



Selection and Recruitment of learners

Introduction

This document has been produced to help The Excellent Performance Team recruit and select candidates onto its courses. This will provide guidance as to whether candidates are selecting the right course to meet their needs.

Selection of Learners

The Excellent Performance Team wish to inspire each other and our learners to reach our full potential. Our purpose is to prepare learners to become highly effective and safe Aquatic professionals with a love of learning who will continue to develop their skills throughout their career, through access 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.

The Excellent Performance Team is committed to developing its learners through a creative, effective, and safe courses on behalf of the Awarding Body's we work with, 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.

Policy aims 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 The Excellent Performance Team.

This policy details The Excellent Performance Team's approach to the recruitment of learners.

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This policy applies to all prospective learners making applications to enrol on any course with The Excellent Performance Team.

The Excellent Performance Team is committed to equality and fair treatment in recruitment, and all offers of training places will be based on merit.

The Excellent Performance Team will ensure that all team members involved in learner recruitment follow this procedure. The purpose of The Excellent Performance Team's Learner Recruitment Policy is to provide a fair, consistent and transparent framework that enables The Excellent Performance Team to:

Attract the best possible candidates to The Excellent Performance Team Courses.

Ensure that the safeguarding and welfare of young children takes place throughout the process.

Follow a fair and consistent process in recruiting The Excellent Performance Team 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 The Excellent Performance Team 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 The Excellent Performance Team's courses and what is expected of them, measuring candidates against any course prerequisites criteria in a fair, transparent and reasonable way.

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Responsibilities

The Excellent Performance Team are responsible for ensuring that this policy is applied fairly and consistently by all team members involved in learner recruitment.

The Excellent Performance Team are responsible for ensuring that any team members involved in learner recruitment are trained this policy.

The Excellent Performance Team are responsible for ensuring candidates are treated fairly and consistently and will ensure this policy is implemented.

The Excellent Performance Team Key Contact is responsible for Learner Recruitment decisions and all decisions must be recorded.

Equality & Diversity

The Excellent Performance Team 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

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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, Qualsafe or RLSS Course with

The Excellent Performance Team 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
- Any Special Needs / Reasonable adjustments/ Special Considerations.

Learner Initial assessment must be brought to the attention of The Excellent Performance Team Key Contact via email at courses@theexcellentperformanceteam.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, Qualsafe 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

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National Governing body for the specific course (Swim England, STA, Qualsafe 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, Qualsafe 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.

The Excellent Performance Team's Key Contact 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 Excellent Performance Team Key Contact, 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.

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.

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Documentation relating to successful learners will be transferred to their personal learner file. By keeping appropriate records The Excellent Performance Team 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.

The Excellent Performance Team 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.

Learner Recruitment Decisions

The Excellent Performance Team Key Contact is responsible for Learner recruitment decisions and all decisions must be recorded.

The Excellent Performance Team's Key Contact will take account of all sections of the learner recruitment process, assessing prospective learner against the criteria.

All offers of training places with The Excellent Performance Team (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 – or wherever possible (please remember the centre does not operate on a 24/7 capacity via email).

After assessment has taken place, The Excellent Performance Team's Key Contact will be required to provide feedback to the learner, discussing the

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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 The Excellent Performance Team by email and by the learner who wishes to lodge the appeal. Any appeals should be sent to courses@theexcellentperformanceteam.co.uk Specific details should include the nature of the appeal and key dates, times and personnel involved. At this point The Excellent Performance Team's Appeals policy should be followed.

Internal Documents and Forms

1. The Excellent Performance Team Equality and Diversity Policy
2. The Excellent Performance Team Appeals Policy
3. The Excellent Performance Team Data Protection Policy
4. The Excellent Performance Team Document Retention Policy
5. The Excellent Performance Team Complaints Policy
6. The Excellent Performance Team Recognition of Prior Learning Policy
7. The Excellent Performance Team Initial Assessment of Learners Form
8. The Excellent Performance Team Reasonable Adjustments Form

External Sources of Information

1. RLSS UK Qualifications Guidance Documents
2. Swim England Qualifications Guidance Documents
3. Qualsafe Qualifications Guidance Documents
4. Safety Training Awards Qualifications Guidance Documents

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