



**Richmond upon
Thames College**

Policy Name:	Safer Recruitment and Selection Policy & Procedure
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Policy Responsibility:	Assistant Principal - HR & OD
Approved By:	CMT
For Action By:	HR Team
For Information to:	JCC/ All Staff

Scope and Purpose

This policy concerns the recruitment and selection process for all staff. It applies to all permanent and temporary employees.

The College aims at all times to recruit the person who is most suited to the particular role. Recruitment will be solely on the basis of the applicant's abilities and individual merit as measured against the criteria for the job. Qualifications, experience, knowledge and skills will be objectively assessed at the level that is relevant to the job and these will be clearly defined in the job description and candidate specification.

Candidates with a disability who meet the essential requirements of the post as stated in the candidate specification will be guaranteed an interview. This is part of our commitment to the Two Ticks award which is held by the College. Reasonable adjustment to the recruitment and selection process will be made to ensure that no applicant is disadvantaged because of his / her disability.

1 Policy Statement

- 1.1 All employees are selected in accordance with the requirements of the post.
- 1.2 Appointments and promotions will be made only on the basis of the knowledge, skills and aptitude required for the vacancy. It is the aim of the College that all applicants are given a fair and equal opportunity. Underpinning the process is the commitment of the College to its legal duty to safeguard the welfare of young people and vulnerable adults by adopting safer recruitment practices.
- 1.3 All staff will make themselves familiar with the College Equality Statement and apply the principles contained in this document in their day-to-day work.
- 1.4 All staff who chair recruitment and selection panels will have significant experience of recruitment and selection and will have received relevant training, including training on "safer recruitment" in accordance with safeguarding requirements. Those who consider they require updating of their knowledge or are new to the role or seek expert guidance on a particular matter should contact the Assistant Principal - HR & OD or Head of HR .
- 1.5 It is the general policy of the College that all jobs will be advertised both internally and externally, outside of any redeployment requirements. This is to ensure that adverts are accessed by appropriately wide audiences to support the promotion of equality of opportunity in the recruitment and selection process and facilitate the appointment of the most appropriate person for the job.
- 1.6 Successful applicants are offered employment subject to a Disclosure and Barring Service (DBS) check, two references, verification of their Right to Work in the UK, evidence of professional and academic qualifications and medical clearance. Individuals normally cannot start work without these clearances.
- 1.7 Applicants are requested to complete a confidential medical questionnaire. Full compliance with the Access to Medical Reports Act 1988 is adhered to. Applicants may, on the advice of the medical advisor, be asked to undertake a full medical examination with the Occupational Health service as a result of the information contained on the questionnaire. Any unsatisfactory medical outcome

Richmond Upon Thames College

will be discussed with the medical advisor, the line manager and the individual prior to any decision regarding employment being taken.

- 1.8 Recruitment and selection documentation will be kept on file for a minimum of six months.

2 Identifying the recruitment need

- 2.1 Before any recruitment activity takes place a number of preliminary issues need to be considered by the relevant line manager.
- 2.2 It is relevant to consider whether the vacancy needs filling at all or whether the work could be reorganised and performed in another, more cost effective way.
- 2.3 Consideration should also be given whether the post is still appropriate, relevant and meets the demands of the organisation. These factors will be taken into consideration prior to any recruitment process being initiated and will include a review of both the job description and the candidate specification. This is intended to ensure that the College recruits the right people to the right posts in the most cost- effective way.
- 2.4 Having considered those issues, in order to recruit to a vacancy in respect of a replacement or a new post a completed Request to Recruit Form, appendix 1, must be raised by a manager responsible for the relevant area (the manager must be at least at Curriculum Manager or, Support Manager level in the structure) and must be approved by a member of the College Leadership Team, as appropriate. The originator should attach an updated job description and candidate specification (template forms are available from HR) and a draft advertisement, unless it is agreed with the Head of HR that these will follow on.
- 2.5 The purpose of the form is to ensure that proper authority is provided. The addition of an employee to the establishment implies financial, legal and moral commitments to that employee and to the College.
- 2.6 The Request to Recruit Form must then be signed by:-
- HR - to confirm the salary scale and check the job description/candidate specification
 - Finance – to establish costing implications.
- 2.7 If the post currently exists in the establishment and the request is for a replacement the form can then be sent to HR to commence the next step in the process, except in times of a recruitment review, when separate guidance shall be issued to CMT.
- 2.8 If the post is new, once it has been authorised by Finance it should be submitted directly for discussion at the weekly College Leadership Team meeting. The form will then be sent to HR by the PA team with the outcome.
- 2.9 When HR receive the completed recruitment paperwork they will contact the relevant manager and agree a recruitment schedule including the closing date for the advert, all panel members, short listing date and interview date. Normally there should be at least fourteen calendar days between the advert appearing and the closing date and then three days to allow for shortlist, and a further seven days between the interview invites being sent and the interview. Full details of the interview schedule

including the selection task(s) must be agreed at this time. See appendix 9 for the detailed process and estimated timescales.

3 Contractual Amendments

- 3.1 Having reviewed the operational need and job role, it may be determined that the role requirement can be managed internally by amending a post holder's contract. In such circumstances a Contractual Amendment form should be completed – appendix 2.
- 3.2 The Contractual Amendment form must be raised by the manager responsible for the relevant area (the manager must be at least at CM, Support Manager level in the organisation structure) with the form then needing to be approved by a member of the College Leadership Team, as appropriate.
- 3.3 If there are specific amendments proposed to the individual's salary or job role, then the manager requesting the amendment must ensure that a thorough review of the individual's job description has taken place and a revised version attached to the request. It is good practice to carry out this job description review with the individual involved so that an accurate and reflective job description is created.
- 3.4 A business case should also be attached to the form setting out the reasons why the job needs to be updated and the salary amended. Both the business case and the updated job description must be attached at this stage. Without this information the request will be rejected and sent back to the requesting manager.

