

Candidate Selection

Introduction

This policy ensures candidate entry requirements and processes comply with the requirements of the funding agency or organisation monitoring the programme and SiS Training & Consulting Limited quality management system. It ensures that there is a candidate entry system that meets those requirements but creates no unreasonable barriers to entry.

Policy Statement

Participants in training activities provided by SiS Training & Consulting Limited will be determined by:

1. The industry sector, or employer, that is contracting SiS Training & Consulting Limited to deliver training.
2. The Managing Director or Administration Manager who is providing a training programme, open to members of the public.

In both cases the entry criteria, selection procedures and the implementation of the selection process will comply with the requirements of the funding agency, organisation or authority, and the SiS Training & Consulting Limited Quality Management System.

Procedures

To implement the requirements of this policy, the following procedures apply for trainers and assessors:

Candidates come to SiS Training & Consulting Limited learning environments from the following sources:

- Selected by clients for whom SiS Training & Consulting Limited has contracted to provide training for selected standards from the National Qualifications Framework.
- Selected by SiS Training & Consulting Limited from applicants who are, or have been, employed within a relevant industry sector, and who wish to complete unit standards for their own benefit.

Where candidates are selected by the client to whom SiS Training & Consulting Limited is contracted to provide training services, SiS Training & Consulting Limited requires the following criteria to be applied to that selection:

- Numbers selected for the training activity are within the stated criteria for the type and location of the training being undertaken and are agreed with SiS Training & Consulting Limited as a condition of contract.
- Where pre-requisites or evidence of equivalent skill and/or knowledge are required as a condition of entry into a training programme, SiS Training & Consulting Limited requires that the client select candidates who meet that condition of entry.

Typically compliance-related or higher level unit standards (ie Level 4 or higher) may have specific selection criteria for candidates and this will be clearly documented and held on file by SiS Training & Consulting.

- Where SiS Training & Consulting Limited is in possession of bone fide evidence that a candidate selected by the client has little chance of completing the training activity successfully, SiS Training & Consulting Limited reserves the right to use that evidence in working with the client to review the appropriateness of that selection.
- Where SiS Training & Consulting Limited is in possession of bone fide evidence that the selection process used by a client may have infringed the rights, as defined by current legislation, of any individual, SiS Training & Consulting Limited reserves the right to refuse to enter a contractual agreement with that client.

Where candidates are selected by SiS Training & Consulting Limited the following selection criteria apply:

- Numbers selected for any training activity are set by SiS Training & Consulting Limited to ensure the legal capacity of the training facility is not exceeded and that no candidate is disadvantaged by numbers participating.
- Where pre-requisites or evidence of equivalent skill and/or knowledge are required as a condition of entry into a training programme, SiS Training & Consulting Limited reserves the right not to accept candidates who do not meet that condition of entry.
- Where SiS Training & Consulting Limited is in possession of bone fide evidence that a candidate has little chance of completing the training activity successfully, SiS Training & Consulting Limited reserves the right to use that evidence in working with the candidate to review the appropriateness of their application.
- SiS Training & Consulting Limited sets as a priority for each training activity under its control, the preservation of all rights of the individual as defined by the legislation applying at the time.

Responsibility for implementation

Candidate selection is the responsibility of, and is managed by, the Training Manager responsible for the programme. It includes the following:

- The development and use of documentation to facilitate the implementation of SiS Training & Consulting Limited candidate entry policies.
- Oversight of, and responsibility for, any person engaged by or on behalf of SiS Training & Consulting Limited in the candidate selection process.
- Ensuring that clients and candidates are aware of SiS Training & Consulting Limited selection policies and requirements.

- Management and resolution of any situation arising from non-conformance with SiS Training & Consulting Limited candidate entry policies.

Documentation

Not Applicable.

Resources

SiS Training & Consulting Limited will provide or ensure that its Training Manager provide and maintain resources required for candidates to have effective and efficient entry procedures.

Evaluation and Review

All documentation, procedures and policy components will be reviewed every three years or as required by changing circumstances and developments.