

Recruitment and Selection Policy

General statement

The recruitment and selection process is of paramount importance in order to recruit staff with the necessary skills and attributes to enable us to fulfil our corporate aims and objectives. The Recruitment and Selection Policy and Procedures aim to provide clear guidance in relation to both the selection and appointment of staff. This policy promotes and supports good practice for those with responsibility for recruitment.

This policy and procedures aim to achieve the following objectives:

- To ensure that staff appointed to posts involving teaching/training/assessing/ verifying and for any particular role are qualified to carry out such duties or are working towards an appropriate qualification if required.
- Work to a fair and effective recruitment procedure, which is consistent with employment legislation and our Equality and Diversity policies and practices.
- Develop and enhance the public image of our organisation, both as an employer and as a quality provider of education and training
- Recruit staff with the appropriate skills, both technical and personal, in order to meet our current and future needs.
- Internal candidates or others personally known to the interview and selection panel must be treated in exactly the same way as all other candidates.
- All foreign non-EU staff recruited are expected to have met our due diligence check and can satisfactorily provide evidence of their eligibility to work in the UK.

Justification for Recruitment

Before recruitment begins, the following may be considered if required:

- Is it necessary to fill the vacancy?
- Is there a need for staff to be recruited for future contract whilst the staff will be starting when the contract is secured?
- Does the role require changes in duties and responsibilities?
- What type of contract is required part time, fulltime or freelance?
- Could the work be accommodated in other ways?
- What terms and conditions are being offered for the post?
- Are they appropriate and consistent with the rest of our organisation?
- How will this support our organisation?
- Can we recruit with local market or through referral?

Filling the Vacancy

The following documentation must be completed for recruitment to all posts:

- General Checklist for Selection
- Job Description

Advertising

Vacancies may be advertised, both internally within our organisation, as well as externally. However, we will employ the most cost effective method for recruitment of staff. Where it is considered that existing staff have the prerequisite skills consideration may be given to advertising posts internally only. Other Staff may be considered for vacant posts prior to internal/external advert if they meet all the essential criteria of the vacancy.

Enquiries

Enquiries will be dealt individually and will be answered through the most convenient method of communication. Furthermore wherever possible, this will be provided in electronic format and in alternative formats where requested.

Selection

Shortlisting

If need be candidates may be short listed for interview if they meet all the essential criteria defined in the person/job specification. If the number of candidates meeting the essential criteria is excessive, further selection might be undertaken utilising the desirable criteria to achieve a workable shortlist. This will be entirely at the discretion of the organisation.

Interviewing

Interview will be conducted fairly and equitably so that the best candidate is selected if required. All candidates will be asked a standard format of questions, which will have been decided by the interview panel prior to the interviews. All questions must be related to the job requirements and the candidate's suitability to undertake the role.

Skills assessment

As part of the selection process, we may interview the selected Candidates on specific essential skills as deemed required for the job role.

Appointment

The choice of candidate will be determined by the formal interview panel. The panel will take account of any other information that will have been generated as part of the selection process

A formal offer of appointment is to be made / confirmed in writing and will be conditional upon receipt of references (if required) which satisfy Organisation requirements. Consideration will be given to reasonable adjustments for a successful disabled candidate

Feedback

Feedback will be given only on request of short listed candidates. The request and feedback can be in writing or electronic.

Confidentiality

All application details are treated with the utmost confidentiality. It is the responsibility of the Director (his nominee) and interview panel to ensure that suitable arrangements are made for confidentiality to be maintained.

Documentation

All necessary documentation will be kept for each stage of the recruitment process and unnecessary documentation will be shredded.

General Selection Criteria

New Staff Name:	
Date:	
Verifier/Supervisor:	

No	Details	Yes/No
1	Occupational Competence and experience in area to be taught, assessed and verified	
2	A1 Assessor Award Qualification or any equivalent	
3	V1 Conduct Internal Quality Assurance	
4	Any Vocational or Professional qualification relevant to the job role	
5	Trainer or teacher qualification (PGCE, PTLLS and other relevant qualification)	
6	CRB/DBS Check if required (mainly for teaching, assessing and verification)	
7	Driving License	
8	References required	
9	Eligibility to work in the UK (For non-EU)	