

# THE ORCHARD PROJECT

The logo for 'The Orchard Project' features the text 'THE ORCHARD' in a bold, sans-serif font. 'THE' is in a dark green color, while 'ORCHARD' is in a dark purple color. Below this, there are three purple icons: an apple, a bunch of three grapes, and a pear. To the right of these icons, the word 'PROJECT' is written in the same dark green color as 'THE'.

## **Learner Admission and Recruitment Policy**

## About us

The Orchard Project is a small but mighty charity, established in 2009, dedicated to creating a skilled community of orchardists to plant, care for and harvest fruit trees, connecting urban communities and increasing access to fruit. We work with people from all walks of life, with a specific focus on people living in poorer, inner-city areas. We have already made a big impact in London and are being seen as the urban orchard experts. Each year we are engaging approximately 5,000 people in orchard related activities. In 2017 we started offering accredited training in partnership with Crossfields Institute.

## Introduction

The Orchard Project's Admissions and Recruitment policy is underpinned by the commitment to a fair admissions system, whereby applicants are considered solely on the basis of their merits, abilities and potential, and are not discriminated against as a result of gender, colour, ethnic or national origin, age, social background, religious or political beliefs, sexual orientation or family circumstances.

This policy complies with relevant equality and diversity legislation affecting the admission of learners and takes account of best practice.

The Orchard Project (TOP) commits itself to operate its admissions system in a way that is transparent and justifiable with procedures that are fair, clear, explicit and consistently applied for all learners on all programmes or qualifications.

## Roles and Responsibilities

Overall responsibility for TOP's admissions and recruitment activity and implementation of the policy lies with the Chief Executive. The Admissions process refers to all activity involved in attracting, recruiting, selecting, admitting and enrolling learners. All staff involved in supporting the admissions process will have been adequately trained to undertake their role.

## Promotion, Recruitment and Selection

All TOP's marketing material will be accurate, kept up to date and be available at the correct point in the recruitment cycle.

All applicants will be given the opportunity to:

- Discuss the course content and level of difficulty with the Education, Skills and Training Manager;
- Know who their tutors will be and gain a basic understanding of the course content; and
- Know the cost of the course.

Applicants will be offered a place on the training on a first come, first served basis. Students may be able to pay for training by volunteering and such places will be offered selectively depending on their skill set and the needs of TOP.

## Information for Applicants

Applicants will be expected to know the obligations placed on them if they accept an offer of a place on one of TOP's courses.

Crossfields Institute and its approved centres reserve the right to remove an offer of a place if:

- information provided by an applicant proves to be false;
- the application is for a programme or qualification where there is a requirement that an individual is registered with the Independent Safeguarding Authority (ISA) and the applicant's registration has ceased; and
- an applicant is shown to have been involved in activity that is not compatible with being a Learner on the programme for which the applicant has applied.

Significant changes to advertised programmes or qualifications (between an offer being made and registration) must be conveyed to applicants as a matter of priority.

## Complaints and Appeals

Applicants will have the right to complain about the way their application has been processed. There will be a process that allows applicants to appeal against our decisions. Please see Appeals and Complaints Procedure for further details.

## Review Arrangements

The Orchard Project will review the policy and associated procedures bi-annually as part of our self-assessment arrangements. It will be revised as necessary in response to feedback from our learners, affiliates and regulators.

Policy Last Reviewed: August 2021

Next revision date: August 2023

Reviewed by: Education Skills and Training Manager, Jo Homan