

Trainee admissions policy

MK Christian Foundation



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1. Aims and objectives

The aim of this policy is to outline MK Christian Foundation's (MKCF) framework for admissions practice for all of our further education study programme, including full and part time programmes and supported internships.

MKCF supports and promotes equality and diversity in all matters and, consequently, aims to identify and eliminate attitudes, practices and procedures which discriminate against people on the grounds of age, gender, race, sexual orientation, disability, religion/belief, gender, social background, marital status, nationality/citizenship or any personal characteristic of the individual.

This policy outlines the process the organisation uses to ensure that all applicants are dealt with on an individual basis and are considered fairly.

- MKCF is committed to demonstrating fair, transparent and consistent practice in recruitment, selection and admission of trainees to all programmes.
- The scope of this policy includes our process from pre-application up to and including probation.
- MKCF is committed to meeting the needs of all of our trainees.
- MKCF values diversity and inclusion and is committed to promoting equal opportunities and eliminating discrimination. We will apply and administer this policy fairly and consistently to ensure there is no discrimination on the grounds of age, disability, race, gender, marital and civil partnership status, pregnancy and maternity, race, religion or belief, sex, sexual orientation, persons in care and those previously in care, carers and care givers, young parents, youth offenders, and those in receipt of benefits or free school meals.
- MKCF retains its right to determine the suitability of applicants for enrolment onto a programme providing this is based on relevant prior qualifications, skills, knowledge and behaviours, funding and safeguarding. It will not infringe on protected characteristics or personal choice.
- Funding mechanisms may often impact on the ability of an applicant to access a particular course. In this situation, MKCF will investigate all legitimate opportunities to ensure trainees can access provision, where appropriate.
- The policy aims to ensure fair, transparent and consistent centralised admissions processes for trainees wishing to study at MKCF. We will achieve this by ensuring that:
 - Applicants are treated fairly, impartially and consistently
 - Applicants are supported through the admission and probation process
 - Applicants have all the information required to make an informed decision
 - Information relating to programme content is up-to-date, accurate and accessible to applicants on MKCF's website and in the prospectus
 - Applicants' interests are safeguarded by only accepting trainees who have the potential to complete the study programme
 - Complying with appropriate legislation and policies

2. Entry requirements

At MK Christian Foundation, we strive to provide courses and opportunities which are inclusive for as many young people as possible. The nature of our training is work-based learning alongside Functional Skills in maths and English. It is important that, to ensure the safeguarding and welfare of our trainees, we only accept young people who have the potential to complete the study programmes. If we do not feel that we are able to provide the correct support or that the applicant is unable to complete the study programme successfully, we reserve the right to not take the application further or to end the programme during the probation period.

In order to meet our entry requirements, applicants must;

- satisfy all pre-programme requirements, where relevant, including completing all documentation, attending appointments and taster sessions, completing initial assessments, responding to information requests and an honest disclosure of any potential safeguarding concerns or risks
- meet restrictions imposed by our funding mechanisms
- ensure they can meet the full commitment of the study programme including the continuation of studying English and maths for those who have not achieved a grade 4 or above at GCSE
- ensure that they will accept the support and guidance offered by MKCF in order to help them achieve their individual goals and aims. This includes, but is not limited to;

- sustained attendance of at least 85% across all areas of the programme alongside consistently good time management
- engagement with training, SEND, progression and welfare support where appropriate
- engagement with progress review meetings and with the probation process
- demonstrating a commitment to personal development and growth, professional workplace behaviors
- adherence to our trainee behaviour expectations
- demonstrate a good work ethic across all areas of learning
- relevant documentation is provided (including approval to carry out a DBS check for trainees where relevant to their area of study)

3. Our study programmes

MK Christian Foundation offers the opportunity for young people to join our study programmes at any point during the academic year providing there are spaces available. Suitability to access these programmes will be assessed during our admissions process and confirmed at the end of a successful probation period of 6 weeks. All available opportunities will be discussed with the applicant at the initial stages of the application process, agreed before their start date and confirmed once probation is passed successfully. MKCF reserves the right to make alterations to study programmes and qualifications during the programme if it is felt this will benefit the trainee. Any changes will always be made in discussion with the trainee and, where appropriate, their parents/carers.

4. Probationary period

All trainees will be subject to a probationary period of 6 weeks which will commence on their start date. This time enables both staff and trainees to decide whether the programme they are on is suitable for them or whether it is appropriate for them to consider studying at MK Christian Foundation. During this period, trainees will be assessed on:

- sustained attendance of at least 85% across all areas of the programme alongside consistently good time management (or evidence that there is an improvement in working towards these goals)
- engagement with training, SEND, progression and welfare support where appropriate
- demonstrating a commitment to personal development and growth, professional workplace behaviors
- adherence to our trainee behaviour expectations
- demonstrate a good work ethic across all areas of learning

If there are concerns that a trainee may not pass their probationary period, an intervention meeting will be set at 3 weeks to discuss areas for development, discuss support needed and set SMART targets which will then be assessed at the 6 week probation meeting.

The probation period will also be used as an opportunity to agree which qualifications the trainee will be working towards and these will be agreed at the 6 week probation meeting.