The form must then be signed by:-

- HR - to confirm the salary (If a salary re-grade has been proposed a job evaluation will be undertaken to ensure consistency and parity to other job roles as set out in appendix 10)
 - Finance – to monitor costing implications.
- 3.5 In cases for a change in hours, as the form should have already been signed by a member of the College Leadership team no further CLT approval is required, (unless in the circumstances of a recruitment review, when further guidance will be communicated to the CMT).
 - 3.6 For cases where a job role has changed and a salary review is requested, this must be submitted for consideration to the weekly CLT meeting for consideration.
 - 3.7 All forms are to be returned to HR from Finance or CLT and will then be processed for payroll purposes and an appropriate contractual amendment letter issued.
 - 3.8 In cases where a job role / salary has been amended HR will advise the appropriate manager to then in turn advise the individual and agree the commencement of the new role. This will also be supported by a contractual amendment letter issued by HR.

4 Job Description and Candidate Specification

- 4.1 A job description is a clear statement of the purpose, scope and key responsibilities which constitute a particular post. All job descriptions should be in the standard College format.

Richmond Upon Thames College

- 4.2 Every post must have a job description and candidate specification. This is used to assess the suitability for the role and communicating our expectations of the post holder – which will form the basis of the employment relationship. It is also used in the setting and monitoring of probationary objectives as well as on-going performance management.
- 4.3 It is the responsibility of the relevant member of the College Management Team (recruiting manager) to ensure that an updated job description is produced for appointments in their area of responsibility. The College has a standard format which is used for all posts and includes:-
- Job title
 - Grade and salary (and pro-rata fraction if part time)
 - Confirmation of the manager to whom the post is responsible
 - General information concerning the College and, as appropriate the Department/Section
 - Description of job purpose, main responsibilities and standard general duties
 - Summary details of staff supervised
 - Candidate specification
 - Duration of the contract (if applicable)
 - Fraction / Working hours
- 4.4 Candidate specifications should identify the skills, aptitude, knowledge and experience required to perform the job. Qualifications should be only those necessary to do the job unless candidates are recruited on the basis of future potential e.g. graduates. Personal qualities relevant to the post such as the ability to work as part of a team should also be included.
- 4.5 The HR team will maintain a central file of templates for all job descriptions. Managers recruiting staff must ensure an appropriate up to date job description is held by HR prior to the commencement of a recruitment exercise.
- 4.6 The Candidate specification should identify the assessment method to be used for each criterion, usually being by a combination of:
- The application
 - The interview
 - A practical task and / or presentation
- 4.7 The recruiting manager must ensure that the most appropriate assessment method is used for each criterion, with between 4 and 6 essential criteria being assessed via the application.
- 4.8 As these criteria shall be used for shortlisting purposes it is important that the criteria chosen for assessment will facilitate and provide sufficient, appropriate information for this purpose.

5 Attracting suitable candidates

- 5.1 It is the general policy of the College that all jobs will be advertised both internally and externally. This is to ensure that adverts are accessed by appropriately wide audiences to support the promotion of equality of opportunity in the recruitment and selection process and facilitate the appointment of the most appropriate person for the job.
- 5.2 Exceptions to this policy will be made in the following circumstances:-

Richmond Upon Thames College

- Where the post is a result of restructuring, organisational change or a capability review of a post holder and involves redeployment of existing staff.
- Following a period of secondment to a permanent post if the initial advert made this potential outcome clear.
- Where an employee becomes disabled and the possibility of suitable alternative employment with the College is sought.
- Where emergency cover is needed (The College will normally recruit via an agency or CVs that may already be held on file in HR)
- Where a specific and 'hard to fill' post may need more targeted and objective recruitment methods.

5.3 The aim is for the recruitment advertisement to be seen by individuals who are appropriate for appointment. The advert must provide accurate, factual and up-to-date information about the roles and responsibilities of the post. The wording of an advertisement constitutes the start of the contract of employment.

5.4 In order to achieve the above objectives the following basic details should be included in the advertisement and/or detailed on the website:-

- Department / Area
- Location
- Job title
- Salary, and full-time equivalent
- Initial pattern of working hours if known
- Special contract terms (e.g. temporary, fixed term, subject to funding)
- College standard introduction text
- Job focus and short precise description of tasks and brief elements of the candidate specification (in some composite advertisements this may be replaced by the job title only)
- Closing date for applications
- Interview date (if possible)
- The requirement to undergo an Enhanced DBS check
- A statement that applications will only be accepted on the College standard on line application form and how applicants with disabilities which entail the need for a special version of the recruitment information can obtain this.

5.5 The College has a corporate recruitment advertising style and this is used for all recruitment advertising.

5.6 Consideration will be given to the most appropriate advertising media, in order to target the most suitable applicants.

5.7 Vacancies will be placed on the College website and sent to all staff via college email addresses.

5.8 The budget for recruitment advertising is managed by the HR Department. Consideration will be given to the most cost-effective methods of advertising. Composite adverts will be used

where appropriate. Where departments wish to use specialist media they may be required to contribute at least 50% of the cost. The Head of HR will make the final decision as to the media used.

6 Applications and Shortlisting

- 6.1 The HR team will co-ordinate the applications procedure. Applicants will be required to use the College web site for information and to submit online application forms. On request and by exception HR will send out hard copy packs.
- 6.2 A completed on line Application Form is required from all applicants. The Equal Opportunities section of the application will not be available to the shortlisting panel. Therefore those involved in the short-listing process will not have access to information on an applicant's age, marital status, ethnic origin, sexual preference, religion, offender status or disability (unless that disability needs to be taken account of during the selection process itself).
- 6.3 The College will consider applications received from ex-offenders as set out in appendix 3.
- 6.4 Once the advert has closed, the system will generate an email to the shortlisting panel members requesting them to undertake the shortlisting. Shortlisting is expected to be completed within one week of the closing date (dependent upon the interview date) and completed via the online system.
- 6.5 The shortlist must be drawn up by at least 2 members of the selection panel, ideally independently of each other.
- 6.6 The criteria for initial selection must be consistently applied to all applicants and a quantitative scoring system shall be used.
- 6.7 Once all parties have shortlisted, the chair, in consultation with the panel members should then review the scores on the recruitment system. Those with the highest scores should be called to interview. Candidates may be placed on a 'reserve' interview list and then called for interview at a later date if necessary.
- 6.8 Care must be taken to ensure the criteria assessments are non-discriminatory and comply with current employment legislation and College policy and procedure. It is essential that all decisions reached are recorded and can be justified.
- 6.9 Once the shortlisting exercise is complete, the submitted information will be reviewed by HR before being finally confirmed. If a short listing decision appears inconsistent or inappropriate, HR will discuss this with the recruiting manager / chair.
- 6.10 The College holds the 'Positive about Disabled People' (two ticks) award and is committed to interviewing all candidates with a disability who meet the minimum essential criteria for a job vacancy in line with the accreditation. The College will consider all candidates' abilities and will explore reasonable adjustments to accommodate employees with disabilities.
- 6.11 HR will require the following information (if not previously supplied) to arrange for the selection process:
 - Interview questions (generic and probing)

