



## 230 Intensives Academy: Learner Recruitment and Certification Policy

### Objectives:

- ✓ To ensure that learners are recruited onto courses based on their aspirations, existing qualifications and training needs with integrity and professionalism.
- ✓ To ensure that individual learners are provided with clear and adequate information to select relevant training programs before course commencement.
- ✓ To ensure that the training programs are reviewed, edited and improved at least on an annual basis (or more regularly following customer feedback).
- ✓ Provide valid learner certificates on completion of designated training materials within the course. Ensure an up to date database is maintained of training completed for 2 years after completion.
- ✓ To construct a secure, accurate and accessible audit trail to ensure that individual learner registration and certification claims can be traced to the certificate which is issued for each learner.
- ✓ Equal opportunities are available for all applications to enrol on programmes, no application will be prejudiced.
- ✓ 230 Intensives will annually review this policy in line with industry updates and training requirements and make changes where necessary.
- ✓ 230 Intensives will ensure all course content is designed and delivered by presenters with appropriate qualifications and expertise.