

Kerry CTC Recruitment Policy

Purpose

The purpose of this policy is to outline the recruitment process for Kerry CTC. This policy ensures that the recruitment process is fair, transparent, and free from discrimination.

Overview

Kerry CTC is contracted by Kerry ETB to provide a service to ETB learners. As a community-based organisation, Community Training Centres may be the first port of call for early school leavers or those seeking an alternative form of education and training. Kerry CTC will arrange that such young people be registered in line with agreed local protocols.

External Recruitment

Kerry CTC works in partnership with local agencies to recruit new learners. Kerry CTC meets with social partners such as Education Welfare Officers, Kerry Travellers Group, Home School Liaison Officers, School Principals, Tusla, Social Workers and Youth Workers to discuss the suitability and eligibility of referrals and prospective new learners.

Direct Contact

When a prospective learner contacts the Kerry CTC directly, s/he is interviewed by Community Training Centre management/staff. If eligible and suitable, the Community Training Centre management/staff will advise the applicant of any additional paperwork required and a start date. All prospective learners under eighteen require a consent form to be signed by a parent/guardian.

Once a learner has been offered a place in Kerry CTC, they will receive a verbal and written notification informing them of their start date and expected finish date.