Richmond Upon Thames College

- Task / presentation details appropriate and reflective of the candidate specification (teaching posts must include a teaching task)
 - Schedule for the day, including rooms, staff members involved etc.
- 6.12 Normally, candidates should have at least one week's notice of an interview date, unless this has been previously advised through the advert, included in the information pack or mutually agreed.
- 6.13 Interview questions should be in the standard format and indicate which candidate specification(s) they relate to. Questions concerning Safeguarding and, equality and diversity should be included and any gaps in employment probed at the interview.
- 6.14 All internal applicants who are not shortlisted following their application must be spoken to either by telephone or in person by a member of the Shortlisting Panel. Such applicants should be provided with the opportunity to meet with the Chair of the Panel to be advised of the reasons why their application was unsuccessful. This should be done prior to any invites being sent to shortlisted candidates.
- 6.15 Feedback to external candidates not successfully shortlisted is not provided.

7 The Selection Process

- 7.1 Domestic arrangements i.e. room, refreshments, facilities for undertaking the task assessment etc. will be arranged by the relevant department who will advise HR of these arrangements before correspondence is sent to the candidates.
- 7.2 The shortlisted candidates will be notified of the date, time and place of the selection process, and advised of the schedule, including the task.
- 7.3 All candidates that have not confirmed their attendance 48 hours before the interview will be contacted by HR to ascertain attendance. In the event of planned non-attendance a reserve candidate may be called to interview.
- 7.4 HR will arrange for selection packs to be available and emailed directly to all panel members. These will include:-
- Details of applicants attending
 - Timetable of interviews and task(s)
 - Task(s)
 - Job description and candidate specification
 - Summary of the conditions of service applicable to the post
 - Interview and task evaluation sheets
- 7.5 The selection panel should meet before the first selection stage to fully prepare the selection process. All selection processes will include a relevant task. Selection tasks should be practical and chosen to be relevant to the candidate specification and agreed with HR. Normally, teaching posts will have a teaching task included in the process. Where this includes students, consideration should be given to the diversity of the group with the aim of there being a reasonable representation of the student body. The students' responsibilities in the process will be explained to them in advance and this may include feedback to the selection panel but not participating in the assessment of candidates. The staff supervising the teaching task will complete a summary form.

Richmond Upon Thames College

- 7.7 With the exception of the tour and task, two members of staff should always be present at each stage of the selection process. Normally it will be necessary for a member of the College Management Team to be the 'Recruiting Manager' and therefore to submit the shortlisting, be included in the selection process and the final decision. Wherever possible the shortlisting panel should be the same as the interview panel. If the 'Recruiting Manager' is unable to participate, it may, with prior agreement be carried out by the Assistant Principal - HR & OD, Head of HR, HR Adviser or another CMT member, Department or Curriculum Manager.
- 7.8 A timeframe should be allocated for all parts of the selection process. There should also be a short period between the end of one interview and the start of the next in order to complete the relevant paperwork.
- 7.9 During the interview, gaps in employment history must be checked and questioned to adhere to safeguarding regulations. Referees should be checked, ensuring that one is from the current / most recent employer, questioning if this is not the case.
- 7.10 After the completion of all the aspects of the selection programme, at least one member of staff from each aspect will meet with the interview panel to discuss all applicants and complete the assessment summary and appointment decision sheets. The written reasons for appointing a particular candidate must be unambiguous.
- 7.11 The successful candidate will be contacted by a member of the panel and a verbal offer made. Once the appointment offer has been accepted the recruitment chair will need to enter the panel's decision onto the recruitment system to generate notifications for unsuccessful candidates and to allow HR to make arrangements to commence pre-employment checks.
- 7.12 Salary Assessments for teaching staff will be carried out by HR as set out in appendix 10
- 7.13 Where requested, oral feedback will be provided, normally by the chair of the panel. Feedback will normally be limited to: confirming what was taken into account in making the selection decision (i.e. the interview, tasks etc. from which assessments were made); reflection on the selection criteria, identifying where the candidate performed particularly well and those criteria which were particularly relevant to them being unsuccessful; general information about the appointment process, e.g. the number of applicants, the number interviewed and whether or not an offer of appointment has been made.
- 7.14 All documentation should be stored confidentially and returned to HR together with the completed interview outcome form. This documentation will be kept on file for a minimum of six months.

8 References

- 8.1 References will be taken up once the applicant has given their permission and following an offer and acceptance of employment. All employment offers are made subject to the receipt of two references satisfactory to the College. Two references are required, one of which should be the current or most recent employer or equivalent.
- 8.2 HR and the recruiting manager will monitor references received after the appointment. Where a reference is received that is considered unsatisfactory, the Assistant Principal - HR & OD or Head of HR will recommend appropriate action.

8.3 The current reference form is set out in appendix 4

9. DBS & Medical Clearance

9.1 Successful applicants will be offered employment subject to a Disclosure and Barring Service check and medical clearance. Normally, appointees cannot start work until these checks are completed. Where there is a significant operational reason a start date prior to the DBS check being received by the College may be agreed subject to the completion of and duly authorised Risk Assessment Form. The risk assessment must include the comments and mitigation of the recruiting manager and must be countersigned by a member of the College Leadership Team. Please see the Single Central Record procedure for further details.

