Procedures for the Recruitment and Selection of Candidates

DISTRIBUTION LIST

This document is distributed to every level of the IVCWB where the subject is applicable.

DOCUMENT AVAILABILITY

This document is readily available to all staff on the IVCWB. Please note that the most up to date version is held in electronic format under the document reference.
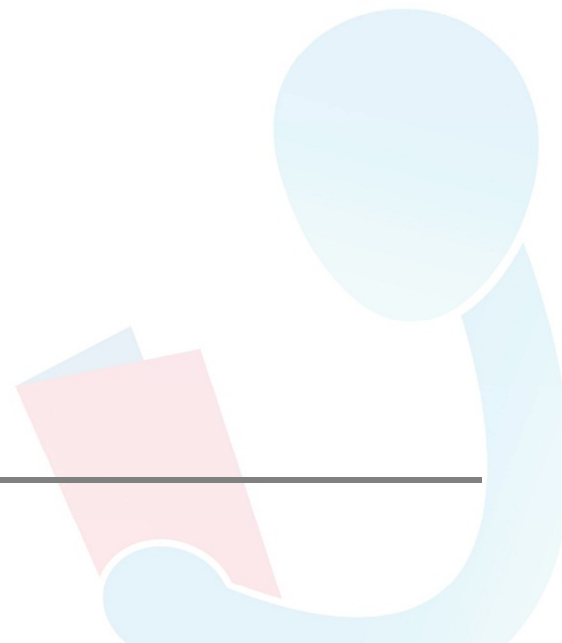
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AMENDMENT HISTORY

DATE (DD/MM/YYYY)	CHAPTERS CHANGED	AMENDMENT	VERSION
10/02/2014	None	First issue	1.00

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1. OBJECTIVE

The objective of this document is to outline the procedures to be followed when candidates are recruited and selected for the College.

2. SCOPE

The scope of this document is to serve as a guideline for the procedures to be followed when candidates are recruited and selected.

3. CRITICAL SUCCESS FACTORS

- Adherence to the set procedures;
- Participation of the Training Administrator;
- Participation of all relevant College Employees.

4. ROLES AND RESPONSIBILITIES

The Roles and Responsibilities of all the relevant College Employees are as follows during the recruitment and Selection Process of students.

4.1 Recruitment and Selection Procedures

The success of the learning programme is largely dependent on the recruitment and selection of the most suitable candidates – those who meet the Entrance Requirements as specified by College. In this way, there should be minimal attrition from the programme and the maximum number of candidates should complete the programme achieving competence and the relevant qualification.

The candidates are recruited according to the following Selection Criteria, dependent on the level of the qualification. For example:
- Is the candidate currently unemployed / employed?
- What is the highest qualification of the candidate?
- Is the candidate literate and numerate at the appropriate entry level for the qualification?
- Does the candidate have the appropriate inclination for the chosen field of learning?
- Does the candidate have any other qualifications?
- Does the candidate have any work experience?

For certain advanced training programmes other strategic partners may be requested to assist with the Selection Process e.g. for Corporate Training courses the client can scan their databases for candidates who meet the Selection Criteria. These candidates will be invited to a presentation where the details of the programme – requirements and benefits – will be explained.

Interested candidates will complete an Application Form. Candidates, who are judged to be suitable and seriously interested in the programme, will be invited to the next round of selection.

Successful candidates will receive a letter congratulating them on their selection and asking them to contact the organisation as to whether or not they would still be interested in joining the programme.   Unsuccessful candidates will also be sent letters informing them of their status.

4.2 Proficiency Testing

ENGLISH PROFICIENCY TESTING

As part of the application process all candidates will have to write an English Proficiency Test which is a pre-requisite for all courses presented by the IVC. The purpose of this English Proficiency Test is to determine if the candidate is able to communicate properly in English to enable him to read, interpret and understand the study material in order to eventually complete the course and receive the qualification.

When found not competent, the candidate will have to attend an English Proficiency course.

MATHEMATICS PROFICIENCY TESTING

As part of the application process certain more advanced courses e.g. courses related to the Maritime, Engineering and Accounting fields, proficiency in Mathematics is a prerequisite The purpose of this Mathematics Proficiency Test is to determine if the candidate is able to perform basic mathematical calculations, make interpretations etc. to enable him to successfully complete the course and receive the qualification.

When found not competent, the candidate will have to attend a Mathematical Proficiency course.