UTC Cambridge
Recruitment policy

Lead member of SLT: Elizabeth Andrews (HR/Business Manager)
Governor: Chair of Finance & Audit committee (sub-committee to the FGB)

Legislation and reference:
DBS Checking Procedure
Equality & Diversity Act 2010
UTCC Equality & Diversity policy

Associated documentation
UTCC Equality and Diversity policy (July 2014)
Equal opportunity policy

UTC Cambridge Vision
UTC Cambridge: Delivering Future Scientists

UTC Cambridge Mission
Through an innovative curriculum, developed with leading scientists from industry and academia, UTC Cambridge builds bespoke learning solutions delivered in a state of the art science and technology environment that empowers students to manage their academic and career development.

UTC Cambridge Values
We set ourselves challenging goals, are agile and resilient, to achieve our personal best.
By respecting one another we enhance our experience and benefit from different perspectives.
We take individual responsibility, ensuring team delivery.
By respecting our environment, our world, we make a difference.
We celebrate positive contribution and aspire to excellence.
We are morally and ethically responsible in scientific and environmental innovation.

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Review date: July 2017

1.Introduction

1.0   UTC Cambridge (UTCC)recognises that its employees are the single most important resource for the success of the academy. Therefore, recruitment is a management activity of strategic importance, it is not an isolated task but rather the beginning of the employment

relationship.

> 1.2 The UTC Cambridge recruitment and selection processes are based on:
> i the ability of the candidate to undertake the specific role;
> ii the ability of the candidate to make a contribution to the etos, values and life at UTCC and
> iii the candidate's potential for development.

> 1.3 The UTC Cambridge should at all times use the recruitment and selection process to:
> i attract and retain a high calibre of staff;
> ii ensure the highest quality of teaching and support for all students;
> iii be competitive with other organisations especially in the areas and categories where recruitment is particularly difficult; and
> iv promote the most favourable image of the UTCC.

1.4 This policy covers the appointment of staff to all posts except those covered by the UTCC's arrangements for the appointment of the Principal.

1.5 The Governing Body are responsible for the appointment of the Principal.

1.6 Throughout the recruitment and selection process, all staff involved must be mindful of the UTCC's Equal Opportunities (Staff) policy.

1. Aim, Objective or Purpose of the Procedure

1.1 This document outlines the procedure for recruiting employees for UTCC.

1.2 The College is committed to promoting and safeguarding the welfare of children and vulnerable adults. Please refer to the College's Safeguarding Policy

1.3 The College has a duty to adhere to the Equality Act 2010 and aims to provide a supportive environment where everyone will be treated with fairness, justice, dignity and respect. Please refer to the College's Equality Policy for more information.

1.4 This procedure details the measures in place to ensure that the recruitment process reflects our Equality and Diversity and Safeguarding commitments.

