

Version Control

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Department Responsible:	Quality
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Minor Revision History

Version	Responsible (initials)	Notes	Date of Amendment
1.0	TO	Copied content from previous document to new template as to conform with new company standard.	20/06/2021

Recruitment, Selection and Fair Employment Policy and Procedures

1.0 Policy Statement

- 1.1 Successful recruitment depends on finding the right applicant with the appropriate level of skills, experience and qualification who will identify with the values, aims and objective of Challenge trg Skills . It is also becoming increasingly important, as Challenge trg Skills evolves and changes, that new recruits show a willingness to learn, adaptability and ability to work as part of a team. The recruitment & selection procedure should help to ensure that these criteria are addressed.
- 1.2 In line with the Government's Good Work Plan and in recognition that our staff are our greatest asset, all work should be fair and decent and offers our staff:
- Employment satisfaction
 - Fair pay
 - Opportunities for participation and progression
 - A safe, secure workplace which promotes staff wellbeing
 - A voice to influence workplace practices
- 1.3 This policy ensures our Recruitment and Selection Policy will:
- Be fair and consistent
 - Be non-discriminatory
 - Conform to all statutory regulations and agreed best practice
- 1.4 This policy also ensures that we commit to the principles in the Government's Good Work Plan

2.0 The Recruitment Process

The following procedure will be used when a post is to be filled. Challenge trg Skills will:

- 2.1 **Define the job.** If it is an existing post - is an exact replacement required or is this opportunity to revise the requirements. If it is a newly established post be clear on the exact requirements, draw up a job description and consult the appropriate department
- 2.2 **Complete a Job Vacancy Form** which confirms:
- Details of the post
 - Final approval from the appropriate Director
 - In the event of the job being newly established, the approval of the MD
- 2.3 **Send the Job Vacancy Form to the Administration Office** for processing.
- 2.4 **Ensure the Job Description and Person Specification is up to date**, offers a true representation of the vacant post, and the person you are looking for to fill this post.
- 2.5 **Collate an information package** appropriate for the post. This package should include:
- Job description and if appropriate, the person specification
 - Information on Challenge trg Skills Ltd

- Terms and Conditions of employment
- Specify whether a DBS is required for the role
- Application Form

It is important that this pack is carefully put together in order to present a professional image of Challenge trg Skills , therefore out of date or poorly presented information is not suitable.

In discussing the most effective means of obtaining suitable permanent candidates. The following options should be explored:

- Internal advert within Challenge trg Skills
- External advert within the job centre
- External advert in the appropriate technical / professional Journal
- Social Media and recruitment websites
- In senior posts, the use of a recruitment agency

2.6 Design the advertisement. All advertisements must contain as much information as possible to ensure the correct recruitment group is targeted and reduce unsuitable applications, while remaining as cost-effective as possible.

External adverts should be submitted to the Operations Manager/MD for approval before being placed.

3.0 The Selection Process

3.1 Appropriate selection procedures must be used for each post. Procedures may vary; at its simplest this may involve a straight-forward interview.

For some posts presentations/micro teach to the interviewer(s) on a chosen topic and/or a series of individual interviews on various topics may be included.

The management will approach relevant people to assist with shortlisting and interviewing.

3.2 The application forms received by the closing date will be forwarded to the Operations Manager for shortlisting along with the recruiting manager.

Applicants must be shortlisted against the Person Specification.

3.3 All papers must be returned to Challenge trg Skills admin office, who will invite the candidates for interview, obtain references and make the necessary housekeeping arrangements for the interview.

This will include timetabling the interviews and arranging any pre-employment checks. Candidates who have not been shortlisted will also be informed.

3.4 At the interview, the interviewer(s) will ensure that the Interview Record Form is completed as fully as possible.

When interviewing, they will ensure that Equal Opportunities legislation is strictly adhered to, to avoid discrimination. The Equality Act 2010 and Safer Recruitment set out the 9 protected characteristic and practices expected of the recruitment panel.

- 3.5 When all candidates have been interviewed, the Operations Manager along with the appropriate I manager will decide on the most suitable person for the post. Such decision will be free from unconscious bias and as such recruitment and selection training will be provided to managers where there is limited experience of recruitment.
- 3.6 Phoenix Training Service will arrange to inform the successful candidate as soon as possible, agreeing a commencement date and starting salary subject to satisfactory reference, medical clearance (where necessary) and DBS where the post requires it.
- 3.7 All interview packs should be returned marked "Private and Confidential" to the Administration Offices where they will be held for the period set out in the Job Applicant Privacy Notice.
- 3.8 Upon return of the Interview Record Form, Challenge trg Skills administration offices will:
- Telephone all unsuccessful candidates with outcome of interview within three working day, this will be confirmed in writing.
 - Write to the appointee, offering the post subject to satisfactory references and pre-employment checks.
 - Initiate a personnel file and computer entry for the new member of staff.
 - Notify the Operations Manager if the appointee refuses the offer, or if there are any other details to be cleared.
- 3.9 Challenge trg Skills administration office will arrange, in conjunction with the appropriate departmental manager an individual programme of induction for the new start.