Should a young person not pass probation they will be invited to reapply at a later date unless their conduct has been harmful or placed others at risk. Those who pass probation will continue to be assessed by the criteria outlined above and this will be measured through regular progress review meetings and, where necessary, our disciplinary process.

5. Trainee recruitment process

MK Christian Foundation offers a range of work based learning opportunities. We offer full and part time courses based on eligibility criteria outlined above. Prospective applicants are encouraged to express their interest as soon as possible to begin the recruitment process.

Applicants can apply by email, by phone or in person and details can be found on our website.

Applicants may be required to provide documentary evidence of prior attainment or employment status and will have to prove their eligibility to study in the UK and within the constraints of our funding mechanism.

Where a programme does not run, or where there are significant changes made, following an offer and the trainee commencing their programme, the applicant will be contacted and advised. Support will be provided to access further advice and guidance should the applicant no longer wish to study at MKCF.

Wherever possible, we will ask for a referral form to be completed by a professional linked to the applicant. This could be a teacher, social worker or other relevant professional.

The trainee recruitment process will include:

- an informal interview, application form, collection of relevant documentation and risk assessment
- initial assessments
- taster session or sessions
- EHCP consultation (if appropriate)
- confirmation of place
- initial 6 week probation period

Assessment of a young person's suitability to join the programme will be carried out during the initial application stage and taster session. There are no minimum academic qualification requirements needed to join our courses.

It is the applicant's responsibility to ensure that they engage with each of the stages outlined above. If the applicant does not engage, MKCF will assume the applicant does not wish to progress any further and may terminate the application.

6. Risk assessment and disclosure of criminal convictions

During the application process, prospective trainees will be asked to assist in the completion of a risk assessment. We ask that this is completed with openness and honesty to enable us to determine the support that is required in order for the young person to be successful and, therefore, whether we are an appropriate provider to deliver that support. As outlined above, this is to safeguard both the applicant and other members of our community and all decisions will be fair and transparent.

If, following this process further information is required, additional steps will be taken by the Safeguarding team to liaise with the applicant and any other relevant professionals.

For some programmes, a disclosure is required by law. MKCF will follow the procedures outlined by the Disclosure and Barring Service (DBS) in respect of the application and applicants will be informed of the requirement for a DBS check prior to enrollment on specific courses where appropriate.

It is the applicant's responsibility to ensure that the information they provide is accurate and to quickly respond to any requests for additional information. If the applicant does not respond to these requests, MKCF will assume the applicant does not wish to progress any further and may terminate the application.

In exceptional cases where MKCF is unable to appropriately support a learner due to substantial risks, the outcome of the application will be discussed with the applicant and their parent/carer. In any such cases where a student is refused entry on this basis, MKCF will support the individual to contact other agencies to find suitable alternative provision.

7. Disability and serious health conditions

MK Christian Foundation welcomes applications from applicants with disabilities and serious health conditions and complies with relevant legislation regarding disability. Applicants will be subject to the standard academic selection procedures.

Some applicants may be invited to attend an information meeting with members of our SEND and welfare team to ensure MKCF can provide the required support, to discuss the capabilities required to successfully complete the programme and to outline any reasonable adjustments which may be needed.

Early disclosure of a disability will assist MKCF with understanding and supporting the individual needs. It is the responsibility of the applicant to make MKCF aware of their disability. If, during the process of the

application, personal circumstances change or the applicant is affected by illness or injury, please contact the team.

In exceptional cases where MKCF is unable to appropriately support a learner with specific learning difficulties, disabilities or a serious health condition, the outcome of the application will be discussed with the applicant and their parent/carer. In any such cases where a student is refused entry on this basis, MKCF will support the individual to contact other agencies to find suitable alternative provision.

8. Admission arrangements for applicants with an EHCP

At MKCF, we have a thorough admissions process which enables us to assess whether our organisation has the capacity to meet the needs of our prospective trainees.

- We ask professionals who refer young people to us to complete a referral form which helps us to understand any prior support which has been put in place and how the needs of the young person present. We invite all young people in for an initial informal interview which gives us the opportunity to hear their views, carry out assessments and a risk assessment. Following this, prospective trainees will be invited to attend a taster session/s to enable us every opportunity to assess our suitability as a provision.
- When a young person comes to us with an EHCP, we will act in consultation with the local authority to ensure that we can meet their needs and are named as the education provider on the plan. The admissions process listed above forms part of our assessment as to our suitability in addition to a thorough scrutiny of the EHC plan. Local authorities wishing to consult on a young person should note that we will only be in a position to respond to a consultation request following interview and taster sessions.

9. Complaints about our admissions process

Where applicants have concerns about our admission process, they should first raise their concerns informally with the Head of Learning. We will try to resolve the complaint informally in the first instance. If this does not resolve their concerns, parents are welcome to submit their complaint formally.

Formal complaints about our admission process should be made to the Head of Learning in the first instance. They will be handled in line with the organisation's complaints policy.

If the applicant is not satisfied with the organisation's response, they can escalate the complaint.

10. Monitoring and evaluation arrangements

This policy will be reviewed by the Head of Learning **every three years**. It will also be updated when any new legislation, requirements or changes in procedure occur during the year.

It will be approved by the full trustee board.

11. Links with other policies and documents

This policy links to the following documents:

- SEN information report
- Behaviour policy
- Equality information and objectives
- Complaints policy
- Safeguarding / child protection policy