

# Northamptonshire End of Life Care Practice Development Team

## Learner Access and Recruitment Guidance

Updated: November 2016 Next revision date: November 2017

### 1. Objective

1.1 To recruit Learners who would benefit from attending the relevant Learning Programme.

### 2. Scope

2.1 To cover all activities carried out by the Northamptonshire End of Life Care Practice Development Team.

### 3. Key principles

3.1 To provide information, advice and impartial guidance that enables individuals/organizations to make realistic and informed decisions about their choice of Learning Programme.

3.2 To ensure that the recruitment process does not treat applicants less favorably on grounds of disability, age, gender, ethnicity, religion, marital status or sexual orientation.

3.3 To make reasonable adjustments to facilitate access to learning programmes for people with disabilities.

3.4 To make available comprehensive and accurate information about the Learning Programmes, including entry criteria, learning programme aims, costs, study requirements and assessment.

3.5 To implement and monitor the equal opportunities policy in relation to recruitment procedures of Learners.

3.6 To process applications accurately and consistently (see 6.).

3.8 To treat applicants with courtesy and respect.

#### 4. Staff responsibility

4.2 Practice Development Team leader has overall and final responsibility for all matters relating to learner access and recruitment.

4.2.1 Individual programme facilitators have responsibility to ensure learner accessibility on a day-to-day basis.

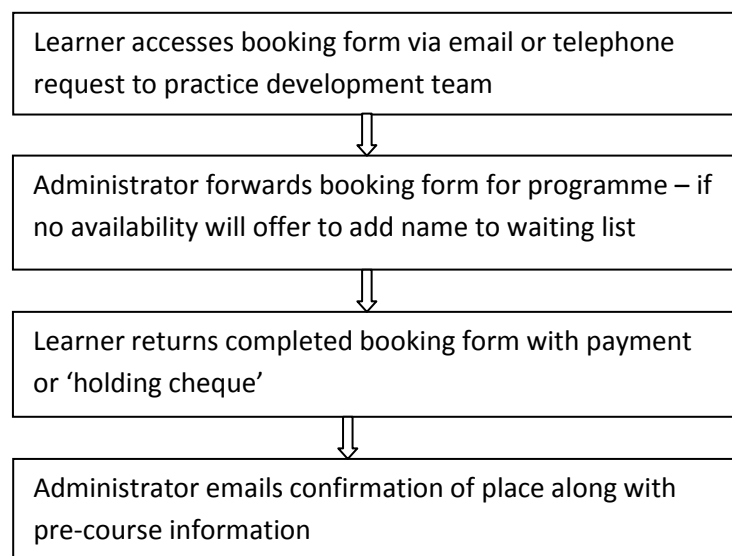
4.3 The day-to-day responsibility for learner recruitment is delegated to the team administrator, who will ensure that:

- Adequate resources are made available to implement this policy.
- Adequate arrangements are made to bring this policy to the notice of all staff, Learners and Partner organizations and commission.
- The effectiveness of the policy and its arrangements are reviewed annually during the relevant Strategy Group meeting or more frequently if deemed necessary.

#### 5. Advertisement

5.1 Learning Programmes are advertised in the quarterly End of Life Care newsletter which is distributed via email to all of the Teams contacts, representing organisations across health and social care within Northamptonshire. Newsletter is also sent to partner organisations for dissemination such as the Quality Monitoring Team. Courses are advertised via the charity websites for Cynthia Spencer Hospice and Cransely Hospice.

#### 6. Application Process



6.1 Holding cheque is requested with the aim of reducing non-attendance. If the learner attends the cheque will be destroyed and if they do not attend without cancellation (see 6.2), then cheque will be cashed.

6.1.1 Some organisations are unable to access cheques therefore invoicing arrangements can be made.

6.2 Learners are advised that the holding cheque will be cashed if cancellation is not received with 48hrs of the learning program.