly involved in the learner recruitment process.
- Triton Training will use appropriate ICT to manage the recruitment process and therefore applicant data will be stored electronically and all recruitment documentation will adhere to the requirements of GDPR.

7. Learner Recruitment Decisions

- The Triton Training Quality Manager is responsible for Learner recruitment decisions and all decisions must be recorded.
- Triton Training's Quality Manager will take account of all sections of the learner recruitment process, assessing prospective learner against the criteria.
- All offers of training places with Triton Training (verbal and written) are subject to the learner supplying relevant accompanying documentation (proof of prerequisites, certificates, I.D. etc.).
- All prospective learners both successful and unsuccessful will be contacted via email by the course tutor with the outcome of the recruitment decision, formal feedback and guidance within 48 hours via email.
- After assessment has taken place, Triton Training's Quality manager will be required to provide feedback to the learner, discussing the results and provide support or further guidance on options available for further development.
- A prospective learner can appeal a recruitment decision if they choose. The specific details of the appeal should be brought to the attention of Triton Training by email and by the learner who wishes to lodge the appeal. Any appeals should be sent to info@tritontraining.co.uk Specific details should include the nature of the appeal and key dates, times and personnel involved. At this point Triton Training's Appeals policy should be followed.

8. Updates of Procedure

Issue	Written, Checked and Approved	Issue Date	Action by
1	Written, Checked and Approved	01/01/2021	Krystal Buckley
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9. Internal Documents & Forms

1. Triton Training ATC Equality & Diversity Policy.
2. Triton Training ATC Appeals Policy.

3. Triton Training ATC Data Protection Policy.
4. Triton Training ATC Document Retention Policy.
5. Triton Training ATC Complaints Policy.
6. Triton Training ATC Recognition of Prior Learning Policy.
7. Triton Training Learner Initial Assessment Form.
8. Triton Training Skills Test Form
9. Triton Training Interview/skills test Reasonable Adjustments Form.

10. External Sources of Information

1. RLSS Guidance Documents.
2. Swim England Guidance Documents.
3. STA Guidance Documents.
4. ESF Guidance Documents.



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Approved by: Directors

For issues regarding any of our policies please contact our directors via email info@tritontraining.co.uk

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