



Recruitment Policy

LSET offers a range of short-term training programmes and other courses to UK and international participants. These training programmes are mainly for a week to ten days duration however, a few programmes may also last for up to six months duration.

They are aimed at preparing adult participants to enhance their knowledge and skills and progress to further study or enter successful employment.

Course Information and Enquiries

Our course portfolio and programme sheets can be found on our website www.lset.org.uk They list valuable information to enable candidates to choose the right program of study.

Course enquiries or requests for additional information should be directed to LSET administration office by email info@lset.org.uk or by telephone 020 79983503.

Entry Requirements

Entry requirements can vary. For selected training programmes there are no prerequisites however, participants must demonstrate a good command of the English language to be able to follow the programme. For long term programmes standard entry criteria may be applicable.

Equal Opportunities

It is our policy to provide training to all, irrespective of:

- Gender, including gender reassignment
- Marital or civil partnership status
- Having or not having dependants
- Religious belief or political opinion
- Race
- Disability
- Sexual orientation

All prospective participants and other staff will be treated fairly and will not be discriminated against on any of the above grounds. Decisions about recruitment, training or assessment are made objectively and without unlawful discrimination.



Admission Procedures

All prospective applicants are required to apply for admission online through the LSET website. The enrollment contract is also available online, which the participant must accept before submitting the completed online form. We also have a paper application form for learners.

If participants are using the paper application form, then the completed form along with other supportive docs should be mailed to info@lset.org.uk

Alternatively, you can post it to:

London School of Executive Training
Hamilton House
Mabledon Place
Bloomsbury
London
WC1H 9BB
United Kingdom

Please ensure you complete all relevant sections of the application form to ensure smooth enrolment process. We recommend that you submit your application form well in advance when you wish to join, to allow us an enough time to process your application.

2.Obtaining a Conditional Offer Letter

Once your application has been received, you will be contacted by LSET admission officer who will discuss the details and fees with you.

If your application is successful, we will issue you with a conditional offer letter via email. If your application is unsuccessful, we will send you an email stating the reason for the outcome.

3.Accepting the offer

After receiving a conditional offer letter, you need to reply to the email informing LSET of your decision to accept the offer and attach all documents listed in the conditional offer letter.



4. Making payment

You may be required to pay a minimum deposit before enrolment can be confirmed.

Accepted methods of payment include:

- Electronic bank transfer
- Cheque or Cash
- Paying online through LSET website

Once we have received all the necessary documents and payment has cleared, LSET will enrol you onto the programme.

Following docs are required to complete the application process.

:

- Your valid Passport /ID card
- Copies of educational qualifications for selected programmes
- Proof of address in the UK for local participants
- 2 recent passport size photographs
- CV

International Recruitment Policy

LSET aims to work closely with some outstanding consultants in different countries, which gives our organisation an effective presence in Asia and Africa.

All overseas consultants and representatives are given clear guidelines at the time of appointment with regards to the quality standards and the safeguards expected of them when recruiting new participants.

Prospective participants are initially interviewed by the education consultants however, every effort is made to ensure that they are bona fide and their primary intention is to study and not to abscond or get involved with other illegal activities.

In most cases, a detailed face to face interview is organised between the participant and the LSET staff or faculty for us to fully understand and analyse the application, participants' ability and intention to follow the course. All acceptance letters, offer letters or any other official documents are issued directly from the LSET administration office and all such details are saved for our purpose.



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Policy on Representation

Duties and responsibilities of the representatives are outlined in the Agency Contract which has been attached separately.