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**Student enrolment policy and procedure**

**Policy Adopted January 2012**

**Revised August 2016**

**Revised May 2020**

**Revised August 2022**

**Next revision date August 2024**

**The Recruitment Process**

* NESWEC’s programme is continuously publicised via its website, via a link on the SWSF website, via Facebook via Kindling and through leaflets distributed to Steiner schools and settings and other anthroposophical initiatives
* This is supplemented by timely advertisements in early childhood publications and others related to Steiner Waldorf initiatives
* Information sessions about the course are held in the lead up to the deadline for applications
* Core Tutors look for opportunities to publicise the course during their other early childhood work, for example with parents, early childhood practitioners, private and government organisations and in publications
* All enquirers are directed to the information on the NESWEC website and encourage to contact the Course Coordinator or other Core Tutors with any queries
* An inquirers list is kept and regular updates sent out through the year to encourage continued interest
* Crossfields Institute is also able to publicise the course.

**Entry requirements**

* A good level of written and spoken English
* A willingness to participate in artistic and craft activities and to try new skills
* Computer skills and access to be able to communicate regularly on-line and submit written work electronically as well as in paper form
* There is a government requirement that those who gain the Level 3 EYE qualification, which is included within the level 4 qualification, also have Grade C or above in English and Maths GCSE, or equivalent. If you do not have these you can still enrol on the programme but you will not be counted in child:staff ratios or be considered qualified to work in an early years setting. You can arrange to take the necessary GCSEs while you are on the training. Equivalents which are accepted include Level 2 Functional Skills in maths and English.

**The application procedure**

1. All applications must be made on the application form which is downloadable from the website or can obtained from the Course Coordinator

2. This form includes a full CV of the applicant’s education, qualifications, work and other relevant experience to date and a personal statement supporting the application

3. With it we require

* A application fee of £50 (non-refundable)
* Two passport sized photos or digital equivalent
* The names and contact details of three referees, one of whom should be a recent work colleague

4. This course requires a full Enhanced Disclosure document (DBS check) dated within 12 months of application and preferably registered for portability. Those not able to enclose one with the application, will be sent details of how to apply for one during the Induction residential – please see the Enhanced Disclosures Policy and Procedure. Arrangements are slightly different for those with a Scottish disclosure document.

5. Receipt of the application form will be acknowledged to the applicant by the Course Coordinator

6. Each application will be assessed initially by the Course Coordinator and the Application Team, according to the following criteria:

1. The personal statement shows a sincere interest in the content of the course
2. The referees are positive about the applicant’s ability to undertake the course
3. The application shows a good level of English and the necessary level of general education to work successfully in the childcare and education sector (this is reflected in the entry criteria of GCSE English and Maths at grade C or above, or equivalent)
4. The qualifications and experience declared on the application form are compatible with the content of the course
5. The course providers consider that they are able to accommodate any learning requirements or disabilities that are declared at the time of enrolment

7. A formal response should be sent to the applicant within two weeks of receipt and acknowledgement of the application form, or once at least two references have been received. This may include recommendations that the applicant undertake certain setting visits or other preparation, such as word processing training or English language support, before the start of the course. There may also be a requirement that an applicant attend an interview or take a ‘skills-needs’ assessment as part of the application procedure.

8. If the application is successful, the student will receive details of the Induction residential, how to pay tuition fees and other necessary pre-course information.

9. If the Course Coordinator and the Application Team are not clear that applicant should be accepted on to the course for this intake, the application details and references will be shared with other members of the Core Tutor group and a joint decision made and conveyed to the applicant. This may result in the suggestion that the applicant re-apply in future after undertaking recommended preparatory tasks.