9.2 The College is classified as a 'specified establishment providing regulated activity'. This requires all staff, regardless of their role, to have an enhanced DBS check, including a check of the children and adult barred list.

9.3 Prior to the DBS process, individuals are required to read the Standard/Enhanced Check Privacy Policy, which is accessed at: <https://www.gov.uk/government/publications/standard-and-enhanced-dbs-check-privacy-policy>

9.4 Appendix 5 sets out the College procedure for the storage and retention of DBS certificates.

9.5 Applicants are requested to complete a confidential medical questionnaire. Full compliance with the Access to Medical Reports Act 1988 is adhered to. Applicants may, on the advice of the medical advisor, be asked to undertake a full medical examination with the Occupational Health service as a result of the information contained on the questionnaire. Any unsatisfactory medical outcome will be discussed with the medical advisor, the line manager and the individual prior to any decision regarding employment being taken.

10 Agency Staff

10.1 All agency staff appointments must be processed via HR. A Request for Agency cover form, appendix 6, must be authorised by a member of the College Leadership Team, as appropriate. HR will manage the selection process with the appropriate manager.

10.2 An agency worker cannot commence at the College until HR have received and verified as satisfactory the vetting information from the agency. Managers, if not advised by HR, must not arrange for an agency worker to commence. All vetting information will be added to the Single Central Register.

10.2 All agency personnel must undertake a photographic identity check in HR on their first day at the College. Managers should arrange for the agency worker to be escorted to HR on their first day of engagement and before student / classroom contact.

11 Apprentices

- 11.1 The College has a number of apprentice positions. To ensure the best selection experience for potential candidates and to attract the most suitable potential employees HR works with Training Solutions regarding the Recruitment process for such posts.
- 11.2 The apprentice recruitment process is set out in appendix 8

12 Start of Employment & Induction

- 12.1 Once all vetting checks have been received and verified HR will liaise with the recruiting manager to confirm the preferred start date.
- 12.2 HR will set the employee up onto the HR database in advance of their first day of employment to allow logins and a Staff ID badge to be available on the first day of employment, wherever possible.
- 12.3 On the employee's first day they should be met in Reception by the Recruiting Manager or appropriately nominated person and taken to the department for team introductions. The Induction checklist will be sent to the Recruiting Manager which should be used accordingly to the tasks and timescales set out.
- 12.4 HR will need to meet with the employee on their first day, to provide general employee information.
- 12.5 HR will send out appropriate induction material via email to all new employees including details of mandatory training and the required timescales for completion.

14 Recruitment and Selection flowchart

- 14.1 The current recruitment and selection process is set out in appendix 9, which includes approximate timescales.

15 Data Protection

- 15.1 The organisation processes personal data collected during the recruitment process in accordance with its data protection policy. In particular, data collected as part of the recruitment process is held securely and accessed by, and disclosed to, individuals only for the purposes of managing the recruitment exercise effectively to decide to whom to offer the job.
- 15.2 Inappropriate access or disclosure of job applicant data constitutes a data breach and should be reported in accordance with the organisation's data protection policy immediately. It may also constitute a disciplinary offence, which will be dealt with under the organisation's disciplinary procedure.
- 15.3 Further details are set out on the Colleges Applicant Privacy Policy set out in appendix 11

Appendix 1		Request to Recruit		 <small>Building Futures • Achieving Ambitions</small>
Job Title		Cost / Budget code		
		This must be included, omission will cause delay		
Department / Curriculum Area				
New Post <input type="checkbox"/>	Replacement <input type="checkbox"/>	Name of Previous Post holder		
Type of Contract				
Full-time <input type="checkbox"/>	Part-time/Fractional <input type="checkbox"/>	Term-time based <input type="checkbox"/>	Hourly Paid / Sessional <input type="checkbox"/>	
If part-time support please state hours per week			If part time lecturer please state contact hours per week	
Permanent <input type="checkbox"/>	Fixed-term <input type="checkbox"/>	End Date (if applicable)		
Reason for Request				
(Please continue on a separate sheet if necessary)				
Signed (Recruiting Manager)			Date	
Signed (CT)			Date	
Please Note: Once completed, the form should be returned to the Head of HR together with a copy of the provisional job description/candidate specification and draft advert.				
To be completed by the Head of HR				
Salary Scale/Grade		Annual Salary/Hourly Rate		
Existing Post Number		Proposed Post Number		
Comments				
Signed			Date	
To be completed by the Head of Finance				
Cost Centre		Total Cost (including on costs)		
Budget Available		Total Additional Cost/Saving		
Comments				
Signed			Date	
To be completed by the CLT				
Request approved <input type="checkbox"/>	Request not approved <input type="checkbox"/>	More information needed <input type="checkbox"/>		
Comments				
Signed (on behalf of The CLT)			Date	

Request for Contractual amendments



To be completed by the Curriculum Director/Department Manager			
Post Title			
Employee Name			
Curriculum Area /Department			
Proposed Change			
Effective Date of Change		Temporary or permanent	Temp <input type="checkbox"/> Perm <input type="checkbox"/>
Change of Hours	From:		To:
Duration (if applicable)	End Date (if applicable)		
Job role to be reviewed	Yes <input type="checkbox"/> No <input type="checkbox"/>	Updated JD and Business case attached	Yes <input type="checkbox"/> No <input type="checkbox"/>
Justification for Request			
Signed (Curriculum Director / Dept. Manager)			Date
Signed (CLT)			Date
Please Note: Once the above has been completed, the form should be returned to the Head of HR along with any supporting evidence / documentation.			
To be completed by the Head of HR			
Salary Scale/Grade		Annual Salary/Hourly Rate	
Acting up Allowance		Post Number	
Comments			
Signed			Date
Part C: To be completed by the Head of Finance			
Cost Centre		Total Cost (including on costs)	
Budget Available		Total Additional Cost/Saving	
Comments			
Signed			Date
Part D: To be completed by CLT			
Request approved	<input type="checkbox"/>	Request not approved	<input type="checkbox"/>
More information needed	<input type="checkbox"/>		
Comments			
Signed (on behalf of CLT)			Date

Policy statement on the recruitment of ex-offenders

It is a requirement that all registered bodies must treat DBS applicants who have a criminal record fairly and do not discriminate because of a conviction or other information revealed.

