



Staff Recruitment & Selection Policy

Reviewed by	BB
Reviewed by	HR team
Approved by	ASQC
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1. Introduction

The appointment of employees is essential and an integral part of the College and HR strategy, it examines the human resource of the College relating to set objectives and endeavors to meet the requirements. UKCBC endeavors to have the right people at required time, ensuring that they are competent and driven to deliver the required goals.

Links to QAA Quality Code

This document is designed to underpin the process of staff recruitment and selection. In doing so it takes reference from the Quality Code expectations for standards core practices and expectations for quality core practices:

Learning and Teaching - Guiding Principles 1-9

Assessment – Guiding Principle 1-10

This policy provides UK College of Business & Computing (UKCBC) with a set of practices that ensures a fair and efficient Recruitment and Selection process, whilst ensuring we are adhering to current employment legislation inclusive of the Equal opportunities.

All employees involved with the recruitment and selection of permanent and temporary employees, regardless of role must make themselves familiar with this policy, ensuring that they comply with the procedures, as detailed below.

UKCBC is committed to constantly improving the performance and efficiency of the College by attracting and recruiting high caliber staff, who are the best candidates available for the job.

2. Legal Requirements

UKCBC's Recruitment Policy is designed to cover the general approach to recruitment and selection. This Recruitment Policy also follows guidelines suggested by the relevant Codes of Practice from the Equal Opportunities Commission and the Advisory, Conciliation and Arbitration Service (ACAS). The codes do not impose any legal obligations themselves, nor are they authoritative statements of law. However, the provisions of the codes are admissible in evidence and can be taken into account in court or in Employment Tribunal proceedings.

UKCBC endeavor to abide by the Equality Act (2010) to ensure that the Recruitment and Selection process is not in any way perceived to discriminate based one of the 9 protected Characteristics:

- Age
- Disability
- Marriage and civil partnership
- Gender Reassignment
- Pregnancy and maternity
- Race, Nationality

- Religion or Belief
- Sexual Orientation
- Social & economic status

Direct discrimination occurs when an individual(s) is treated less favorably, eg. choosing not to employ a candidate because of his/her ethnic origin.

Indirect discrimination occurs when a requirement or condition has the effect of discriminating unfairly and unjustifiably between one group or individual and another, eg. insisting upon a higher language standard than is necessary for the effective performance of the job could disqualify candidates for whom English is not their first language. Similarly, insisting upon an unnecessary physical requirement could discriminate against one sex in favor of the other.

Data Protection Act (1998) / GRPR (2018)

UKCBC abides by the general data protection regulations 2018 (GDPR), ensuring that any data collated during the recruitment and selection process is stored and disposed in accordance to the regulation. For further details, on GDPR and how UKCBC manages data please refer to the companies' privacy statement.

The Asylum and Immigration Act 1996

This Act obliges employers to ensure that they do not employ anyone who is not legally entitled to work in the UK.

Criminal Convictions

The College is responsible for carrying out checks on employees working with children or vulnerable adults. These checks may be made in accordance with the Rehabilitation of Offenders Act 1974 (as amended), or with the Criminal Records Bureau. For further information regarding the Colleges commitments to DBS checks please refer to the DBS policy.

3. The Recruitment Process

Job Analysis

At this stage of the process Managers ensure that they have considered the following elements before a position can be recruited:

- the type of position being recruited for;
- the details of the duties to be undertaken by the post-holder;
- whether the position is for a fixed period of time or is a permanent post and whether it is full or part time;
- whether the vacancy can be filled internally by an employee currently at the end of their fixed term contract or under notice of redundancy.

Recruitment Authorisation

Before a position can be recruited managers must obtain authorisation for a vacancy from the Managing Director and/ or Director of Finance and Operations. The authorisation should include the following areas:

- permanent or temporary status approval;
- job title;
- category and grade.

Job Description and Person Specification

All posts must have an up to date Job description, which describes the work that is to be carried out, including markers of performance and development for the post holder. This should be written by the Line Manager in conjunction with HR, the JD should be meaningful and provide an accurate summary of the position. Any requirements that are not justifiable in relation to the position must not be used as this could be perceived as indirect discrimination. Appendix 1 shows the standard Job description template.

All Job Descriptions must contain a personal specification, which aids in the shortlisting and interview process. These should consider what has been stated in the Job description by identifying the qualifications, experiences, core competencies required and any other attributes required or desired for this position. These should all be specific to the position and be the minimum required to perform effectively in the post.

