

1. Purpose

The purpose of this policy is to operate a strategic and professional approach to recruitment processes to enable More Training to attract and appoint staff with the skills and attributes necessary to fulfil its strategic aims and values.

2. Scope

- 2.1. This policy applies to all staff, learners, contractors and third-party agents involved with More Training.
- 2.2. This policy applies to the recruitment and selection of all staff to More Training.
- 2.3. All employees involved at any stage of the recruitment and selection of staff should be aware of and adhere to the contents of this policy.
- 2.4. Any external consultants, recruitment agencies or external experts who assist in the recruitment process must act in accordance with this policy. The appointing manager is responsible for providing such external parties with this policy prior to their involvement in the recruitment process.

3. Policy Statement

- 3.1. We will adopt recruitment and selection procedures and other human resources management processes that help to deter candidates who cannot work with vulnerable learners or maybe unsuited to work with them. To this end successful applicants will not commence employment at More Training until all required checks have been successfully completed.
- 3.2. We will ensure that the recruitment and selection of staff is conducted in a manner that is systematic, efficient, and effective and promotes equality of opportunity.
- 3.3. We will treat our recruitment practice as a key public relations exercise since the way it is managed affects More Training's image, and consequently its ability to attract and appoint staff of the highest quality.

4. Aims

- 4.1. To appoint the best person for each position.

- 4.2. To ensure equality of opportunity for all applicants.
- 4.3. To ensure compliance with More Training Equal Opportunities Policy and relevant employment legislation.
- 4.4. To promote More Training values.
- 4.5. To meet More Training operational requirements and strategic aims.

5. General Principles

- 5.1. To secure equality of opportunity in all its activities, and in this respect all staff should maintain a positive attitude towards equality of employment.
- 5.2. If a member of staff involved in the recruitment process has a close personal or familial relationship with an applicant they must declare this as soon as they are aware of the individuals' application.
- 5.3. Documentation relating to applicants will be treated with the utmost confidentiality and in accordance to the Data Protection Act 1998 (DPA). Applicants will have the right to feedback and to access any documentation held on them in accordance with the DPA.

6. Preparation Stage

- 6.1. The recruitment and selection process should not commence until a full evaluation of the need for the role against More Training's strategic plans and budget has been completed.
- 6.2. The recruitment of staff will take into account More Training's need for new ideas and approaches and support More Training's commitment to ensuring a diverse workforce.

7. Obtaining Candidates

- 7.1. As a minimum all positions will normally be advertised within More Training. This will provide staff with opportunities for career development, thus maintaining the skills and expertise of existing staff.

- 7.2. Positions will be advertised using the most appropriate and cost effective medium to maximise the number of suitably qualified candidates. This may include local, national and international publications and web sites and should adhere to More Training's visual identity.
- 7.3. Applicants will be treated with respect and provided with sufficient information to make informed decisions regarding their suitability for the role.

8. Selection Process

- 8.1. The selection process should be:
 - Transparent.
 - Timely and cost effective.
 - Equitable.
 - Free from conflict of interest.
- 8.2. All recruitment will be based on agreed job descriptions and person specifications.
- 8.3. Recruitment and selection must be conducted as an evidence-based process and candidates should be assessed against agreed selection criteria, based on relevant knowledge, skills, competencies, experience and qualifications to perform the role as outlined in the person specification.
- 8.4. All decisions must be recorded and signed by all involved.
- 8.5. Shortlisting must be undertaken by at least two individuals who are involved in the interviewing process. Interviews should normally be conducted by at least two people, and all interviews for one post should be conducted by the same people.
- 8.6. Any skills tests (e.g. presentations, in-tray exercises) must be directly related to the role and measured against objective criteria, and presentations for one post must be assessed by the same persons. Candidates must be notified of the details of any skills test when they are invited for interview.
- 8.7. Interview questions must relate to the job requirements as exemplified in the person specification and the candidate's suitability for the position. The person specification

should be used as the basis for determining the interview questions. Standard questions about the disciplinary record and any criminal record of the individual will be asked at interview. Any gaps in employment will also be explored with the individual at interview.

8.8. Successful candidates will not commence employment with More Training without the following checks having being satisfactorily completed:

- Enhanced Disclosure and Barring Service
- References, including one from most recent employer, covering the last three years
- Satisfactory Medical report
- The Right to Work in the UK
- Relevant qualifications

8.9 The outcome of all of these checks will be recorded on More Training HR database.

9. The Employment Contract

9.1. At the end of the recruitment process all records must be handed to More Training's administrator who will retain them for six months in case of requests for feedback or the potential for litigation.

9.2. Offers of employment are conditional upon receipt of satisfactory references, enhanced DBS clearance and checking of relevant qualifications and rights to work in the UK.

10. Use of Agency Staff or Contractors

10.1. All agency staff or contractors will be subject to the same checks as staff employed directly by More Training.

Unless there are any changes this policy will be reviewed annually at the end of the academic year (1st Aug – 31st Jul) by the Owner.