This policy on the recruitment of ex-offenders is made available to all Disclosure applicants at the outset of the recruitment process.

As an organisation assessing applicants' suitability for positions which are included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order using criminal record checks processed through the Disclosure and Barring Service (DBS), Richmond upon Thames College complies fully with the Code of Practice and undertakes to treat all applicants for positions fairly.

The College undertakes not to discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed.

We can only ask an individual to provide details of convictions and cautions that we are legally entitled to know about. Where a DBS certificate at either standard or enhanced level can legally be requested (where the position is one that is included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 as amended, and where appropriate Police Act Regulations as amended), the College can only ask an individual about convictions and cautions that are not protected.

Richmond upon Thames College is committed to the fair treatment of our staff, potential staff or users of our services, regardless of race, gender, religion, sexual orientation, responsibilities for dependents, age, physical/mental disability or offending background. The College actively promotes equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records.

The College selects all candidates for interview based on their skills, qualifications and experience in relation to the requirements of the post.

For all positions, the recruitment information will contain a statement that a DBS check will be requested in the event of the individual being offered the position. As a DBS check is to form part of the recruitment process, we encourage all applicants called for interview to provide details of any criminal record at an early stage in the application process. We guarantee that this information is only be seen by those who need to see it as part of the recruitment process.

We ensure that all those who are involved in the recruitment process will have suitable guidance to enable them to identify and assess the relevance of the offence in relation to the position applied for. We also ensure that they receive appropriate guidance on the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.

At interview, or in a separate discussion, we ensure that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.

We make every subject of a DBS check submitted to DBS aware of the existence of the Code of Practice and has a copy available on request.

Richmond Upon Thames College

The College undertakes to discuss any matter revealed on a DBS certificate with the individual seeking the position before withdrawing a conditional offer of employment.

Having a criminal record will not necessarily bar an individual from working with us. This will depend on the offence and the relevance of the offence in relation to the position applied for. The factors taken into account will include the responsibilities of the position, the vulnerability of the customer group, the nature of the offence(s), the number and pattern of the offences (if there is more than one), how long ago the offence(s) occurred and the age of the offender when the offence(s) occurred.

Reference request

Please complete this form and return it to: recruitment@rutc.ac.uk

Name of applicant:		
Position applied for:		
Capacity in which the applicant is known to you / relationship with applicant:		
Please give the applicant's current / former responsibilities:		
Please confirm date of appointment and length of service:		
Start Date:		Leaving Date:
Reason for leaving:		
Salary:		
<u>THIS SECTION MUST BE COMPLETED</u>		
<p>The above post will be working within a college whose students include children and vulnerable adults. Please comment on whether you feel completely satisfied that the candidate is suitable to work with children and vulnerable adults. If not please provide details of any allegations or concerns that have been raised about the applicant that relate to the safety and welfare of children/young people and vulnerable adults or behaviour towards children/young people or vulnerable adults and the outcome of those concerns.</p>		
<p>Please provide details of any disciplinary procedures the applicant has been subject to involving issues related to the safety welfare of children or young people, including any in which the disciplinary sanction has expired and the outcome of those</p>		
<p>Please provide details of any disciplinary procedures the applicant has been subject to in which the disciplinary sanction is current</p>		

Richmond Upon Thames College

Please see the enclosed job description and candidate specification and kindly give your opinion as to the applicant's ability and character, and general suitability for the post:

Please comment on the applicant's supervisory / managerial responsibilities and abilities (if appropriate):

How many days and periods of sickness has the applicant had in the last 12 months of their employment?

No of days:

No of occurrences:

Would you re-employ the applicant?

Yes

No

Not company policy

Have you any reservations about recommending the applicant for the position described?

Are there any other comments you wish to make?

Name:

Signature:

Position / Job Title:

Date:

Organisation Name & Address:

DBS storage and retention procedures

General principles

As an organisation using the Disclosure and Barring Service (DBS) checking service to help assess the suitability of applicants for positions of trust, Richmond upon Thames College complies fully with the Code of practice regarding the correct handling, use, storage, retention and disposal of certificates and certificate information. It also complies fully with its obligations under the Data Protection Act 1998 and other relevant legislation pertaining to the safe handling, use, storage, retention and disposal of certificate information and has a written policy on these matters, which is available to those who wish to see it on request.

Storage and access

Certificate information should be kept securely, in lockable, non-portable, storage containers with access strictly controlled and limited to those who are entitled to see it as part of their duties. Handling In accordance with section 124 of the Police Act 1997, certificate information is only passed to those who are authorized to receive it in the course of their duties. We maintain a record of all those to whom certificates or certificate information has been revealed and it is a criminal offence to pass this information to anyone who is not entitled to receive it. To note: those registered care homes which are inspected by the Care Quality Commission (CQC), those organisations which are inspected by Ofsted and those establishments which are inspected by the Care and Social Services Inspectorate for Wales (CSSIW) may retain the certificate until the next inspection. Once the inspection has taken place the certificate should be destroyed in accordance with the Code of Practice.

Handling of DBS certificate information, December 2012

Usage

Certificate information is only used for the specific purpose for which it was requested and for which the applicant's full consent has been given.

Retention

Once a recruitment (or other relevant) decision has been made, we do not keep certificate information for any longer than is necessary. This is generally for a period of up to six months, to allow for the consideration and resolution of any disputes or complaints. If, in very exceptional circumstances, it is considered necessary to keep certificate information for longer than six months, we will consult the DBS about this and will give full consideration to the Data Protection and Human Rights of the individual before doing so. Throughout this time, the usual conditions regarding the safe storage and strictly controlled access will prevail.