2. Scope of procedure

2.1 This procedure should be followed by all UTCC employees and applies to all employees directly employed by UTCC.

2.2 The procedure outlines the Recruiting Manager's responsibility when recruiting employees for UTCC.

2.3 The process for recruiting Volunteers is outlined in the UTCC Volunteering Policy.

3. Definitions

3.1 Recruiting Manager
The Recruiting Manager is the Manager responsible for the Recruitment Campaign, this is usually the Principal, the Head of Faculty or the Line Manager.
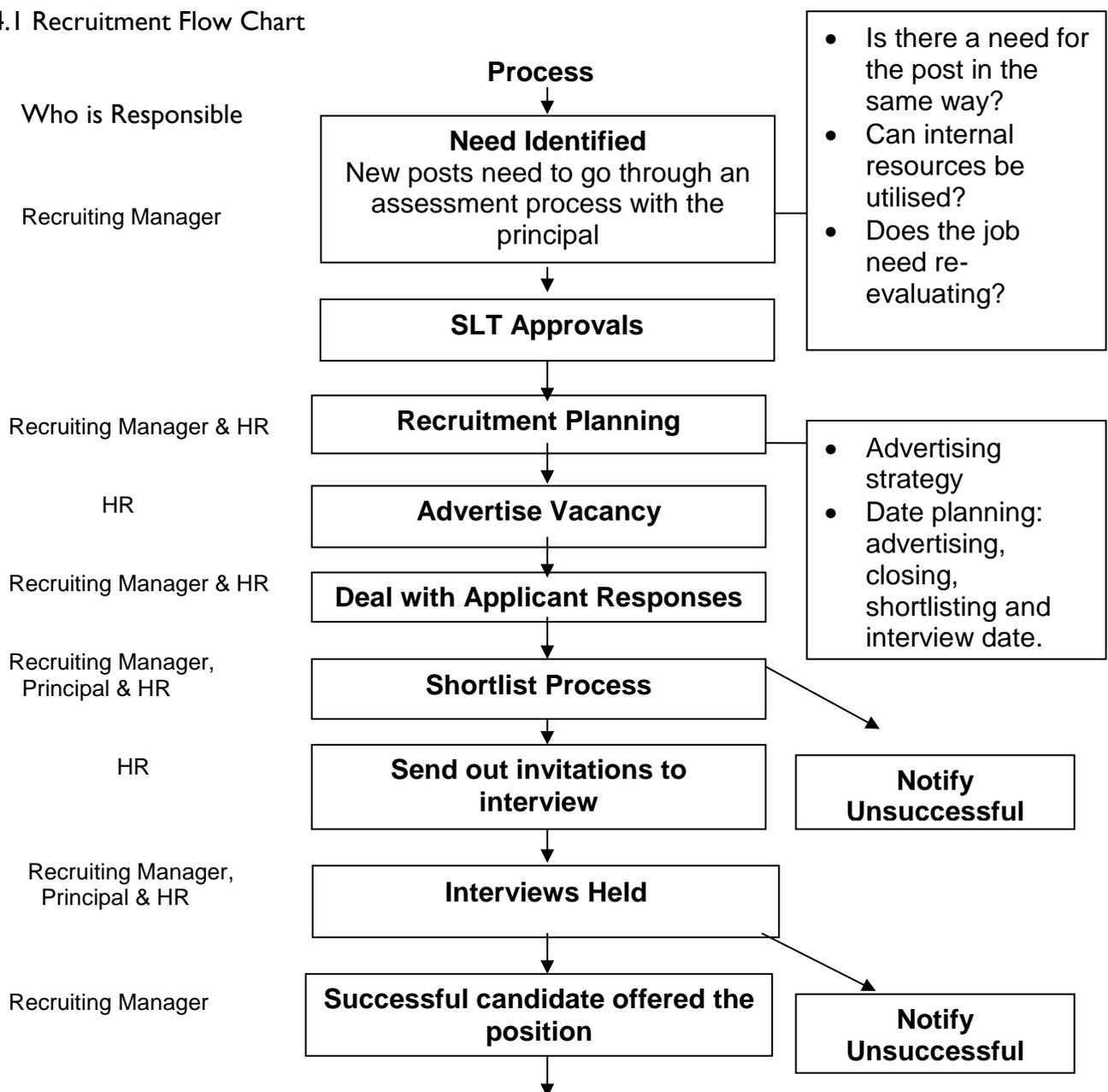
3.2 Permanent Employment

A permanent employee is someone who has been hired for a position without a pre-determined time limit. They are directly employed by UTCC, have a permanent contract of employment with UTCC and are paid by UTCC.
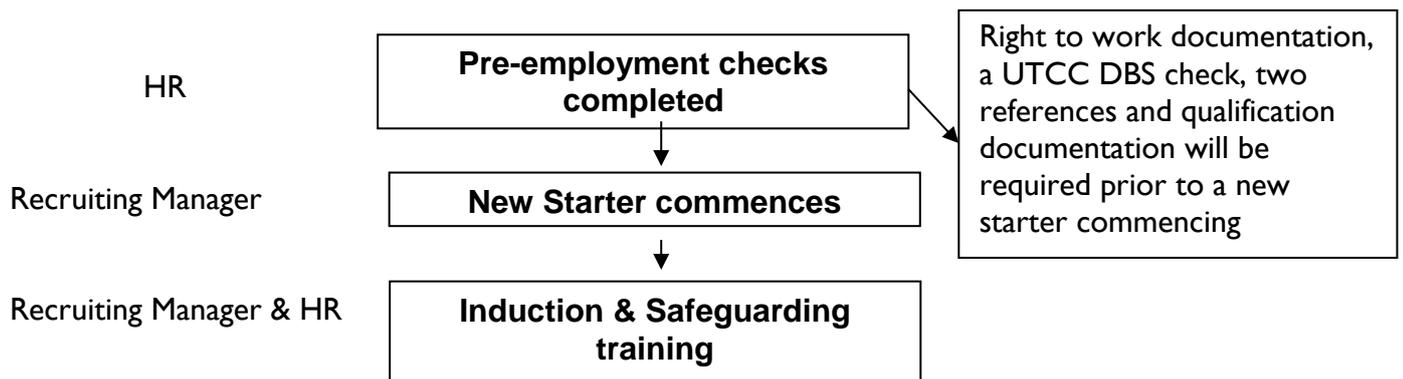
3.3   Fixed Term Employment

