

Learner Recruitment and Onboarding Policy



Policy Date	1st September 2023
Review Date	1st September 2024
Written by	Clare Goode, Paul Goode
Approved by:	<i>C. Goode</i> <i>Paul</i>

This learner recruitment policy relates to the English for Workplace Confidence Course.

Learner Recruitment

Referrals will come to staff directly from work coaches. Building relationships with work coaches is crucial in order to gain referrals.

Work coaches may refer learners at any time face-to-face, or some may just send an email. In any case, the work coach should be asked to send an email so that tutors have a point of contact for the learners.

When a referral is made, the Teaching & Learning Support Officer should contact the learner the same day where possible to arrange an assessment without delay. Potential learners should be asked to bring photo ID and confirmation of address (acceptable forms of proof of address are: driving licence, a bank statement, utility bill or letter from the DWP).

Conducting the Learner Assessment

Id should be photographed and uploaded to Google Drive (Goode Tutoring - ESOL - Learner Data - Learner ID Capture). The image should be renamed as the learner's name for this to be added to the relevant learner file. Photos should then be removed from the tutors device so that only a secure digital copy remains.

The Learner Assessment Checklist should be completed next. This also constitutes the Speaking and Listening element. If the potential learner does not understand the questions or cannot convey their answers orally, they should be signposted back to their work-coach and booked on to an alternative course for beginners.

The potential learner should complete a short reading and writing task which is supplied in the assessment pack. Learners should score at least 5 answers correctly on the reading paper to be able to access the course. They should also be able to convey simple information in written form on their writing assessment. Grammar and spelling does not need to be correct, but the reader should be able to gain the gist of what the learner has attempted to convey. If the learner does not meet the standard of reading and writing to be able to access the course, they should be signposted back to their work coach.

Learner details should be entered onto the Enrolment Form and an email should be sent to paul@goodetutoring.co.uk with details of the learner's name, start date and time of their sessions.

The member of staff should present the new learner with a Learner Handbook. The member of staff should go through the booklet to ensure the learner understands what is expected of them and what they should do if they have any problems or concerns.

The learner should be asked to sign the privacy notice (mandatory), the learner agreement (mandatory) and photo permission form (optional).

Once the paperwork is complete, the assessment pack should be scanned using the Adobe Scan app installed onto the work phones and emailed to paul@goodetutoring.co.uk.