Disposal

Once the retention period has elapsed, we will ensure that any DBS certificate information is immediately destroyed by secure means, i.e. by shredding, pulping or burning. While awaiting destruction, certificate information will not be kept in any insecure receptacle (e.g. waste bin or confidential waste sack). We will not keep any photocopy or other image of the certificate or any copy or representation of the contents of a certificate. However, notwithstanding the above, we may keep a record of the date of issue of a certificate, the name of the subject, the type of certificate requested, the position for which the certificate was requested, unique reference number of the certificates and the details of the recruitment decision taken.

Request for Agency Cover

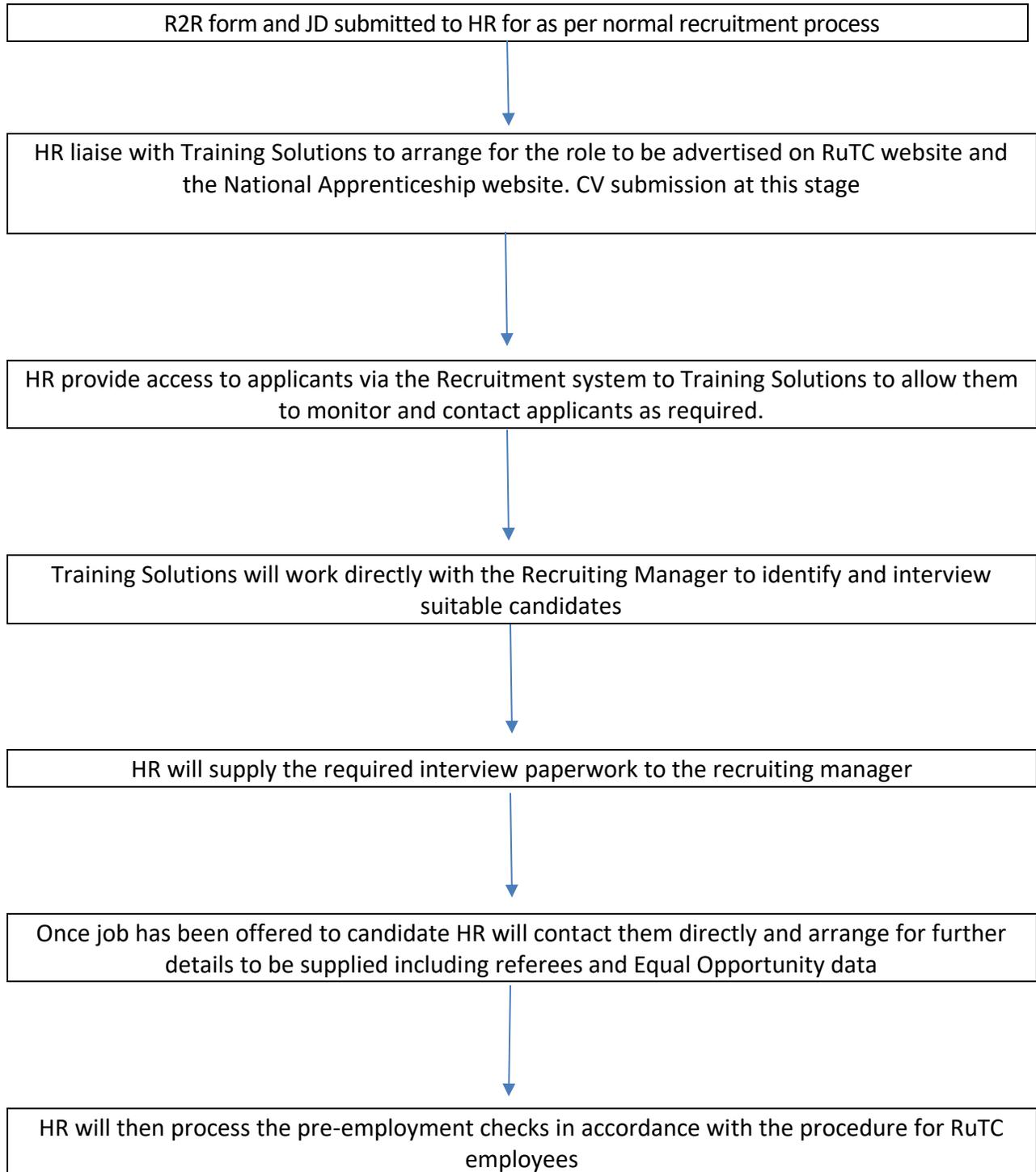


Curriculum area / Department				
Finance Cost Code				
Reasons for cover				
Duration of cover				
Specific skills/qualifications/level required				
Details of cover required (or attach timetable)				
Day	Course Taught	Time from	Time to	Number of hours
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				
Total hours / contact hours (if teaching) per week				
Authorisation				
Signed (Curriculum Manager) /Department			Date	
Signed (CLT)			Date	
Finance signature			Date	
HR use only				
Agency used		Agency name	temp	
Hourly rate				
Start Date		End date (if known)		
No change to this assignment can be agreed without a further written assignment authorised by HR & Finance.				

Assessment Method for teaching Staff

Assessment method	Duration	Personnel Involved	Evidence
Micro-teach	15 minutes	<ul style="list-style-type: none"> • >6 students + TLA support + subject specialist or • The panel + TLA support + subject specialist 	<ul style="list-style-type: none"> • Student / observers feedback slip • Self-assessment
Interview	30-45 minutes	CD and CM	Interview Question schedule and scores
Marking exercise	10-15 minutes	Administrator ¹	Completed marking slip with targets set
Tour (optional ²)	10-15 minutes	Administrator ¹	(if relevant)

