



Applicant Policy

At the North East Chamber of Commerce (Training) Ltd, we welcome all applications to join a training programme. NECC is committed to equality of opportunity for all and wants to make sure that there is equal access to training.

To join a training programme at NECC, usually you need to fill in an application form and we will then invite you for an interview. You might want to talk to a member of staff before you decide to apply. They will tell you what you need to do and can help with your application.

We will try to agree on any support you may need. Full details of how we can support any application are in our Disability Statement.

Our plan to support all applicants is:

- Have well-informed and friendly staff available to support you and advise you on the best route for you
- Give relevant, correct and objective information to you
- Present a true image of the occupational area and promote equality of opportunity
- Present a range of information to meet your needs, for example giving support if you are also looking for a job
- Carry out an interview giving a clear and true image of the opportunities available
- Give all support and advice confidentially
- Offer handy points for you to attend an interview; including your local NECC Training Centre, your own workplace or an outreach centre as appropriate
- Discuss your future career plans and how the training will link with current and future plans
- Give advice on the best route for you and pass you on to alternative provision if this would be better for your needs
- Support you in making your own choices about services
- Give any support you need when looking for alternative provision
- Base the decision to offer you a place on our training programme on factors that do not discriminate
- Support you if you have any special needs through our Disability Statement, and through spending more time with you if appropriate