A fixed term employee is directly employed by UTCC and has a 'fixed-term' contract of employment with UTCC which will end on a particular date, after a certain event or on completion of a task. Examples of fixed-term employees are a specialist employee taken on for the duration of a project or someone employed to cover during another employee's maternity leave. You are not a fixed-term employee if you are an Apprentice.

4.0   The procedure for fixed term and permanent staff

4.1 Recruitment Flow Chart

Who is Responsible	Process	
	Need Identified	• Is there a need for the post in the same way?
Recruiting Manager	New posts need to go through an assessment process with the principal	• Can internal resources be utilised?
		• Does the job need re-evaluating?
	SLT Approvals	
Recruiting Manager & HR	**Recruitment Planning**	• Advertising strategy
HR	**Advertise Vacancy**	• Date planning: advertising, closing, shortlisting and interview date.
Recruiting Manager & HR	**Deal with Applicant Responses**	
Recruiting Manager, Principal & HR	**Shortlist Process**	
HR	**Send out invitations to interview**	**Notify Unsuccessful**
Recruiting Manager, Principal & HR	**Interviews Held**	
Recruiting Manager	**Successful candidate offered the position**	**Notify Unsuccessful**

HR	**Pre-employment checks completed**
Recruiting Manager	**New Starter commences**
Recruiting Manager & HR	**Induction & Safeguarding training**

Right to work documentation, a UTCC DBS check, two references and qualification documentation will be required prior to a new starter commencing
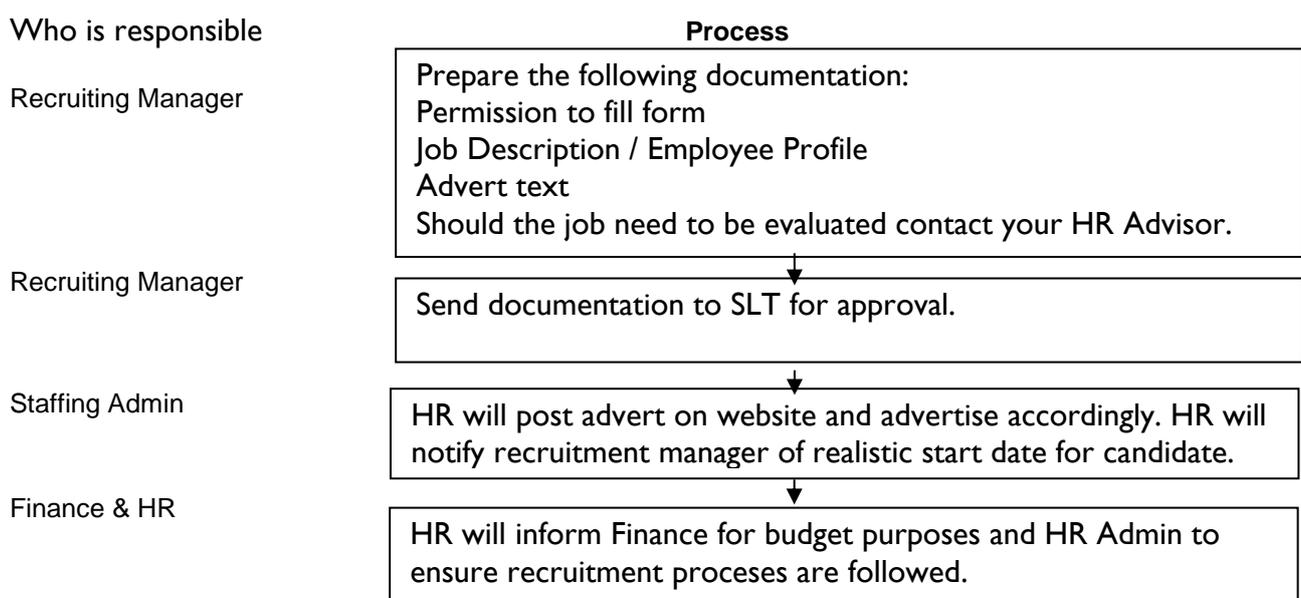
4.2   Reviewing the need for and the nature of a position.
When a vacancy or an operational issue arises which needs resourcing, the relevant Manager will discuss and assess with the Principal, the impact of this in relation to the needs of the business. Where any needs have been identified, a review should first be carried out to identify if it can be met within the current establishment. If not, the relevant Manager should decide what resource will most effectively and cost effectively support the faculty as well as meeting the organisation's objectives.