Advertising

The Objective of advertising is to attract and obtain the best caliber of applicant capable of fulfilling the requirements of the position. The College uses a variety of recruitment sources in order to ensure that vacancies may be filled with the most suitable person available, ensuring that this is done in a cost effective and timely manner. Vacancies will normally be advertised both externally and internally (where possible).

Advertising should be worded to encourage applicants to apply for the position, should not be considered as unlawful by discriminating based on any of the 9 protective characteristics:

- Age
- Disability
- Marriage and civil partnership
- Gender Reassignment
- Pregnancy and maternity
- Race, Nationality
- Religion or Belief
- Sexual Orientation
- Social & economic status

A draft advert should be sent by the Line manager to HR for approval including deadlines and the form of media wishing to advertise through. Adverts should enhance our corporate image and be cost effective. It should also be established if the role should be internally advertised.

External Recruitment

Roles that are for six months or more will normally be advertised externally.

All advertisements must be approved by the HR Department to ensure consistency in style and format and that they adhere to the Equality Act 2010. Adverts may also include a closing date, this will normally be two or three weeks after the date of publication. It is unlawful and contrary to College policy to exclude or to express a preference for any particular group of applicants as detailed. Care must be taken to ensure that publications used for employment advertising have a diverse readership with significant minority representation.

Sources of recruitment include:

a) Job Boards

With Hundreds of Job boards at our reach, they are the best and quickest way to advertise any position. The college predominantly advertises with reed and indeed, however recommends that line managers advise HR of any sites that may be industry specific or that they would like to advertise the position on.

b) Social Media

Where a role is difficult to recruit or niche in nature the College has used LinkedIn, Facebook and Instagram to aid in the recruitment and to branch out to a different type of applicant. Social media advertising is becoming more popular therefore the college will be looking to branch out more into this area.

c) Employment Consultancies and Agencies

The College may occasionally use specifically appointed consultancies or agencies for recruitment. The Human Resource Manager makes all arrangements for the use of consultancies or agencies.

d) Employee Referrals

Current employees may refer potentially suitable candidates to apply for employment. However, care must be taken to balance such referrals with other sources of applicants in order to encourage diversity in the College's work force. Where possible, employees should not be directly supervised by a partner or by another member of their family especially where access to confidential information could lead to a conflict of interest.

Internal Advertisements

In certain situations, it may be appropriate for a vacancy to be advertised internally only. Such situations may include a possible redundancy situation, a restructuring exercise, or where an individual is being redeployed under the Capability (performance) or Ill Health procedures. In such circumstances, the post will only be advertised within the College, and any employees affected by the example situations above, may be given priority to apply.

All Adverts are also advertising via the company website and we ask that staff are familiar with this should they wish to recommend an applicant or apply for a position themselves.

All internal candidates for any post are required to complete the UKCBC Application Form.

4. Interviews/ Panel Membership

Where required Telephone interviews are conducted to aid with the selection process and to verify what an applicant has stated on their CV, all going well the next stage will be a face to face interview.

All interviews must be conducted by more than one person in the form of a panel interview. The panel for interviews should be agreed by the closing date for the post.

Ideal panels should be constituted as follows:

First Interview stage

Staff Group	Chair	Other Members	Max No. Panel Members
Academic - Teaching	Director of Studies	Academic employees with the relevant subject area expertise, HR representative	3
Academic-Non Teaching	Human Resource Representative	Line manager of the role	2
Operations	Human Resources Representative	Line manager of the role	2

Second Interview Stage

Staff Group	Chair	Other Members	Max No. Panel Members
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Academic - Teaching	Director of Quality Enhancement and Development/ Managing Director or Finance and Operations Director	Academic employees with the relevant subject area expertise, HR representative	3
Academic- Non Teaching	Director of Quality Enhancement and Development/ Managing Director or Finance and Operations Director	HR representative	3
Operations	Managing Director or Finance and Operations Director	HR representative or Line Manager	3

Although this is the General Structure of interviews where required the panel or style of interview may vary.

5. The Selection Process

Application

We ask that all those applying for a position at the college complete an application form before they can be bought in for interview, this is required as part of the colleges safer recruitment strategy but also to support an candidates application.

Selection Methods

The type of selection methods to be used will be decided by the panel and may include one or more of the following:

- Panel interview
- Presentation
- Selection tests
- Work samples or portfolios

The amount of stages required in the selection process may vary from role to role and is largely dependent on the candidate numbers.

Short listing

The HR department following the advertising of the positions will provisionally shortlist the applicants based on the set criteria and duplicates before forwarding the shortlisted applicants to the Hiring Manager for a further review.

All remaining selected candidates, including all academic posts, will be contacted accordingly and either a phone interview will take place if required for the position or alternatively be booked in for an interview.

