

POLICY ON SELECTION PROCESS FOR STUDENTS

**GOAL:**

This policy is to ensure that all applicants have the right to a fair and unbiased interview. The final selection of students for any one programme of learning will be based on their successful achievement of a range of pre-set criteria.

METHOD:

1. The Main Tutor and the Manager will interview all potential students for any one course.
2. Interviews will be conducted primarily on-site at the Workcentre or elsewhere as required.
3. All students will be fully aware of the course contents prior to attending an interview.

SELECTION CRITERIA:

Student can expect to:

1. Meet stakeholder eligibility criteria
2. Complete application form and bring this to the interview, if required
3. Make a self-determined and full commitment to the programme of learning
4. Declare themselves willing to undertake all aspects of the programme of learning
5. Demonstrate an appreciation of the contractual nature of their agreement to undertake the programme of learning by signing the Student Code of Practice
6. Identify how the programme of learning applied for fits with their own preferred future direction in reference to Workplan and / or Pathways Plan if previously completed. It is not necessary that the student will be committed to a particular directional outcome although all assistance will be given to students who are showing positive movement towards a self-nominated goal
7. Be prepared to show how student's history at the Workcentre in respect to "course hopping" is related to future directions (where relevant)

Previous tutors may be asked to provide an assessment of a student's behaviour whilst on previous Workcentre courses in respect to conduct or misconduct (especially any serious misconduct) where relevant.

SPECIAL NOTES:

Whilst a tutor or the Manager's personal assessment of a student's skills, abilities or current status will not prejudice the selection process, there may be additional elements that will have a bearing on the outcome for a student.

There may be some consideration given by Management as to the student's potential to achieve a positive outcome post-course. Whilst philosophically this is not the agenda of the Workcentre, it does need to be recognized that on-going contracts with stakeholders are often based on the achievement of preset outcomes.