Apprentice Recruitment Process



RECRUITMENT PROCESS

Identifying the need

Recruiting Manager	What HR will do	Timeline	Progressive Timeline
Identify need to recruit and assess job requirements			
Review / develop job description and candidate specification. Consider contractual amendments. Determine candidate assessment methodology			
Discuss with CLT representative and obtain approval as appropriate (using R2R form)			
Submit approved R2R form to HR for costing	Head of HR will review R2R form and process for costing purposes and submit to Head of Finance. Finance will prepare costing and either submit to PA (CLT) team for final approval for a new post or send to HR for processing	R2R forms received by close of business on Wednesdays each week will be prepared for submission to the CLT for final approval on Fridays (fortnightly)	
	Once form is authorised HR will advise recruiting manager and request other relevant information (as set out below) if not previously provided		1 day 2 working days
Determine who will act as chair & panel members in line with the Recruitment and Selection policy			5 days (if not previously submitted) 2 - 7 working days
Establish timeline for recruitment process e.g. advert date, closing date, shortlist by date, interview dates, planned tasks/exercises/micro teach have been considered. Arrange for scheduling of diaries for shortlisting and interview stages with all panel members and any administration staff, including room bookings that may be required			
Prepare draft advertisement and send electronic copies of job description, candidate specification and advert to HR.	HR hold and can provide example templates for draft adverts/job descriptions if required		

Richmond Upon Thames College

Attracting suitable candidates			
Recruiting Manager	What HR will do	Timeline	Progressive Timeline
Once approval confirmed recruiting manager to send all the above information electronically to HR	HR will provide advice on documentation and place advert in external media and on RuTC website and set up on vacancy management system within 2 working days from receipt of all required information	Closing date for applicants to usually be at least 2 weeks after insertion date. If shorter period required please liaise with one of the HR Assistants. Please note some media advertising agencies will have weekly deadline dates	10 – 15 days (if governed by media cut off) 12 – 22 working days
	Automated email will be generated from vacancy management system NoReply.Jobs@rutc.ac.uk confirming vacancy has been set up		

Applications and shortlisting			
Recruiting Manager	What HR will do	Timeline	Progressive Timeline
Following automated email notification of vacancy closing, undertake shortlisting in line with recruitment and selection guidance and confirm via the vacancy management system	At closing date automated email triggered from NoReply.Jobs@rutc.ac.uk to all panel members to commence shortlisting	Short-listing is expected to be completed within three working days from the closing date (dependent upon the interview date)	3 days 15 – 25 working days
	HR will review and confirm shortlisting after all chair and panel members have submitted their scores. NB the shortlist may change in accordance with Equalities Act, HR will advise the chair directly if this is necessary	This will be done within 2 working days of the shortlisting being submitted to HR	2 days 19 – 27 working days
	Once confirmed, all candidates will receive an email advising if they have been successfully shortlisted or not	Within 1 working day of the shortlist being confirmed by HR	1 day 20 – 28 working days

Richmond Upon Thames College

The Selection process			
Recruiting Manager	What HR will do	Timeline	Progressive Timeline
	HR will arrange to issue the interview packs via the vacancy managements system from jobs@rutc.ac.uk to all panel members Reception will be advised by HR of candidates expected	This will be sent no later than 1 working day prior to the interview including Reception notification.	
Conduct interview and selection events, including the assessment grid			
Make verbal offer to successful candidate, in accordance with checklist provided in recruitment pack. Liaise with HR re salary assessment if necessary		If a salary assessment is required it will be provided within 1 working day of request being made.	1 day 21 – 29 total working days
Complete appointment form/and offer details on vacancy management system and agree who from panel will provide any feedback to unsuccessful candidates that request	Once confirmed via vacancy management system and the required paperwork is received, HR will prepare and issue conditional offer letter and notify candidate of pre-employment checks process	Within 2 working days of receiving all required information and paperwork	2 days 23 – 31 working days
Complete decisions of interview process on vacancy management system and return all recruitment paperwork to HR	HR will inform unsuccessful candidates via vacancy management system automated emails		

References, DBS & Medical clearance			
Recruiting Manager	What HR will do	Timeline	Progressive Timeline
	Submit reference requests once authorised by candidate. Make available to Vacancy Owner once received	Within 2 working days of confirmation from candidate	
References to be reviewed and authorised by recruiting manager before employment commences			
	<p>Required Pre-employment checks prior to employment starting:</p> <ul style="list-style-type: none"> • Occupational Health clearance • 2 satisfactory references • Qualifications verified • Right to work in UK verified • Enhanced DBS clearance <p>In certain circumstances a Risk Assessment may be possible in the event of not all information being received prior to the preferred employment commencement date. HR will advise further.</p>	Commencement of checks will depend on the speed at which the candidate responds to the request to visit HR with documentation	<p>Candidate visit: 5 days (approx. from receipt of letter)</p> <p>28 – 36 working days</p> <p>Time for checks to be received: 10 - 15 days (approx.)</p> <p>38 – 51 working days</p> <p>(7.6 – 10.2 weeks)</p>

Richmond Upon Thames College

Start of Employment and Induction			
Recruiting Manager	What HR will do	Timeline	Progressive Timeline
Plan induction arrangements	Issue induction arrangements to new member of staff and invite to HR induction Arrange logins		

Salary Assessment Procedure

Teaching Staff

The method for assessing salaries for teaching staff is based on experience and qualifications as follows:

Staff who do not have a full teaching qualification will be appointed between the points 15 – 21.

Staff who have a full teaching qualification will be appointed between points 23 – 37.

1 *Professional Qualifications*

1 increment will be available where the candidate has one or more higher degrees (e.g. MA upwards)

2 *Teaching Experience*

1 increment can be awarded for each 2 full years of teaching experience. (This is defined as having taught over 5 hours per week for the full number of teaching weeks in an academic year)

3 *Relevant work experience*

1 increment can be awarded for each 4 years of relevant work experience outside teaching. (This is defined as being directly relevant to the position and post applied for e.g. a teacher in Maths will receive points for previous experience as an accountant; a teacher in sport and tourism will receive points for work as a fitness centre employee)

4 *Acquisition of a full Teaching Qualification*

Unqualified members of staff who are appointed onto the unqualified scale (points 15 – 21) will move to the qualified scale (points 23 – 36) once the full teaching qualification has been awarded and the HR department have received and verified a copy of the original certificate. The salary assessment will be re-done on the new qualified scale and will be effective from the date the certificate is received in the HR Department.

