



# ERTG Admissions and Referral Policy

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## Introduction

This policy aims to state our procedure for receiving and making referrals to and from outside agencies. It should further be read in conjunction with our Equality and Diversity Policy, Safeguarding Policy, Behaviour Attendance Policy and Anti-Bullying Policy. This policy will also outline how we monitor the progress of our referrals and evaluate the success of

We want our staff and students to have a respectful, secure environment in which to teach and learn. We expect our students to follow our Health and Safety rules as we have an active warehouse environment which could be dangerous.

## Admissions:

We work in partnership with local schools to provide construction qualifications to children. ERTG will meet the students in their primary education location in the first instance to ensure that the student feels comfortable and safe. Then, the students will have a taster day at ERTG to further ensure that the programme is a good fit for both them and us. We do an initial assessment interview with the students to ascertain their desire and commitment to the undertaking.

For our apprentices, we work with employers to find suitable candidates. We ask every company who is putting an apprentice onto an apprenticeship to fill out an admission form which details information from the student and the company. All apprentices must be a PAYE employee in order to enrol on an apprenticeship.

For our paid courses, we will request a disclosure of unspent criminal convictions; please see our criminal convictions policy in conjunction. Otherwise, as long as the individual or company is able and willing to pay course fees and meets any specific requirements or pre-requisites they are welcome on the course.

**Referrals into ERTG:**

We ask that all students who come to us are referred through our forms. We have one for school referrals and one for our apprentices. Below is an example of our school form:



**ERT Enrolment Form and Self-Declaration of Eligibility**

Age at 31st August of current contract year **14-15**  **16-18**  **19+**

Surname:		First name(s):	
Date of Birth:		Gender:	
Home Address:			
Postcode:		Telephone Number:	
Email Home:		Work:	
Current School		School Tel.	
School Contact Name			
School Contact Email			
Learner Disability or Difficulty	Learner Medical Conditions		
Yes/No	Yes/No		
If you answered Yes to any of the above, please provide additional information here along with any additional support required			

Copies of these can be found in Skills Academy folder for the schools and Apprentice Admin folder for the apprentices. It is crucial that these referral forms are completed, collected and stored securely (please see Confidentiality & GDPR Policy, Data Retention Policy in conjunction with Information Storage Policy)

Below is our outline of procedures for our school students and our apprentices. The process is the same for referrals in and out of ERTG.

<b>ERTG Referral Process</b>	
<b>School Children</b>	<b>Apprentices</b>
Initial contact with outside agency via E-Mail / phone	Initial contact from employer / apprentice
Meet the student at their home centre with staff	If necessary, link potential apprentice to employer
Discuss needs of the student with the agency staff compared to current provision	Receive expression of interest form from employer & apprentice
Confirm with student that the provision matches their needs / expectations	Apprentice & Employer meeting with the provider
Confirm a date for initial viewing of agency with a follow up to evaluate and decide with student	Request record of prior learning / EHCP / Statements etc
Request referral form and Risk Assessments / EHCP / Statements etc	Student starts on programme
Student starts on programme	Identify any additional needs & refer as necessary (SEND / new job)
Send progress reviews to partner / referring agency at least termly	Send progress reviews to partner / referring agency at least termly