Phase 1 – Enrolment – Full-Time Students

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Student completes own enrolment in Student Support Services with Student Support Services staff. The course code for main programme goes on enrolment form

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OR

Complete enrolment with assistance of tutor – include all qualifications/additional qualifications, key skills etc

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Programme Co-ordinator advises MIS of any additional qualification(s) and/or levels of qualifications learner is completing during first 4 weeks of course, eg key skills, enrichment

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If applicable lecturer/trainer to verify original GCSE certificate for key skills proxy/concessions. Place verified copy in learner portfolio and send copy to Section administrator, to be placed on Tokopen

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MIS put on data system (Eclipse) All enrolments accessible to staff through College MIS learner 'look-up'

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At 4-week tutorial learner/trainer to check all enrolment details on MIS. If not on system advise MIS of missing details

Work-Based Learning

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On assessment day student completes own enrolment form identifying main qualification, (including Technical Certificate details and Framework) with help from Recruitment/Training Administrator initial assessment takes place. Diagnostic assessments take place if employed. Verify and copy GCSE certificates and place on learner file and Tokopen

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Learner invited back to discuss with STS Recruitment Consultant relevant Modern Apprenticeship (trainer invited to these meetings)

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Placement found. Learner invited back for induction day

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On induction day all enrolment forms, ILP, ILR completed by STS Recruitment Consultant. Complete diagnostic tests if not previously undertaken. Copies of GCSE certificates/result slips verified and copies sent to Work-Based Learning Training Co-ordinator

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Work-Based Learning Training Co-ordinator will ensure a copy is placed on work-based learning file and Tokopen

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STS Administrator checks all details

- course codes on enrolment form start/end dates
- match length of stay
- put ILR and enrolment details on PICS
- copy enrolment forms
- put copy on learner file
- send enrolment form to MIS

If relevant GCSE certificate/results slips are not available the Work-Based Learning Training Co-ordinator advises trainer

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Trainer to obtain and verify GCSE qualification certificates/result slips

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Return verified copies to Work-Based Learning Training Co-ordinator and place copy in learner portfolio

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Learner to start key skills until relevant certificate/result slips obtained, copied and verified