



## **Student Selection and Recruitment Policy**

### **1.0 Introduction**

Matrix has an overarching aim to facilitate excellence in counselling. We do this through the provision of high quality training. We aim to create a facilitative learning environment and provide high quality teaching. We have a robust quality assurance programme, and support students to develop in the integration of the self.

This Matrix policy for the selection and recruitment of students should be read alongside our Equality and Diversity Policy, Admission Policy and the Assessment of Literacy Criteria.

### **2.0 Principles**

The policy is based on the following principles:

- Clear information on the course will be available to prospective applicants.
- In line with our commitment to a relational way of working and to our commitment to protecting the uniqueness of individual applicants we encourage prospective applicants to discuss the entry requirements with the Principal prior to applying.
- Applications will be dealt with in a systematic and timely manner.
- All applicants will be treated fairly and transparently.
- The selection criteria will be applied in a way that is fair. Two members of staff will review all applications and make a decision on who may go forward to interview. Two interviewers, both senior members of Matrix will undertake interviews together.
- Applicants will be given a rationale for rejection or recommendation of a lower level entry (if applicable) swiftly.

### **3.0 Responsibilities**

The Principal has strategic level responsibility for recruitment and selection of students.

Nikkita Dalgliesh (Registrar) is responsible for managing the flow of applications through the system.

### **4.0 Criteria for Admission**

The criteria for admission are laid out in the Admission Policy.

### **5.0 Admission Process**

The review of application forms and references is undertaken by the Principal and a senior member of the counselling team to ensure applicants meet the entry criteria and, if necessary, the RPL criteria.

Successful applicants are invited to be interviewed by two senior staff. The interview process is carried out by a team of senior tutors.

Interview notes are taken by one or both interviewers.

All prospective applicants are encouraged to attend a taster session, to ensure the candidate understands the nature of the training and the requirements involved.

The interview team discuss each application following the interviews and a decision about acceptance is reached after reflective process and deliberation.

The student will be offered a place or given reasons for rejection by letter within 15 working days of the interview.

Once a place has been accepted, information about the programme including contract, dates of attendance and programme information are sent to the student before the start date of the programme.

## **6.0 Dealing with Complaints Relating to Recruitment and Selection**

Matrix is committed to providing a fair and efficient recruitment process.

Applicants have no right of appeal against a decision not to offer them a place.

Complaints about the recruitment procedure are dealt with by the Principal. Most complaints can be resolved informally.

If the complaint is not resolved informally the complainant should write formally to the Principal who will respond formally within 20 working days.

If necessary, a complaints board will be convened to discuss the complaint. This will include an external member who is a member of another similar training organisation plus a senior tutor not involved in the recruitment process for the complainant.