



Student Onboarding & Qualification Policy

Our onboarding policy is to ensure that all new students who will be studying for NCFE qualifications are given the necessary support and guidance to successfully achieve their qualifications. The policy outlines the responsibilities of both the education provider and the student, to ensure that all requirements set out by NCFE are met and that the student has the best possible chance of achieving their qualifications.

Responsibilities of the Education Provider:

1. Provide all necessary information to the student about the course and the NCFE qualifications they will be working towards.
2. Using online assessments and professional judgement we will identify which level course is suitable for the individual child or young person.
3. Assign a mentor who is knowledgeable in the area of the qualification and can provide guidance and support to the student throughout their qualification.
4. Provide access to all relevant learning materials and resources required for the qualification.
5. Ensure that the child or young person has sufficient time to study and complete their qualification requirements.
6. Provide regular feedback on the student's progress towards achieving their qualification.
7. Submit all necessary paperwork and evidence required by the awarding body to demonstrate the child or young person's competence.

Responsibilities of the child or young person:

1. Familiarize themselves with the onboarding policy and the requirements.
2. Attend all necessary training sessions and complete all assignments and assessments required for the qualification.
3. Notify their mentor of any issues or challenges they may be facing while studying for their qualification.
4. Complete all required paperwork and provide evidence required by the awarding body to demonstrate their competence.



5. Regularly communicate their progress towards achieving their qualification to their mentor. Take part in termly reviews to give and receive feedback.
6. Attend any additional meetings or training sessions required by NCFE to ensure that all requirements are met.

In order to ensure that students have the necessary skills and qualifications to succeed in their chosen career, it is essential that all students have the necessary support and guidance to achieve their qualifications. This onboarding policy ensures that all new students who will be studying for qualifications receive the necessary support and guidance to achieve their qualifications, and that all requirements set out by awarding body. By working together, the education provider, awarding body and the student can ensure that the student has the best possible chance of achieving their goals.

Authored by Directors

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