

# RECRUITMENT AND SELECTION POLICY

## 1 INTRODUCTION

Effective recruitment and selection is crucial to the successful functioning of SkillForce Development Ltd. It relies on sourcing people with the necessary skills, expertise and qualifications to deliver the Charity's strategic objectives and the ability to make a positive contribution to the mission, vision and values of the Charity.

All line managers are responsible for recruitment in conjunction with Human Resources. Justification for all roles (including backfill, upgrades, new roles etc) must be presented by filling in a Recruitment Authorisation Form and authorised by a Director from the Executive Team before returning to HR to be processed.

Before commencing a recruitment campaign, HR will ensure that there is an up to date job description which will describe the duties and responsibilities of the role and a person specification which will detail the qualifications, skills and experience required for effective performance of the role. The job description will also specify the level of seniority of the role.

## 2 INTERNAL ADVERTISEMENT

Where possible, all vacancies will be advertised internally on Cascade. Existing employees are to be encouraged to apply for vacant posts if they have the appropriate qualifications, experience and skills for the role.

SkillForce may not advertise roles internally where specialist skills are required or in the event of a redundancy process; in which case, affected employees will be given the opportunity to apply for roles prior to any internal or external advertisement.

## 3 ADVERTISEMENTS

All external vacancies will be advertised on the SkillForce website and the Career Transition Partnership website. Any substantial shortfall of candidates or special circumstance may require the use of an agency and/or specialist job posting site which can only be authorised by HR.

All vacancies contain a brief summary of the job description detailing the key duties and responsibilities for the role and also the relevant qualifications, skills and experience needed to be effective and successful in post. A brief statement about the closing date for applications, an indication of the approximate date when the assessment will be held and contact details of the recruiting manager are also included on all vacancy adverts.

The organisation is committed to applying its Equal Opportunities policy and the Disability Confident Scheme at all stages of recruitment and selection. Shortlisting, assessing and selection will always be carried out without regard to disability, gender, gender reassignment, sexual orientation, marital or civil partnership status, colour, race, nationality, ethnic or national origins, religion or belief, age, pregnancy or maternity leave or trade union membership.

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### 4 SAFEGUARDING AND CHILD PROTECTION

Due to the nature of the work of the Charity, SkillForce is committed to safeguarding and promoting the welfare of children and young people and as a result we adopt recruitment procedures that help to deter, reject or identify people who may pose a risk to children and are compliant with the Department for Education guidance on Keeping Children Safe in Education (2018) in England, Keeping Learners Safe (2015) in Wales and Safer Recruitment through Better Recruitment (2016) in Scotland. The following sections of this policy describe the recruitment measures we undertake in recruiting and pre-employment vetting in order to uphold our commitment.

### 5 APPLICATION FORM

All applicants are required to complete the standard SkillForce Application Form which can be downloaded from our website. A standard application form is used to ensure that all applicants can be judged on the basis of comparable information and are therefore given the same opportunity to provide information to us as their competitors. The application form also ensures that referee details and any criminal convictions are provided at the point of application. SkillForce does not accept CVs as an application method for vacancies.

Applicants are required to supply the names and addresses of three people from whom references can be obtained; one of which must be the applicant's current or most recent employer. If the applicant has previously worked with children, a reference will be taken from the last employment with children even if this is not the current or most recent employer. References will be sought during the recruitment process and any offer of employment is conditional upon the receipt of at least two satisfactory references.

Due to the nature of the work of SkillForce, all applicants are exempt from the Rehabilitation of Offenders Act 1974 as amended in 2013. Applicants are required to disclose any information about all 'unspent' cautions, convictions and bind-overs on their application form, as well as any criminal history that would not be protected under the 2013 amendments to the Act. SkillForce complies with the Disclosure & Barring Service (DBS) code of practice, or the Disclosure Scotland code of practice where relevant.

*SkillForce is a Disability Confident Scheme member; we are committed to assessing all disabled applicants who meet the minimum criteria for a role and we will consider them on their abilities. As a Disability Symbol User, we include a question on disability in the application form in order to monitor applications from disabled candidates.*

Applicants are required to declare if they are related to or know any member of staff or Trustee within the organisation. Canvassing of employees and Trustees in the Charity is not permitted.

