

Martec training

Admissions Policy

Schools Programme (14 – 16 Year Olds)

The school does not admit school aged students directly. Students will be admitted to the school:-

- Via the referral system as adopted by Stoke-on-Trent Local Authority and Flexible Learning Service
- By direct referral from Local Authority Schools

Training Programmes

Admission to our Training Programmes are on a roll-on roll-off basis.

16 – 18 Year Olds

The training centre admits 16 – 18 Year olds by:-

- Self referral
- Referral from the Connexions Service
- Referral from the Careers Advisor in Local Authority Schools
- Referral from the Youth Offenders Service
- Careers Events
- Open Day/Weeks

19+

Admission for students aged 19+ will be by:-

- Self referral
- Contact from an Employer
- Open Day/Weeks

All post 16 applicants will complete an application form either paper-based or via our website.

All post 16 applicants will attend an Information Session and undertake basic skills assessments and receive a one-to-one interview.

At this stage the applicant will be offered the opportunity of being placed on our Admissions list for an Apprenticeship or our Foundation Learning course as appropriate to their ability and needs or if we cannot offer the course suitable to their needs they will be referred to another provider or referred back to the Careers Service.

Apprenticeship Programme

Learners will be sent for interview at employers premises and if successful will undertake a workplace trial for 4-6 weeks to assess whether they meet the employers needs and whether the placement is appropriate to their needs.

At the end of the trial period the learner will commence their apprenticeship.

Foundation Learning Programme

Learners will be given a start date or if there are no vacancies will be put on a waiting list for the next available intake.

**ANTHEA BRADBURNE
HEAD OF CENTRE**

DATE: DECEMBER 2011