The Principal will ultimetly be responsible for all recruitment and budgets.

4.3   Requesting approval for the vacancy or contract change
Where a need is identified all requests for posts or contract changes must be approved at the designated SLT staffing approvals meetings.
- Posts cannot be advertised until they have had approval from SLT.

4.4   Approval Process Flow Chart

Who is responsible	Process
Recruiting Manager	Prepare the following documentation: Permission to fill form Job Description / Employee Profile Advert text Should the job need to be evaluated contact your HR Advisor.
Recruiting Manager	Send documentation to SLT for approval.
Staffing Admin	HR will post advert on website and advertise accordingly. HR will notify recruitment manager of realistic start date for candidate.
Finance & HR	HR will inform Finance for budget purposes and HR Admin to ensure recruitment proceses are followed.

Documentation required when requesting a post
Permission to Fill Form (PTF) (Appendix 1)
The Permission to Fill form outlines the full details of the post that is being requested, a justification

for the need for the post and how this fits into the staff budget, the establishment and

organisational structure.
Job description and employee profile
For a replacement post, the previous job description and employee profile should be reviewed to ensure it is up to date and that the duties and responsibilities are still relevant. If significant changes are made to the job description, this will need to go through the job evaluation process.

For a new post, a job description and employee profile will be produced ensuring the duties and responsibilities are clearly outlined and cover all aspects of the role. All new posts are job evaluated.

For some College positions, generic job descriptions should be used. Please refer to HR for guidance.

All job descriptions and employee profiles will need to refer to the safeguarding responsibilities expected of all staff members and the expectations in relation to equality and diversity. These are generic statements to be used across college.

Advert text
The advert text should outline the key duties and criteria required to undertake the role. The salary advertised will be in line with the outcome of the job evaluation / relevant pay scale. The full salary range will be advertised, however the candidate will be offered the bottom of the relevant pay scale as a starting salary unless in exceptional circumstances.
All advertisements will refer to the College's commitment to safeguarding and state that an Enhanced DBS check is required for all positions. The advertisements will also highlight that the College is an equal opportunities employer. These are generic statements used across the College.

4.3.3   SLT staffing approvals
SLT Staffing approvals meetings are held on a weekly basis. The meetings are chaired by the Principal and all SLT. The outcomes from the staffing meetings are communicated to the Recruiting Manager via HR/Business Manager.

4.4   Recruitment planning
        The Recruiting Manager is responsible for planning the recruitment campaign and should at this stage:
Review speculative enquiries and any action to be taken.
Decide where to advertise and other avenues which could be explored to generate candidate interest.
Review advert text and consideration of any other documentation which would help to sell the opportunity.
Decide how candidate enquiries will be dealt with and who the contact will be.
Date planning: advertising date, closing date, shortlisting date and interview date.

4.5   Advertising a vacancy
All vacancies are open to staff who are employed directly by the College and to agency workers who are carrying out an active assignment at the College (unless there is a redundancy situation, please see section 5.5).
All vacancies are advertised internally via the College website and on the College notice board.

External vacancies are also advertised on the College website, emailed out to the vacancy mailing. If positions are 'hard to fill', alternative advertising strategies may be agreed if approved by HR/ Business manager and SLT members.

4.6   Dealing with applicant responses to job advertisements

Application packs are available in hard copy format from the HR Department and are also available electronically on the College website. On request to the HR Department, reasonable adjustments may be made to provide alternative formats of the application form or alternative ways to access this.

The application pack includes:

An application form.

Guidance notes on completing the application form (which states the College's commitment to safeguarding and highlights the pre-employment checks that will be carried out if an offer is made).

The College's E&D statement.

The HR Department will deal with general recruitment questions, but will refer any specific questions related to the role to the Recruiting Manager or to a designated alternative contact provided.

All vacancies have a closing date; applications can only be guaranteed to be accepted if received into the HR Department by the specified date and time.

All personal details disclosed on the application form will be held on the HR database.