No employee or Trustee will be permitted to be on an assessment panel where the candidate is related to that person.

### 6 ASSESSMENT PROCESS

A shortlist of candidates will be drawn up for assessment, based entirely on the application form and the candidate's completion of it in demonstrating their suitability for the post. Shortlisting of candidates will also take into account of the Charity's responsibilities in relation to Equality Opportunities and its responsibility as a Disability Confident Scheme member.

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All assessments will be chaired by the recruiting manager, which is usually the line manager, and at least one other person, (usually the Compliance and Policy Officer). At least one person on the panel must have attended Safer Recruitment training and at least one person on the panel must have received up to date Equality and Diversity training.

The selection and appointment of the Chief Executive will be made by members of the Board of Trustees and the panel will be chaired by the Chairman.

### Reference seeking

Wherever possible, at least one reference will be taken up prior to interview. This enables SkillForce to confirm previous employment history and verify identity. It also allows any concerns about suitability to be discussed with the candidate at interview. It is the responsibility of candidates to encourage their referees to respond in timely manner.

Where a candidate has previously served in the Forces, one reference **MUST** be taken from the last unit manager they served under.

The references must be provided by two different organisations; we only accept references from company / business email accounts (e.g. not personal accounts such as Hotmail) and will contact the relevant Head Office or HR department if necessary.

### Interview

SkillForce interviews are usually a combination of competency and technical questions and are provided by HR prior to interview for all roles. While the questions will vary according to the role being recruited to, the scoring system is the same for all posts to ensure a consistent approach to scoring candidates is applied throughout the organisation.

Questions relating to safeguarding, child protection and suitability to work with children will be asked of all candidates. If a candidate discloses criminal history (that is either unspent or would not be protected) on their application form, this will be discussed with the candidate at interview. Recruiting managers should seek advice from HR on any disclosed criminal information and appropriate questions to ask.

The interview is a two-way process and once the candidate has answered our questions they will be given an opportunity to ask the panel questions. Time must be made available in the interview schedule for this purpose.

### Presentation

Some roles may require a presentation to be delivered by the candidate. In the event that a presentation is required, candidates will be informed in advance and given a brief from which they can prepare their presentation. The brief will vary according to the role but the format for scoring presentations is the same to ensure a consistent approach to scoring candidates is applied throughout the organisation.

### Lesson planning and delivery

For operational delivery roles, candidates are required to plan and deliver a lesson to a group of existing SkillForce students. The brief for this assessment activity may vary according to where the assessment is

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taking place and the student group but the scoring of lesson planning and delivery is consistent throughout the organisation.

### Additional methods

SkillForce may require candidates to undertake group assessment activities, literacy and numeracy tests or psychometric testing as part of the selection process. If this is the case, candidates will be informed in advance.

A set of objective notes must be made by the panel during the entire assessment process which will be used to provide feedback to candidates if requested. It should also be noted that candidates will have access to all information should they request it.

Candidates attending an assessment will not be reimbursed for any expenses incurred.

### Internal Applicants

Where internal candidates apply for roles, their application will be shortlisted and they will require assessment as outlined above.

Where an internal candidate is invited to be assessed and subsequently canvasses employees or Trustees, either directly or indirectly, in an attempt to gain preferential treatment in connection with an application, they will be disqualified from the selection process.

Any colleague/s who attempts to seek preferential treatment for an internal candidate may risk their colleague's disqualification from the assessment process.

## 7 PRE-EMPLOYMENT CHECKS

Once a suitable candidate has been selected following the assessment process, a conditional offer will be made and the pre-employment checking process commences which consists of the following checks:

- Two references (taken from the referees detailed on the application form) which should be received within 14 days of request
- Enhanced DBS or Disclosure Scotland certificate
- A check of the children's barred list (if in regulated activity)
- Verification of identity and confirmation of the right to work in the UK
- Verification of qualifications
- If the candidate has lived or worked overseas, any additional checks considered relevant (e.g. overseas criminal certificate, certificate of good conduct, references)
- Verify the individual has the mental and physical fitness to carry out the role to which they are being recruited which is achieved through completion of the organisation's Health Questionnaire; following the offer of the post.

