

# WEA Recruitment and Admissions Policy

## 1. Purpose

The aim of this Policy is to set out guiding values and standards governing entry to WEA courses.

## 2. Value

The WEA is committed to widening participation in learning, especially for those who have suffered limited access to learning or who have had little previous educational success, and believes that there should be no restrictions on choice of learning other than the ability of the student to undertake and benefit from the course.

As part of this commitment, however, the WEA does from time to time provide targeted courses for particular groups of students who have traditionally or habitually suffered disadvantage in relation to learning or employment opportunities. In terms of equality legislation, this is defined as "positive action". It is designed to remove entrenched barriers to learning.

The WEA is also committed to the matrix Standard. It aims to provide impartial information and advice about WEA learning opportunities, financial and learning support including signposting and referral to other providers where this is in the students' interests.

## 3. Scope

"Recruitment and Admissions" is defined as the earliest stage in the student journey. Its purpose is to enable all students and potential students to make informed and objective choices about learning. It may or may not lead to enrolment. It can take place in a number of ways:

- Through WEA centres
- Through WEA marketing and publicity literature
- Through contact with tutors or organisers
- Through contact with volunteers and existing or former students
- Over the telephone
- Via the website
- Through WEA partner organisations
- Through outreach venues
- Through information, advice and guidance networking

## 4. Policy

The WEA policy is to:

- Engage in community activity and partnerships to identify local needs and develop suitable provision where this can be resourced

- Work in conjunction with branches of WEA volunteers to identify and organise provision
- Help individual students identify and clarify their initial learning needs, in conjunction with the Identification of Starting Points Policy if appropriate
- Inform and advise students about opportunities that will meet their needs
- Provide accurate, objective and up to date information about WEA learning opportunities, financial support and learning support
- Be clear where prior qualifications, experience and/or other evidence of aptitude
- (e.g. entry test or initial assessment) determine entry to a course
- Be clear about any entry restrictions or eligibility criteria where provision is targeted at particular groups or particular levels
- Offer places to all students for whom we have suitable courses
- Develop a course rationale for any targeted provision, e.g. women only courses
- Enable students to attend a first session without obligation where there are limited opportunities for pre-entry information and advice
- Ensure that information is available in a range of accessible formats that encourages widening participation
- Ensure that all national and regional publicity materials are compliant with the matrix Standard and with the WEA's Equality, Diversity and Inclusion Policy.
- Ensure that all Course Information Sheets meet minimum standards (see Student Induction Policy)
- Signpost or refer students to colleagues or other providers and agencies where this is indicated by their needs.
- Ensure there are opportunities for students to feedback about the service received

## 5. Implementation

### Regionally:

- Recruitment and admissions functions will be provided by tutors, organisers, volunteers, front-line office staff and partner organisations managed through Regional Management Teams.
- All staff and volunteers who come into contact with students and partners will be aware of policies and standards and be appropriately trained for IAG, enrolment and re-enrolment guidance and support
- Regional Management Teams will ensure the monitoring of regionally developed publicity materials to ensure that matrix standards are met.

### Nationally staff will consult with appropriate regional staff to:

- Develop appropriate national publicity and information material and/or templates that meet the matrix Standard
- Provide relevant updating, training and support for key staff involved in all aspects of admissions and enrolment (see IAG Policy)
- Provide relevant and appropriate training materials for all aspects of

- admissions and enrolment in line with the matrix standards
- Review recruitment and admissions policy and processes on an annual basis in consultation with the Director of Student Services

## **6. Management**

Regionally by Regional Management Teams.  
Nationally by the Director of Student Services and the Quality Improvement Team in conjunction with other appropriate national staff.

## **7. Monitoring**

- Through student and tutor evaluation
- Through national student satisfaction surveys
- Through student progression surveys
- Through complaints, compliments and the suggestions line
- Through partner evaluation and review
- Through the self-assessment process and SAR
- Through annual policy review.

## **8. Links to other policies and documents**

This policy is part of a suite of Student Support policies defining student support entitlements. Most relevant policies are publicly available through the WEA's website at <http://www.wea.org.uk/about/policies>