4.6.1   Late applications

All late applications received by the HR Department will be passed directly to the Recruiting Manager for consideration. It is their discretion as to whether to accept late applications.

4.7   Shortlisting process

All confidential information on applicants (the equal opportunities monitoring form, criminal convictions declaration and the opting in to the positive about employing disabled people form) will be removed before being made available for shortlisting.

Shortlisting should be carried out by the Recruiting Manager and another relevant member of staff. An applicant will only be shortlisted on the basis of the information provided on their application form. Assumptions will not be made and prior knowledge, not detailed on the application form, will not be taken into consideration.

All applications are shortlisted against the essential criteria outlined in the employee profile that is assessed by the application form at this stage.

It is likely that applicants who do not meet all the essential criteria assessed at application stage will not be successfully shortlisted. However in situations where none of the applicants meet the essential criteria for the position, the Recruiting Manager may interview those that most closely meet the criteria (this may include the desirable criteria.)

4.7.1   Recruiting Managers responsibility within the shortlisting process

To complete the shortlisting within the agreed timescale.

To shortlist all candidates against the essential criteria assessed at application form stage outlined in the employee profile.

To complete the shortlisting form for all candidates.

For successful candidates highlight any gaps in the applicants information to be discussed at interview stage (gaps in employment etc.).

To plan and devise a schedule for the successful candidates, giving clear and detailed information of the interview process.

Complete the interview and selection activities planning form (Appendix 3) and return to HR along with the shortlisting form (Appendix 2).

4.8   A key commitment of the College is to make ensure as part of the recruitment process, all disabled candidates who meet the essential criteria at application stage will be interviewed. HR will be responsible at the quality checking stage for ensuring that any candidates opted into the scheme are invited for interview if they meet this criteria.

If invited for an interview, candidates will be asked to notify the HR Department of any special arrangements or adjustments to be made at interview.

4.9   Notifying candidates of shortlisting outcomes

4.9.1   Notifying unsuccessful candidates at shortlisting stage
The HR Department will notify all unsuccessful candidates in writing via email if provided (if not by post) to inform them of the outcome of the shortlisting process.

4.9.1.1 Recruiting Managers responsibility in notifying unsuccessful candidates
To ensure that any internal candidates are notified personally if they have not been shortlisted for a position.

4.9.2   Inviting candidates to interview
Invitations to interview will be emailed to candidates (where an email address is provided if not via post), by the HR Department. The letter will provide full details of the interview including date and time of the interview, who and where to report to and details of what the interview will entail such as selection activities etc.

External applicants are requested to bring the following along with them to interview:

Proof of identity (confirming their current name, current address, date of birth and photographic identity)

Proof of right to work in the UK

Any relevant qualification/membership certificates.

As a safeguarding measure all external candidates will be asked to report to Reception and sign in on arrival.

Internal candidates will be asked to provide any relevant qualifications. (if applicable).

Candidates should notify the HR Department of any special arrangements or adjustments to be made at interview prior to the date of the interview. In these instances HR will notify the Recruiting Manager to arrange.

4.9.2.1 Confirmation of attendance to interview
Candidates should notify the HR Department whether or not they are able to attend for interview by the specified date in the letter. HR will provide the panel members with a schedule of attendance.

4.9.2.2 Re-arranging interviews
Where candidates wish to request to re-arrange their interview appointment, the HR Department should be notified as soon as possible. It is at the Recruiting Managers discretion on whether to re-schedule or not.

The HR Department will notify the candidate of the decision from the Recruiting Manager.

4.10 The interview process

All interviews will include a panel interview which will focus on exploring qualifications, experience, skills and knowledge in relation to the employee profile and also will explore the candidate's suitability of working with children and vulnerable adults.

4.10.1 Interview panel

The composition of the interview panel should reflect the nature and level of the post.

The College has guidelines for each faculty around the composition of an interview panel for different levels of roles.

An interview chair is elected for each interview panel; this is usually the Recruiting Manager. However responsibility may be delegated to another member of the panel who is deemed to be trained and experienced to undertake the role. A member of staff that has attended 'Safer Recruitment' training should be present at every interview.

4.10.2 Interview questions

The same structured questions should be asked to each candidate to ensure consistency. However, individual supplementary or probing questions may be asked.

4.10.3 Mandatory interview questions

All external candidates being interviewed for any position within the College will be asked mandatory questions covering gaps in employment and Safeguarding. An appointment will only be made if a satisfactory level of understanding and commitment to safeguarding principles is demonstrated.

