



Northamptonshire Healthcare
NHS Foundation Trust

Northamptonshire End of Life Care Practice Development Team

Learner Access and Recruitment Guidance

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1. Objective

- 1.1 To recruit Learners who would benefit from attending the relevant Learning Programme.

2. Scope

- 2.1 To cover all activities carried out by the Northamptonshire End of Life Care Practice Development Team.

3. Key principles

- 3.1 To provide information, advice and impartial guidance that enables individuals/organizations to make realistic and informed decisions about their choice of Learning Programme.
- 3.2 To ensure that the recruitment process does not treat applicants less favorably on grounds of disability, learning difficulties, age, gender, ethnicity, religion, marital status, or sexual orientation.
- 3.3 To make reasonable adjustments to facilitate access to learning programmes for people with learning difficulties.
- 3.4 If learning support needs have been initially identified, ask/support the learner to complete the Learning Support Needs Form.
- 3.5 To make available comprehensive and accurate information about the Learning Programmes, including entry criteria, learning programme aims, costs, study requirements and assessment.
- 3.6 To implement and monitor NHFT's Managing Diversity and Equal Opportunities Policy HR007 in relation to recruitment procedures of Learners.
- 3.7 To process applications accurately and consistently (see 6.).
- 3.8 To treat applicants with courtesy and respect.

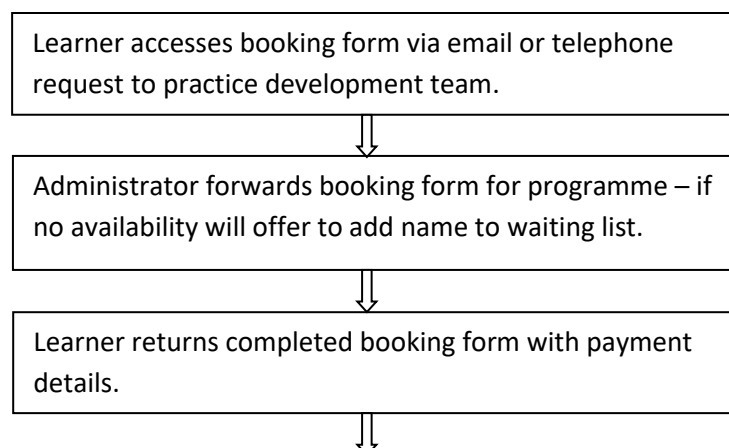
4. Staff responsibility

- 4.1 Practice Development Team Leader has overall and final responsibility for all matters relating to learner access and recruitment.
- 4.2. Individual programme facilitators have responsibility to ensure learner accessibility on a day-to-day basis.
- 4.3 The day-to-day responsibility for learner recruitment is delegated to the Team Administrator, who will ensure that:
- Adequate resources are made available to implement this policy.
 - Adequate arrangements are made to bring this policy to the notice of all staff, learners and partner organisations and commission.
 - The effectiveness of the policy and its arrangements are reviewed bi-annually during the relevant Strategy Group meeting or more frequently if deemed necessary.

5. Advertisement

- 5.1 Learning Programmes are advertised in the quarterly End of Life Care Practice Development Team newsletter which is distributed via email to all of the Teams contacts, representing organisations across health and social care within Northamptonshire. Newsletter is also sent to partner organisations for dissemination such as the Quality Monitoring Team. Learning programmes that meet the needs of specific workforce groups may be sent to the most relevant organisations and are advertised via the charity websites for Cynthia Spencer Hospice and Cransley Hospice. Emails sent via distribution lists to be sent as blind copies.

6. Application Process



Administrator emails confirmation of place along with pre-course information.



Administrator emails a reminder to attendees 7-10 days prior to course date.

- 6.1 Booking forms are saved in appropriate course section on the system and only accessible to PDT members.
 - 6.1.1 Paper copies of booking forms are scanned, saved as above and destroyed via confidential waste.
 - 6.1.2 Data from booking forms is viewed over the year and anonymised; collation of demographic of all learners is recorded during Quarter 4.
 - 6.1.3 In accordance with the General Data Protection Regulation (GDPR), details from the booking form will be retained and held on file for administrative purposes by the Practice Development Team. Please be assured that we will not pass this information on to any other organisation unless we have prior consent. View the Trust's Privacy Notice at: www.nhft.nhs.uk/Privacy.