All applicants must be interviewed prior to employment to ensure their eligibility and suitability for the post.

Internal Candidates

It is good practice for all internal candidates to be shortlisted and interviewed for a post, where they meet the essential criteria for that job. Where an internal candidate does not meet the criteria and is not shortlisted, the chair of the panel should contact them to inform them of this decision prior to any interviews taking place.

6. The Selection Code

All members of the panel must follow this Selection Code, which applies to all external and internal recruitment:

- Any employee representing the College in the recruitment process must undergo appropriate training. This training must cover employment law relating to recruitment and selection, equal opportunities, interview techniques and the use of job descriptions and person specifications
- It is a legal, and College requirement that details of every application - whether made verbally (face to face or on the telephone) or in writing, must be retained for a period of 6 months. Notes detailing the recruitment decision, both of the successful candidate and those who were not selected must be kept in written form and retained as above. All documentation should be returned to Human Resources following the recruitment process where it will be stored in accordance with this requirement.
- All applicants who are to be interviewed must complete an Application Form to ensure that the necessary legal and equal opportunities information is gathered (in accordance with our duties under the Equality Act 2010) and is signed by the applicant to say it is accurate. All candidates will be asked to confirm their eligibility to work in the UK at the interview stage, and to provide evidence of it on appointment (e.g. producing a passport or birth certificate etc.).
- There must not be discrimination on the grounds of race, creed, colour, nationality, ethnic origin, disability, age, language, religion or belief, political or other opinion affiliation, gender, gender reassignment, sexual orientation, marital status, connections with a national minority, national or social origin, property, birth or other status, family connections, or membership or non-membership of a trade union.
- The College positively supports the recruitment and employment of persons with a disability/special requirements and takes the view that it is ability that counts. Reasonable adjustments will be given full consideration and implemented wherever possible to assist in the fulfil of the role. A preemployment medical will be arranged to help explore any such necessary adjustments.

- To avoid misunderstandings, interview questions should be confined to the broad requirements of the job. Any employment offer must be made on the same broad terms and conditions as set out for the role.
- Immediately after the interview, the interviewers should provide appropriate and accurate feedback relating to the applicant.
- On confirmation that a candidate is unsuccessful the HR Team shall write to the unsuccessful applicant to inform them of the outcome.
- As a matter of courtesy and good practice, any unsuccessful internal candidates should be informed of the outcome of their interview, as soon as possible in person, or by telephone if this is not possible.
- Once the appointment panel has made a decision and the relevant paper work completed, the HR Team will have contacted the successful applicant offering the position, subject to employment terms. Once accepted, however, this offer is legally binding. All such offers must therefore contain the following statement: “This offer is subject to confirmation of, documentary evidence of your right to work in the UK, references which are satisfactory to us, and where relevant, pre-employment medical reports which are also satisfactory to us, having been received.”
- Temporary employees covering the work of employees on Ordinary or Additional Maternity or Adoption Leave must be informed that they are “temporary replacements and that their employment will end when the established employee returns”. They may be employed on a fixed term contract or via an agency.
- Following acceptance, the HR team will issue the offer letter and statement of main terms.

7. Right to Work in the UK

All candidates are asked to complete a section on their right to work in the UK on the application form and are asked to provide their right to work in the UK, in accordance with government requirements at interview stage for verification at which time photocopies will be taken. This can be in the form of:

- A passport describing the holder as a British citizen or as having the right of abode in (or an entitlement to re-admission to) the United Kingdom, or the right to work here.
- A certificate of registration or naturalisation as a British Citizen.
- A birth certificate evidencing birth in the United Kingdom or in the Republic of Ireland. ²
A European Economic Area (EEA) passport or national identity card or a Passport.
- A passport or travel document endorsed to show that the person is exempt from immigration control or a letter issued by the Home Office confirming that the person named has such status (IND stamp/entry clearance certificate).
- A United Kingdom residence permit.
- A letter issued by the Immigration and Nationality Department confirming the individual’s status.

8. References

All Applicants are required to provide references once an offer has been accepted and provide consent for the HR Team to send out requests. The college requests two references ideally from previous employers including the most recent. Where this is not possible HR can advise alternatives.

9. Administration

The HR team will check that all the appropriate paperwork, which should have been completed or obtained from the applicant, which has been received before written confirmation of an offer is sent. This paperwork includes:

- Application Form (and CV if appropriate)
- Interview form
- Documentary evidence of the candidate's right to work in the UK.

The HR team will issue an offer letter, the Statement of Main Terms and any other required documentation to the applicant. On completion of the applicant's starter documents and satisfactory references the applicants process will be complete, however should these appear to be unsatisfactory; the job offer will be reconsidered.