4.10.4 Taking notes at interview

The interview panel will agree a process for taking formal notes for each candidate. Interview notes should be comprehensive, relevant and professional, recording the answers to all interview questions. The interview notes should be recorded on the Interview pack provided by the HR/Business Manager.

4.10.5 Selection activities

Selection activities are used within the interview process where:
They are appropriate to the role
Relate to the criteria on the employee profile
It is clear what is being assessed through the activity

Candidates will undertake the tests under exactly the same conditions so the outcomes of the tests can be compared fairly and equally. In the instance where candidates contact HR prior to their interview to discuss any special arrangements or adjustments to be made, HR will notify the Recruiting Manager to arrange and to discuss whether these need to be taken into account either in the administration of the tests or in the analysis of the outcomes.

4.10.6 Scoring the interview process

The scoring for the interview and the selection activities will be agreed by the interview panel prior

to the interviews taking place and will take into account the importance of each aspect of the criteria and using weighted scoring, where appropriate.

Scoring will be noted on the interview notes form.

4.10.7 Recruiting Managers responsibility within the interview process
  Prior to the interview: To arrange all logistics of the day including ensuring appropriate rooms are available, all interview and selection panel members are informed of when they are needed, what is expected of them and paperwork is organised etc.
On the day: Ensure that all candidates sign in at main Reception on arrival and are collected by a member of staff to be taken to their interview. It is also the Recruiting Managers responsibility to ensure that candidates are supervised all day and are not left to roam around the College site. Please refer to UTCC safeguarding Policy and Procedure.

During the interview process the Recruiting Manager will check ID documentation, evidence of proof of right to work in the UK and relevant qualifications/membership certificates and ensure copies are seen and recorded in line with the guidance on the Interview Notes (copies cannot be taken at interview in accordance with Data protection).
After the interview: Ensure the interview and the selection activities for each candidate is scored in line with the agreed scoring. These scores will need to be recorded on the front of the interview form in the relevant boxes provided.

4.12   Selecting the successful candidate
The candidate who scores the highest will be assumed the strongest candidate and will be offered the position.

4.13   The HR/Business Manager will ring the candidate to make a verbal offer to the successful candidate following the outcome after interview. Unsuccessful candidates will be notified by email with an offer to receive feedback from the recruiting manager.

4.13.1   All offers of employment are subject to:
Two references being received by the College which are deemed to be satisfactory
An assessment of medical fitness.
A satisfactory Enhanced police disclosure check (and overseas checks where appropriate)
Confirmation of eligibility to work in the UK.

The terms and conditions will be stated within the verbal offer including salary, hours and contract type. The salary will be offered in line with the job advertisement and according to the experience of the candidate and the current labour market. Please seek advise from the HR/Business Manager.

A start date will be agreed where possible at this stage unless otherwise agreed with the Recruiting Manager, for example in situations where notice needs to be negotiated with a previous employer. In this instance the candidate will notify the Recruiting Manager and the HR Department once a start date has been confirmed.

Further permission will be sought from the candidate at this stage to undertake references (where permission was not given at application stage).

4.13.2 Recruitment Managers responsibility:

Before an offer is made, ensure that approval to appoint has been agreed by contacting the HR/ Business manager.

To complete the Result of Interview shhet on the front of the interview pack outlining the terms and conditions offered and accepted by the successful candidate.

4.13.3   Notifying unsuccessful candidates after interview

The HR Department will notify all unsuccessful candidates via email if provided (if not by post) to inform them of the outcome of the interview process. The letter will give the contact details of the Recruiting Manger should they wish to request feedback. We recommend feedback is requested within 7 working days.

4.13.3.1 Responsibility of the Recruiting Manager when notifying unsuccessful candidates after interview stage

It is the responsibility of the Recruiting Manager to ensure that any internal candidates are notified personally if they have not been successfully selected for a position and feedback offered.

We also encourage the Recruiting Manager to provide verbal feedback to external candidates after the interviews.

4.14   Pre-employment checks

When employing directly for appointments at UTCC, as a permanent member of staff, a temporary member of staff, a volunteer or as self employed, the College is responsible under the Further Education (Providers of Education) (England) Regulations 2006 to keep and maintain a Single Central Record of recruitment and vetting checks for all employees.

