

CVQO Recruiting Learners with Integrity Policy

Aim

1. To apply a fair and consistent approach to recruiting learners with integrity across all CVQO-led qualifications
2. To ensure learners are fully informed about any prerequisites required for a qualification
3. To make certain learners are recruited onto qualifications which are at an appropriate level for their ability
4. To give due regard when recruiting learners for the reasonable expectation they will be able to complete the qualification to the standard required following a programme of learning

In order to do this, CVQO will:

- Provide learners with the correct information and advice on their selected qualification
- Ensure that qualifications meet learner's needs and aspirations
- Assess the qualification is at an appropriate level for learners – neither too high as to restrict the learner's ability to achieve, nor too low as to prevent the learner from attainment which is in line with their potential
- Ensure learners are recruited onto programmes before the qualification end date published in the qualification specification
- Conduct initial assessments to ensure learners are placed on an appropriate qualification and level to achieve their desired outcome and according to their ability
- Ensure learners are aware of the range of support options available to them to enable demonstration of attainment across all required assessment, including any reasonable adjustments which may be necessary
- Communicate to learners a clear route to achievement and ensure the result of not achieving certain outcomes is made clear

This policy should be read in conjunction with other CVQO policies, including: CVQO's Equal Opportunities Policy and CVQO's Reasonable Adjustment and Special Consideration Policy.



Chief Executive

Approved: September 2018

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