



Recruitment Policy

2018-2019



European Union
European
Social Fund



**Education & Skills
Funding Agency**

interlearn.co.uk |    

Contents

1.0 JOB DESCRIPTION AND PERSON SPECIFICATION	2
2.0 TYPES OF EMPLOYMENT	3
3.0 PROBATIONARY PERIOD	4
During the probationary period	4
Confirming your appointment	4
4.0 NATIONALITY	5
5.0 DISCLOSURE BARRING SERVICE (DBS)	5
6.0 IMMIGRATIONS (RESTRICTIONS ON EMPLOYMENT) ORDER 2004	6
7.0 POLICY UPDATE	6

LINE MANAGER RESPONSIBLE:
LAST REVIEW DATE:
NEXT REVIEW DATE:

Director of Operations
August 2018
August 2019

It is the Group's policy to recruit people with the necessary skills, expertise and qualifications to deliver organisational objectives and who have the ability to make a positive contribution to the values and aims of the organisation. The best person for each vacancy will be recruited, regardless of sex, sexual orientation, race, religious beliefs or disability. Internal applicants will be encouraged to apply for promotion opportunities within the organisation.

1.0 Job Description and Person Specification

A job description is a key document in the recruitment process and must be finalised prior to taking any further steps in the process. In instances of a new role or material changes to an existing role, HR will support the manager in drafting this document.

Within the job description, there will be a section dedicated to the person specification, which outlines the essential and desirable criteria (including qualifications, experience, knowledge, skills and expertise required to perform the job). The detail set out in the person specification will provide the criteria against which a candidate can be assessed throughout the recruitment process.

2.0 Types of Employment

Your employment maybe permanent, temporary, for a fixed period, full time or part time. The main

types of appointments are;

- a) Permanent: This appointment is of indefinite duration and can only be terminated by notice or retirement. The person appointed has been selected through open competition and has satisfied requirements regarding qualifications, experience, health, character etc. Those with permanent appointments are entitled to be entered in the company pension scheme after completing the qualifying period (6 Months).
- b) Temporary: These appointments rarely last longer than one year. It is not necessary for the person to have been recruited through open competition.
- c) Fixed term appointments: These appointments are made for a limited period, which normally does not exceed 2 years. They are made either where the work is for a limited duration (usually more than 6 months) or where there are exceptional reasons for appointing someone to a continuing post for a limited period, for example where there are no career possibilities.

Fixed term appointments maybe converted to permanent status if this possibility was specified in the recruitment advertisement. If the appointment is for more than 12 months the person will be entitled to be entered in the company pension scheme after completing the qualifying period.

- d) Casual appointments: These appointments are made without the need for open and fair competition and with no agreed working patterns. Casual workers are called in as and when required and are not obliged to accept an offer to work, nor is the company obliged to offer any work.

3.0 Probationary Period

All appointments at the company (unless otherwise stated in your offer of appointment letter) is subject to a probationary period of 6 months. During this period your performance is assessed to ensure you are suitable for continued employment. Your conduct and attendance record will also be taken into account in this assessment. You will be given any necessary advice and guidance to help you enable you to meet the job requirements.

During the probationary period

If you have any problems with your work, your manager will speak to you and, if your performance is below the acceptable standard, you may be given an informal warning. You will be given reasonable time and support to improve. Please let your manager know if you are having difficulties.

In exceptional circumstances if your attendance record or performance is unsatisfactory to the company, and you are currently on probation, your appointment will not be confirmed.

The company do have the discretionary right to extend your probationary period if your performance and/or attendance is below expectation or you have a lot of sick leave, if we believe that there is likely improvement, and that your attendance and performance are likely to achieve an acceptable standard during the extended probation period.

During an employee's probationary period, the company reserve the right not to apply our disciplinary procedure before taking dismissal action.

Confirming your appointment

At the end of your probationary period, your line manager will hold an interview with you to confirm that you have met the requirements of the job and that your conduct and attendance have been satisfactory. If all is satisfactory you will receive a letter confirming your appointment.

4.0 Nationality

All employees are required to provide evidence of their right to work in the UK prior to the appointment.

5.0 Disclosure Barring Service (DBS)

The company is committed to safeguarding the welfare of those accessing our services and has a statutory duty of care towards vulnerable members of society under the Safeguarding Vulnerable Groups Act (2006) and The Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2013. However, this duty must be carried out with due regard to all other relevant legislation including the Protection of Freedoms Act 2012, the Data Protection Act (2003), the DBS Code of Practice and the Equality Act (2010).

The company will use an Enhanced check for Regulated Activity as one part of a range of safeguarding tools for assessing the suitability of preferred candidates, volunteers, contractors, agency workers, those transferring within the company and the continued employment of those in specific roles which require re-checking. Other tools include thoroughly confirming identity, qualifications, taking up and verifying references and examining dates of employment histories on application forms. The company will ensure that sensitive personal information is held securely, and only seen by those entitled to see it in the course of their duties.

An Enhanced DBS or Enhanced check for Regulated Activity and, if applicable, the cause for concern assessment will only be stored for as long as necessary, and then confidentially destroyed. Under section 124 of The Police Act 1997 it is a criminal offence to pass disclosure information about a spent conviction to anyone who is not entitled to receive it. Serious misuse of a person's criminal record could result in a prison sentence of up to six months or a fine of up to £1,000 or both.

Where a post is identified as one that requires an Enhanced DBS check or an Enhanced check for Regulated Activity, all application forms, job adverts and recruitment literature will contain a statement advising that this will be requested in the event of the individual being offered the position. Applicants should be made aware that enhanced disclosures might include non-conviction information from local police records if the police 'reasonably believe' the information is relevant to the post in question.

Where an Enhanced DBS check is to form part of the recruitment process, the company will ask all applicants to 'self-disclose' details of their criminal record at an early stage in line with the Rehabilitation of Offenders and Self Disclosure Policy. This information will only be seen by those that need to as part of the recruitment process. Failure to reveal information that is directly relevant to the position sought may lead to the withdrawal of an offer of employment. The company will not employ someone to work in Regulated Activity (post 10th September 2012 definition) with children if they have been barred through the DBS Children Barred list, or someone to work with vulnerable groups who

are barred through the DBS Adult Barred List. The company would be breaking the law if we did so. Conversely if the company receives an application from a person barred from working with children or adults they are breaking the law if they work/volunteer or seek to work/volunteer with these groups and we will report them to the relevant Authorities.

All learning and development staff with direct contact to learners must obtain and satisfactory pass an Enhanced DBS Check on appointment. After successful obtainment of an Enhanced DBS, it is the responsibility of the employee to inform the HR department of any changes in their circumstances. Failure to do so will be seen as Gross Misconduct and may lead to instant dismissal.

All other employees of the company must obtain and satisfactory pass a Basic DBS Check. All checks will be renewed on a three-year rotation.

6.0 Immigrations (Restrictions on Employment) Order 2004

Staff from the Czech Republic, Estonia, Hungary, Latvia, Lithuania, Poland, Slovakia and Slovenia are required to register with the Home Office within 30 days of commencing employment. Failure to do so may jeopardise your employment with the company.

7.0 Policy Update

This policy is reviewed biannually by the HR. Any changes required should be reported directly to the HR department.