4.0 Fair and Decent Work

- 4.1 **Satisfaction:** In recognition that we need to attract and retain the talent needed to ensure our business grows and thrives, we are committed to providing better jobs. We are committed to doing this by ensuring transparency around job choices to help job applicants and employees to make better choices about work that suits their needs and circumstances, including through the above recruitment and selection procedures and accurate job descriptions and person specifications for all roles.
- 4.2 **Participation and Progression:** We are committed to ensuring that all employees benefit from work that is fair and decent with realistic scope for development and fulfilment through the annual appraisal and review process that provides all employees opportunities to develop the skills they need to perform effectively in their current roles and to progress in the workplace as opportunities arise in line with our **CPD policy and procedures**.
- 4.3 **Wellbeing, Safety and Security:** We recognise that happy and engaged employees experience less workplace stress and are more productive, and higher levels of employee satisfaction supports us to provide a better environment for our learners which in turn supports them to achieve and enables us to outperform our competitors. We are committed to achieving this by creating a safe, positive and supportive workplace environment and culture and supporting our employees' mental health in line with our **Staff Wellbeing policy**.
- 4.4 **Fair Pay:** We are committed to offering fair pay by paying all employees a fair wage in line with market rates for the work they do and will ensure that all employees are paid at least the Living Wage Foundation's Real Living Wage in line with our **Remuneration policy**.
- 4.5 **Voice and Autonomy:** We recognise that employees must have a voice for work to be fair and decent. We are committed to doing this by actively involving and consulting employees in business

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decisions to empower them in the workplace in line with our **Staff Feedback policy and procedures**.

Appendices

- A.1 – Job Vacancy Form
- A.2 – Job Vacancy Checklist
- A.3 – Interview Summary Sheet

Job Vacancy Form

Title of Post:	
Department:	

Is this an established post?:	
Date when post becomes vacant:	
Who will this be replacing?:	

Nature of post (e.g. permanent, temporary, fixed-term contract; specify length):	
Salary range:	
Full-time / Part-time (give number of hours):	
Comments:	

Print Name (Manager):	
Signed:	
Date:	
Authorised by (Operations Manager or Operations Director):	
Signed:	
Date:	

Job Vacancy Checklist

Stage 1: Recruitment

- Review the post – ‘is it necessary?’, ‘does it need changing?’, ‘can the duties be adequately covered elsewhere?’. If significant changes are required or it is a new post, please discuss the details with the departmental manager or the appropriate Director.
- Complete a Job Vacancy Form, ensuring approval of appropriate Director.
- Review/complete the job description and person specification.
- Put together an information pack for the vacancy.
- Decide the most effective way to recruit to the post. For example: internal advert, job centre, national press, social media, recruitment website, etc.
- Design the advert. Decide on a closing date; method of application (e.g. CV only or application form); whether a pre-interview visit will be required; and who should be contacted for applicant enquiries.
- The admin office will process the advert, send out information packs and collate applications ready for shortlisting.

Stage 2: Selection

- Decide on the interviewer(s) as soon as possible and arrange a suitable date.
- Applications will be issued from the admin office on the closing date. These may be inspected at any time prior to this.
- The admin office will arrange to contact the candidates and set up the interviews. They will also contact unsuccessful applicants. References should be collected from the Admin Office immediately prior to the interviews.
- Ensure arrangements are in hand to welcome candidates as they arrive, to escort them to the interview and any other events during the day.
- Complete the interviews and decide on the most suitable candidate. Contact them by phone and offer the post (conditionally when details such as references, medical, DBS etc. have to be confirmed) agreeing verbally the salary and proposed start date.
- Return all interview packs and references to the admin office with the Interview Record Form. They will contact all other unsuccessful candidates by phone the same day if possible and undertake the necessary administration.
- Set up an individual induction programme for the new appointment.
- All potential appointees must undertake a DBS. Before employment is confirmed a current DBS must be in place.
- All potential appointees must provide references. These references will be requested and vetted prior to offer where permission is granted in advance of interview or immediately following the interview.
- A personnel file will be set up in line with the Employee Privacy Notice.

Interview Summary Sheet

Post Title:

Date of Interview(s):

Interviewer(s):

This summary sheet of interviews is for feedback purposes only. Interview Record Form should be used to record both questions asked and the candidates' responses.

Interviewee Name	Comments

Interviewer Signature:

Print Name:

Date: