

Recruitment and Selection Policy

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Introduction and purpose

IAT Education always aims to recruit the person who is most suited to the particular role.

Whilst the roles offered are on an independent basis, i.e., the post holders are self-employed the recruitment to the contracts offered will be carried out in accordance with the following process.

Process

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 and skills will be assessed at the level that is relevant to the role.

IAT Education have a clear specification in place for the skills, qualification and experience required to be appointed to an Independent End Point Assessor or Independent Quality Assessor role. The job specification will describe the type of qualifications, training, knowledge, experience, skills, aptitudes and competencies required for effective performance of the role. Applicants will also be expected to demonstrate how they carry out relevant continuous professional development and their understanding of standards required in the areas in which they will be assessing.

Vacancies will be advertised in appropriate institutions or publications that will be most appropriate to attract those holding the appropriate skills and experience.

Equality & Reasonable Adjustments

IAT Education is committed to applying its equal opportunities policy at all stages of recruitment and selection. Shortlisting, interviewing and selection will always be carried out without regard to gender, transgender status, 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.

Any candidate with a disability will not be excluded unless it is clear that the candidate is unable to perform a duty that is intrinsic to the role, having taken into account reasonable adjustments. Reasonable adjustments to the recruitment process will be made to ensure that no applicant is disadvantaged because of a disability.

Those conducting recruitment interviews will ensure that the questions that they ask job applicants are not in any way discriminatory or unnecessarily intrusive. The interview will focus on the needs of the role and skills needed to perform it effectively. A record of every recruitment interview must be made and will be retained for a suitable period of time.

Background Checking

IAT Education will seek the successful candidate's consent for them to obtain two written references and to ask for documentary proof of qualifications and will undertake any necessary validation if appropriate. Any offer of employment will be conditional on these requirements being satisfactory and the candidate also satisfying right to work in the UK checks.

Due to the nature of the work being undertaken the roles are exempt from the Rehabilitation of Offenders Act 1974 and applicants will be required to disclose any criminal convictions even if they are considered “spent”. They will be required to undergo or be able to demonstrate they have a current (less than three years old from date of appointment) Enhanced Level check from the Disclosure & Barring Service (DBS).

IAT Education will encourage candidates to be a member of the Update Service run by the DBS allowing IAT Education to verify the check held either at the time of appointment and throughout their contract. Should any applicant have a conviction, this will not automatically preclude them from being appointed. The conviction will be discussed with the individual and the risks assessed by the Board before a decision is made.

Confidentiality

IAT Education processes personal data collected during the recruitment process in accordance with its data protection policy. 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. 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.