All offers of employment made are conditional upon satisfactory results from all of the above. In the event that the checks are not satisfactory the offer of employment would be withdrawn.

*NB Candidates for roles in regulated activity must not be allowed to commence in post until the children's barred list check has been completed.*

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### 8 MANAGING CRIMINAL DISCLOSURE CERTIFICATES

When the candidate receives their DBS / Disclosure Scotland certificate, they are required to bring it to the Area Manager/line manager without delay. If the candidate has not produced their original certificate within 28 days of the date of issue, and fails to provide a satisfactory explanation for this, SkillForce reserves the right to withdraw the offer of employment. Candidates must not be permitted to commence in post until the certificate has been seen and verified as suitable.

If a candidate's certificate discloses criminal history, the details must be cross-referenced with a) the self-disclosure made at application stage and b) the details / context of the criminal history discussed at interview. As set out in the DBS / Disclosure Scotland Code of Practice the candidate will be given an opportunity to explain any discrepancy or failure to self-disclose, before SkillForce makes a decision to confirm or withdraw the offer of employment. SkillForce will not take into account any criminal history that is 'protected' or 'filtered' even if it appears on the criminal disclosure certificate. Recruiting managers should seek advice from HR regarding the risk assessment of any criminal information disclosed during a recruitment process.

The Area Manager/line manager will record the certificate number and the date that the original certificate was seen, and will hand the certificate back to the candidate for safe keeping. We do not take or retain copies of criminal disclosure certificates except where criminal or additional information has been disclosed which will need to be risk assessed / considered further. Where SkillForce does need to retain a copy of a disclosure, this will be stored securely in the individual personnel file for no longer than the purpose it serves; and never for more than 6 months. Criminal disclosure certificates are sensitive personal data as defined in the Data Protection Act 1998 (and the GDPR 2018) and will be destroyed securely.

### 9 DBS UPDATE SERVICE

Where a candidate is already registered with the DBS update service, they must bring their original certificate and evidence of their identity to the Area Manager/line manager who will:

- Check that the spelling of the name and the date of birth correspond *exactly* on the certificate and identity documents
- Check that the certificate is to the correct level (enhanced) and for the children's workforce
- If the post will be in regulated activity, that the children's barred list has been checked

Assuming all is in order, the Area Manager/line manager will go to the DBS update service website and input the candidate's details and certificate number. The status screen will confirm whether the individual is still registered with the update service and whether the certificate is still accurate. The Area Manager/line manager will print the status page and HR will retain this in the candidate's personnel file. Any discrepancies or change of status must be discussed with HR without delay; if necessary a new DBS certificate will be requested.

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### **10 VOLUNTEERS, SUPPLY WORKERS AND AGENCY STAFF**

Volunteers and supply workers are required to undergo assessment and pre-employment checks. In the event that an agency is used to supply staff to SkillForce on a temporary basis, SkillForce will ensure the appropriate checks have been undertaken by the agency prior to engaging with their temporary workforce. In the event that an employee is recruited for a permanent post via an agency, the organisation's own pre-employment checks would be carried out.

### **11 PROBATIONARY PERIOD**

All appointments into the Charity are made subject to the successful completion of a probationary period of up to six calendar months (depending on length of contract). The purpose of the probationary period is to ensure new employees gain a full understanding of the requirements of the post and of the organisation, and achieve an acceptable level of performance within this period.

### **12 INFORMATION SECURITY**

All completed applications forms are private and confidential and will only be accessed by the HR and those directly involved in the recruitment and selection process.

Application forms and assessment materials will be returned to HR by the recruiting manager, once the recruitment and selection process is complete.

The successful applicant's records will be securely held in their personnel file.

Unsuccessful candidates' application documentation will be held securely by HR for a period of six months and then destroyed.

### **13 RECRUITMENT & SELECTION REVIEW**

The effectiveness of this policy and associated assessment methods will be reviewed periodically by HR, and following any change to national guidance about safeguarding children and safer recruitment practices.