Once starting details have been issued to the applicant, the HR team will arrange for the new employee's details to be sent to payroll. Line Managers are responsible for immediately notifying payroll if the new employee does not attend for work on the agreed date.

10. Induction

All Successful applicants will receive an Induction provided by the HR team on their first day, this will include what they are required to know from a HR and payroll perspective. Following this the applicant will complete on the job training at the start from their team.

A thorough, and well considered induction process is extremely important in assisting new employees to settle in quickly and can aid their long-term retention. This process applies to all employees.

11. Responsibility

All those persons referred to within the scope of this policy are required to be familiar with the terms of this policy.

Individual managers are required to keep within the spirit and intent of the policy, as far as possible in their own area. Any queries on the application or interpretation of this policy must be discussed with the HR Manager prior to any action being taken.

The HR manager has the responsibility for ensuring the maintenance, regular review and updating of this policy. Revisions, amendments or alterations to the policy will be agreed in consultation, where applicable with the appropriate College Committee.



Job Description

Title:	ROLE
Department:	HR
Campus:	Various
Grade:	
Contract:	Full time Permanent/ Part Time Perm or Fixed Term
Hours of work:	40 Hours a week – spread over 5 days (Monday – Saturday)
Reports to:	LINE Manager

About UKCBC

UKCBC is a leading London based independent educational provider with over 18 years of delivering high quality qualifications across the areas of Business, Computing, Accounting, Health & Social Care and Travel and Tourism. UKCBC offer career focused programmes which integrate education and professional skills enabling our students to develop and achieve the best of their personal and career potential.

UKCBC has 7 campuses across Greater London. The College has also started to venture internationally with a new Campus opened in 2018 in Dubai.

Job Purpose

This Should be a summary statement describing the aims of the role and indicating where the role fits on the company.

Example;

'The purpose of this role is to support the HR team in a range of tasks to support the delivery of a comprehensive Generalist HR service to all areas of UKCBC. Additionally, the role will involve providing consistent administrative support and be the first point of contact for HR administrative queries.'

Duties and Responsibilities

This section should be minimal Bullet points between 10 – 15 ideally, and should describe what the role holder is responsible and accountable for.

Example;

- *Act as the first point of contact for handling all HR administrative queries via telephone and email, escalating as appropriate to the Senior HR Executive or HR Manager.*
- *Providing relevant and accurate information to staff members queries regarding HRIS (SelectHR) such as: annual leave entitlement/allowances, updating personal details or any other query about our system.*
- *Accurate data entry on to electronic HR Systems to ensure information is recorded and up-to-date.*
- *Managing the administration of joiners and leavers.*
- *Ensuring that all filing systems are kept up to date and in-line with General Data Protection Regulations (GDPR).*
- *Assisting with the recruitment process including preparation of advertisements and posting on various websites; liaising with the line managers to schedule and arrange interviews; handling recruitment enquiries by telephone and email.*
- *Creating a shortlist of applicants by conducting initial screening of CVs and informing applicants about the outcome.*
- *Coordinating with new joiners regarding their onboarding and related administrative processes.*
- *To provide routine advice on general HR queries to a number of individuals including HR team members, Managers, staff members and applicants, ensuring that HR policies, procedures and guidelines are promoted and adhered to.*
- *Managing the reference process by following up on references for new joiners and providing references for other staff members.*
- *Produce recruitment reports by compiling information from the ATS and job boards.*
- *Maintaining, updating and auditing employee records (in HRIS and hard copies).*
- *Support with general recruitment administration.*
- *General office duties, including scanning, shredding, creating letters and photocopying as required.*

General Duties

The below duties are for all staff therefore this will remain regardless of role:

- *To manage work effectively and efficiently*
- *Flexibility to ensure achievement of individual, departmental and companywide goals and targets.*
- *To maintain total confidentiality about applicants/students and other personal information*
- *Adhere to all established systems within the department and implement any changes only as requested/authorised by management.*
- *Ensure accurate records and data entry onto all systems as required by the department and management to enable accurate and full reporting.*
- *Ensure the safety of your area by complying with all Health & Safety policies and procedures and reporting any issues to the Health & Safety Manager without delay.*

The above list of duties is neither exclusive nor exhaustive and the post holder may be required to undertake duties as may be reasonably expected within the scope and grading of the post and within the competencies of the post holder. All Staff are required to be professional, supportive and flexible in line with their position, department and the college.

Job Description Acknowledgement:

I have received, reviewed and fully understand the job description. I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under all conditions as described.

Employee Name _____ Date _____

Employee Signature _____