This should record all employees who are "providing education, regularly caring for, training, supervising or being in sole charge of children". However due to the nature of the business all newly appointed employees must undergo the following vetting checks (as outlined in the Safeguarding Children and Safer Recruitment in Education Guidance 2007) prior to commencing their employment:

Identity check (including current name, address, date of birth and photo identification);
A check has been carried out to establish whether the person is barred or not (list 99);
A check has been carried out to ensure that the person meets all relevant staff qualification requirements, where required;
A check has been carried out to confirm that the person has a right to work in the United Kingdom;
Where the person has been living outside the UK, whether further checks considered appropriate in respect of the person have been carried out;
An assessment of medical fitness and declared 'fit to work'.
Whether an Enhanced Data and Barring check (DBS) has been carried out; or whether it has been applied for.
Two satisfactory references have been obtained. Successful candidates may be able to commence employment prior to these references being received in agreement with the HR Department.

4.15   Staff Induction for newly appointed staff

All newly appointed staff should attend a UTCC Induction and Safeguarding training.

4.15.1   Induction

An Induction checklist should be completed to ensure important information about the College and the role is covered, including Safeguarding, Equality & Diversity and Health & Safety elements.

4.15.2 College Induction

The College will hold a formal College Induction, which is arranged by the HR Department. All newly appointed staff will be notified in writing of when and where the induction will take place. The Line Manager will also be informed so they can support employees in attending.

The College induction is mandatory for all new employees and includes key sessions such as Safeguarding, Equality & Diversity and Health & Safety.

All new teachers, are required to meet with their Line Manager and a member of the Teacher Development team (usually in your first 2 weeks of joining the College) to discuss and plan their support and training requirements. This should be recorded as targets on the probationary review form.

4.16 Storage of data

The College has a duty to comply with Data Protection Act 1998 and must ensure that:
At the end of the recruitment process all copies of application forms held by the Recruiting Manager and other shortlisting / interview panel members should be deleted/destroyed. This includes electronic and hard copies.
Applications held throughout the recruitment process should to be kept securely at all times.
ID documentation received at interview stage should be returned to the HR Department after the interview process.

4.17 Quality checking of the recruitment process

The HR Department will quality check the recruitment process at various stages (advertising, shortlisting and interview) to ensure that a fair process has been carried out.

5. Other types of recruitment

5.1 Recruiting Apprentices

Before recruiting an Apprentice, SLT Approval must be sought.
Apprentices should not commence employment until all required pre-employment checks have been carried out.

5.2 Making fixed term contracts permanent

When a fixed term contract role becomes a permanent role, providing the fixed term role has been advertised originally, the staff member in that role can be made permanent subject to SLT approval via a contract change form.

However if the role or essential criteria changes in any way then the position should be advertised.

5.3 Recruiting for 'Honararium' positions

An Honararium position is where a member of staff carries out the duties of a more senior post holder on a temporary basis.
A request for an Honararium position must be approved via an SLT meeting, please refer to section 4.3 of this procedure.

Honararium positions should be advertised internally if they are for a period of 12 weeks or more. Honararium positions should be on a fixed term basis. If the decision is then made to make the role permanent the staff member can be offered this subject to SLT approval via a contract change form.

However if the role or essential criteria changes in any way then the position should be advertised. If however a staff member is placed into an Honararium position without advertising (on rare occasions if there is emergency cover needed for sickness or maternity for example) if the role is then made permanent or there is a permanent vacancy the role will need to be advertised.

Secondments
The term secondment is used broadly to cover a temporary movement or 'loan' of an employee to another part of the College or to a completely different organisation.

5.5   Staff members who are at risk of losing their job
This may include employees who are at risk of redundancy or those who due to ill health are no longer able to fulfil their current role.
The College will 'ring fence' any vacant posts for those at risk of losing their job so that they can be given priority consideration. The HR Department has devised an appropriate selection process to allow employees to express their interest in the available positions and to be considered for the role/s.
The College will allow employees at risk of losing their role be given consideration for all available vacancies within the College prior to other internal and external candidates being considered

6.   Responsibilities

The HR Department is responsible for quality checking the recruitment process at all stages and ensuring a fair and equal process.
The HR Department is also responsible for administering the pre-employment checks for all directly employed staff.
6.3   The Recruiting Managers are responsible for ensuring a fair and equal process and for putting appropriate safeguarding measures in place including carrying out local inductions.
6.4   All staff are responsible for complying with the Recruitment Procedure.