



Recruitment Policy

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Purpose

This policy sets out companies' intention around the effective recruitment of suitable and qualified staff or use of associates to deliver teaching and learning activities for or on behalf of ATC Training

Training and assessment shall only be delivered by persons who have:

- vocational competencies at least to the level being delivered and assessed;
- current industry skills directly relevant to the training and assessment being provided; and
- current knowledge and skills in vocational training and learning that informs their training and assessment.

Industry experts may also be involved in teaching, learning or assessment, working alongside the trainer and/or assessor.

Qualifications and Experience

ATC Training will maintain current records of all teaching and assessing staff by collecting copies of relevant qualifications, resumes and work experience histories. All relevant information will be stored electronically.

Prior to commencing employment, all teaching and assessing staff members are required to provide copies of original certificates, qualifications and a current resume. Experience will be verified by calling referees and appropriate personnel stated in the resume to clarify previous work history.

Continued Professional Development (CPD)

Trainers and assessors are encouraged to undertake professional development in the fields of the knowledge and practice of vocational training, learning and assessment including competency-based training and assessment. Simply delivering training and assessment does not constitute professional development.

Opportunities for professional development activities which may include, but are not limited to:

- Formal study
- Coaching and mentoring
- Return to industry programs
- Workshops and conferences
- Short Courses
- Work-based learning projects

Employees must keep a regular log of CPD activity and submit this to ATC Training upon request.

Mandatory Training

All employees or associates involved in teaching and learning must complete the following training:

- Safeguarding
- Equality and Diversity
- British Values
- Radicalisation and Extremism

Free online courses can be found at www.foundationonline.org.uk and www.etfleavers.org.uk. Evidence of equivalent courses completed prior will be accepted.

Criminal Record Checks

All employees and associates working with learners are required to hold an Enhanced DBS certificate. A copy of the certificate will be held on file and checked on an annual basis. Individuals have the responsibility to advise ATC Training as soon as possible if their criminal record history changes.

At the discretion of a company director, non-learner facing employees may be exempt from producing an Enhanced DBS, or a Basic disclosure may be deemed adequate.

The Disclosure and Barring Service (DBS) helps employers make safer recruitment decisions on more than four million people every year.