

Admission policy

Nansen Highland has an active equal opportunity recruitment procedure, which closely interlinks with the marketing procedure.

The first step in the recruitment is the initial enquiry. The referrals are mostly received from social work departments, education department and/or from the careers office.

A Nansen Highland application form needs to be filled in, accompanied with a Single Shared Assessment. Any other relevant documents may need to be consulted for the assessment.

On referral, we invite the persons who are involved in the possible placement: the prospective trainee, parents/guardians and the care manager, mostly social worker.

In the initial visit, the prospects, desires and aspirations of the trainee are taken into account and compared with Nansen Highland's statement of intent.

Following this initial visit, we possibly invite the prospective trainee for a day trial at one or both of the day training services. This enables both parties to get to know each other.

When considering a placement, we scrutinise:

- the availability of a place at Nansen in relation to the waiting list
- the compatibility of the new trainee with the trainee group and visa versa
- the availability of agreed funding

The application can develop from here onwards.

Either when both parties feel the placement would not be productive, we end it here or further arrangements are made to make the placement to start.

Similar arrangements are in place for a placement in the residential services where a trial week will be organised.

It is imperative that all funding issues and allowances are settled, by the care manager, prior to the start of the placement.