5 *Increments*

Teaching staff who have successfully completed their probationary period will receive an increment and progress up the Teaching & Training Pay Spine on 1st September each year until point 36 is reached. This is separate from any pay award that may or may not be made by the Corporation.

6 *Procedure for dealing with exceptions and areas of skills shortage*

Only the CLT have the authority to act outside of the above procedure. Where a manager wishes to present a case for an exception to be applied, due to an exceptional business need or because the post is in an area of skills shortage, the following procedure will be applied.

The manager should set out a short paper detailing the case for an exception to be applied which should be sent to either the Head of HR or Assistant Principal - HR & OD. This will be heard at the first available full CLT meeting.

7 *Assessment process*

When salary assessing for a lecturing candidate, this must be carried out by an HR team member, with another performing an independent check before confirming the salary to be offered.

Support Staff

When making an offer of employment the salary at the bottom of the advertised pay scale should be offered in the first instance. In agreement with the Assistant Principal - HR & OD or Head of HR, if the original salary offer is rejected, a salary offer can be increased to 'match' a candidate's existing salary. Wherever possible, offering the top of the pay scale should be avoided as this will not allow salary progression for the individual.

8 *Salary Reviews*

If a support role and salary is to be reviewed as set out in 3.3, HR will carry out a comparison to other similar roles within the College, based on a scoring system. It is therefore critical that the job description is accurate at the point of submission with the contractual amendment form.

Privacy Statement – Job Applicants

The wording in this document reflects the requirements of the General Data Protection Regulation (GDPR), which will come into effect in the UK on 25 May 2018.

Data controller: Richmond upon Thames College
Egerton Road
Twickenham
Middlesex
TW2 7SJ
0208 607 8000

Data protection officer: Zoë Lawrence
Contact details as above

As part of any recruitment process, the organisation collects and processes personal data relating to job applicants. The organisation is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations.

What information does the organisation collect?

The organisation collects a range of information about you. This includes:

- your name, address and contact details, including email address and telephone number;
- details of your qualifications, skills, experience and employment history;
- information about your current level of remuneration, including benefit entitlements;
- whether or not you have a disability for which the organisation needs to make reasonable adjustments during the recruitment process;
- information about your entitlement to work in the UK; and
- equal opportunities monitoring information, including information about your ethnic origin, sexual orientation, age, gender, health, and religion or belief.

The organisation collects this information in a variety of ways. For example, data might be contained in application forms, CVs or resumes, obtained from your passport or other identity documents, or collected through interviews or other forms of assessment.

The organisation may also collect personal data about you from third parties, such as references supplied by former employers and information from criminal records checks (DBS). The organisation will seek information from third parties only once a job offer to you has been made and will inform you that it is doing so.

Data will be stored in a range of different places, including on your application record, in HR management systems and on other IT systems (including email).

Why does the organisation process personal data?

The organisation needs to process data to take steps at your request prior to entering into a contract with you. It also needs to process your data to enter into a contract with you.

In some cases, the organisation needs to process data to ensure that it is complying with its legal obligations. For example, it is required to check a successful applicant's eligibility to work in the UK before employment starts.

The organisation has a legitimate interest in processing personal data during the recruitment process and for keeping records of the process. Processing data from job applicants allows the organisation to manage the recruitment process, assess and confirm a candidate's suitability for employment and decide to whom to offer a job. The organisation may also need to process data from job applicants to respond to and defend against legal claims.

Where the organisation relies on legitimate interests as a reason for processing data, it has considered whether or not those interests are overridden by the rights and freedoms of employees or workers and has concluded that they are not.

The organisation processes health information if it needs to make reasonable adjustments to the recruitment process for candidates who have a disability. This is to carry out its obligations and exercise specific rights in relation to employment.

Where the organisation processes other special categories of data, such as information about ethnic origin, gender, age, sexual orientation, health or religion or belief, this is for equal opportunities monitoring purposes.

For all roles, the organisation is obliged to seek information about criminal convictions and offences. Where the organisation seeks this information, it does so because it is necessary for it to carry out its obligations and exercise specific rights in relation to employment.

The organisation will not use your data for any purpose other than the recruitment exercise for which you have applied.

Who has access to data?

Your information will be shared internally for the purposes of the recruitment exercise. This includes members of the HR and recruitment team, interviewers involved in the recruitment process and managers in the business area with a vacancy.

The organisation will not share your data with third parties, unless your application for employment is successful and it makes you an offer of employment. The organisation will then share your data with former employers to obtain references for you, Occupational Health and the Disclosure and Barring Service to obtain necessary criminal records checks.

The organisation will not transfer your data outside the European Economic Area.

How does the organisation protect data?

The organisation takes the security of your data seriously. It has internal policies and controls in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by our employees in the proper performance of their duties. Further details are given in the Information Security Policy for the College, which is available on request.

For how long does the organisation keep data?

If your application for employment is unsuccessful, the organisation will hold your data on file for 12 months after the end of the relevant recruitment process. At the end of that period, your data is deleted or destroyed.

If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your personnel file and retained during your employment. The periods for which your data will be held will be provided to you in a new privacy notice.

Your rights

As a data subject, you have a number of rights. You can:

- access and obtain a copy of your data on request;
- require the organisation to change incorrect or incomplete data;
- require the organisation to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing;
- object to the processing of your data where the organisation is relying on its legitimate interests as the legal ground for processing; and
- ask the organisation to stop processing data for a period if data is inaccurate or there is a dispute about whether or not your interests override the organisation's legitimate grounds for processing data.

If you would like to exercise any of these rights, please contact Gosia Seaman HR Recruitment Co-ordinator at the above address. [You can make a subject access request by completing the organisation's form for making a subject access request.

If you believe that the organisation has not complied with your data protection rights, you can complain to the Information Commissioner.

What if you do not provide personal data?

You are under no statutory or contractual obligation to provide data to the organisation during the recruitment process. However, if you do not provide the information, the organisation may not be able to process your application properly or at all.

You are under no obligation to provide information for equal opportunities monitoring purposes and there are no consequences for your application if you choose not to provide such information.

Automated decision-making

Recruitment processes are not based solely on automated decision-making.