



Learner Recruitment Policy

Overview and Commitment

EDLounge Ltd will consistently recruit learners with integrity. We will use our professional judgement when recruiting learners for courses.

- Potential learners may ask for a consultation session with the Course Coordinator to find out the requirements for, and objectives of, a specific course/learning programme before enrolment.
- Details of minimum required qualifications, experience and/or other entry requirements are stated in the course description of each qualification.
- Applicants must be proficient in spoken and written English.
- Candidates meeting the qualifications requirement may proceed to apply directly for admission. The Course Coordinator shall brief the candidate on: the course curriculum; method of course delivery; method of assessment; attendance requirement; instalment plans; policies; terms and conditions for enrolment and withdrawal; transfer; payment etc. before processing the application form.
- Candidates shall be informed of their rights and obligations at the time of registration.
- Candidates who do not meet the minimum academic or vocational qualifications but have substantial work experience or related training, may apply for accreditation of recognised prior learning experience, if they have detailed evidence of the scope of prior learning.

Version No	Purpose / Change	Lead	Inception/ Review Date	Next Review Date
1	Document Inception	Cara Radford HR Manager and Safeguarding Lead	January 2018	January 2019
2	Document review update	Cara Radford HR Manager and Safeguarding Lead	January 2019	January 2020
3	Document review update	Mick Farrar Quality Manager	January 2020	January 2021