

Enrolment Process

Step 1: Discuss Your Learning Needs with Your Manager

Initial conversation with your manager to understand your learning requirements and explore training options available. Together, you'll identify the most suitable training plan that aligns with your goals and aspirations.

Step 2: Skills Scan Assessment

Once the appropriate training is confirmed, we'll provide you and your manager with a skills scan to complete together. This assessment allows you to rate your existing knowledge and skills on a scale of 1 to 10. A rating of 1 indicates no knowledge or skills in the specific area, while a rating of 10 represents exceptional knowledge, where you could confidently demonstrate and provide evidence of that knowledge when needed. The Skills Scan is used to:

- Evaluate your knowledge and experience throughout your learning journey.
- Identify any training necessary to meet the relevant criteria.
- Discover new work areas essential to your role, encouraging further involvement.

Step 3: Assessing the Skills Scan Results

Once the skills scan is completed, we will go through the results to ensure that the chosen programme, in collaboration with your manager, is the most appropriate one for you. We prioritize your success and growth and aim to confirm that the selected programme aligns perfectly with your objectives.

Step 4: Informative Information Session

To give you a better understanding of the qualification, we invite both learners and managers to attend an information session. During this session, you'll have the opportunity to find out more about the programme and ask any questions. We encourage everyone to attend a session.

Step 5: Online Enrolment Form

After reviewing the skills scan and confirming the programme's suitability, we'll send you a secure link to access your online enrolment form (This form can be complete on a phone, tablet, or laptop. Please ensure that you fill out all sections and have a clear photo of your ID (passport, provisional/full driving license, or birth certificate) ready to upload.

Step 6: Maths and English Initial Assessment

After receiving your completed enrolment form, we'll send through a link for you to complete the maths and English initial assessment. Please note that this assessment is **not a test!** We require all learners to complete it to identify any additional support you may need. It helps us tailor our resources to match your requirements.

Step 7: Access Cognassist for Neurodiversity Support 🧠

As part of our commitment to supporting individuals in education and the workplace, we'll provide you with a link to Cognassist. Cognassist is a neurodiversity platform that can measure essential processes and functions of the human mind. This enables us to cater to your unique learning style and needs effectively.

Step 8: Arrange Induction

Finally, we would then arrange a date and time for you to attend your Induction and start your first day of learning!

