

## Student Of The Month Policy & Procedure

The purpose of this policy is to set out our company procedure for our Student of the Month feature which has been introduced in Autumn 2023. This feature is a great way to recognise the efforts of our learners and was suggested to us by one of our existing employers.

Our workplaces are encouraged to nominate any learners who they feel deserve to be our Student of the Month. The nomination form has been sent to all our employers and tutors upon creation and is included in each monthly newsletter for employers to complete and then email to a staff member.

The process is as follows:

- Each learner that is nominated will be emailed by a member of VTS to congratulate them for the nomination. This email will explain to the learner that should they be chosen as our Student of the Month, unless they request no publicity, their nomination will be shared within our next monthly newsletters, on our social media platforms, and on our company website.
- In the final week of each month, two senior members of VTS staff will read through each application and will decide together which nominee should be chosen as our Student of the Month based on the criteria listed below.

The criteria:

Each Student of the Month nomination that is received will be reviewed against the below criteria by the two senior staff members who will then decide who will be chosen as the winner.

The categories that are included are:

- Dedication to the course
  - Progression throughout the course
  - Meeting arranged deadlines
  - Overcoming any difficulty or adversity
- Once the selection has been finalised, this learner will be congratulated via email and their employer will also be informed.
  - Unless they have requested otherwise, this will then be shared in our next monthly newsletters, our social media pages, and our company website to celebrate the learner.