

# Recruitment, Selection and Vetting Policy

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Intech Centre is a leading training, careers advice and examination centre offering both funded and private services to adults.

The Company is committed to a policy of equality of opportunity in its recruitment practices and opposes all forms of unlawful or unfair discrimination, direct or indirect - firstly, to ensure that no registering applicant is less fairly treated in any situation because of age, sexual orientation, religious beliefs, disability, gender, gender reassignment, marital and civil partnership status, race or any other condition not relevant to the performance of the job. Company policy therefore aims:

- To provide full confidence to candidates of our best intentions to ensure we recruit good quality employees to support the needs of our clients
- To confirm our commitment to safeguarding and promoting the welfare of all clients
- To confirm our expectation for all staff and registering candidates to share this commitment.

The safety and welfare of our clients is considered at all times and it is our policy to ensure that all relevant pre-registration checks are carried out by staff prior to employment. These checks include the following;

- Interviewed
- Has a current DBS or are in the process of obtaining one/status check
- Qualifications verified
- Two written references
- The National College for Teaching and Leadership Registration
- Have permission to work in the UK
- Identity check
- Health Declaration

## Disclosure and Barring Service

All candidates are required to undergo a DBS Enhanced Disclosure check prior to being offered work.

## References

All candidates are required to provide details of at least two references, one of whom must be their previous/current employer and ideally both who are able to comment directly on their performance in the education field. Both referees must be senior (ideally a Head teacher or someone from the SLT) to the candidate and be contactable at their workplace.

## Written

We require both references to be in writing prior to employment. Senior Manager will email the references directly to complete an online Reference form.

## Verbal

Verbal references may be taken but written verification is required. A candidate may be placed on the strength of one written and one verbal reference. We would normally expect confirmation of a written reference to be received within 7 working days.

## Open

Open reference are accepted in addition to two written references. A candidate would not be placed on the strength of an open reference. If the referee is the candidates last employer we would approach them and ask them to verify the contents.

## Character

Character- A character reference would only be acceptable in addition to a professional reference. If a candidate has been out of the workplace for a period of time we would accept a character reference.

## Qualifications

All candidates must provide evidence that they hold qualified teacher status (QTS, QTLS or a relevant IFL Number) if applying for a teaching role (or other valid qualifications depending on the position they are applying for such as NVQ's, CACHE, etc) and evidence of qualifications that are relevant to the role.

Intech Centre ideally requires original documentation but in absence of this a letter confirming the qualification from the training provider will be accepted. The National College for Teaching and Leadership will offer additional assurance that a teacher is correctly qualified.

## The National College for Teaching and Leadership (Formerly GTC/Teaching Agency)

All teachers must be registered with the National College of Teaching and Leadership or be in the process of applying. Forms are available and teachers are encouraged to register at interview. We check on a regular basis as to whether the teacher's registration is successful. If the teacher fails to register within an agreed time we make the decision to continue to encourage them to do so and expect this to be done within 1 week of the date of employment.

## Interviews

All candidates attend a personal face-to-face interview prior to placement by a qualified interviewer.

## Identification

All candidates are required to provide at least 3 forms of identification one of which must be from group A and if applicable one for group B. A further two items are required and can be from any group (one must show candidates current address)

## Acceptable ID documents

### A

- Valid Passport and Visa/Permission to work
- Current Driving Licence (Full or Provisional)- If passport is not provided
- Birth Certificate
- EU Identity Card

### B

- If the candidate has changed names through either deed-poll or marriage documents in support of this will be required.

### C

- Bank/Building society statement
- P45/60 statement
- Utility Bill dated within the last 3 months
- Mortgage statement
- Council tax statement from the current year

- Correspondence from local government department, i.e. benefits agency, pensions, HM & Revenue Customs, Job centre plus.

All candidates are advised to take their Photo ID, Current DBS, Qualifications and Proof of Address with them on the 1st day of their employment so that the information can be stored on the Centre's Single Central Register.

### **Medical Declaration**

Candidates are required to complete a medical health declaration at registration. The information given will be kept strictly confidential and used only to access needs in the workplace. If the employee declares a condition that we feel may affect their ability to work, we will obtain a letter from their GP confirming their suitability for the role. NB: If a candidate has been retired on the basis they do not have the health and physical capacity to teach, they can still work as a teacher or related role up to 2.5 days week per week. However, we would need to confirm that the candidate has health and physical capacity to do so before allowing them to do this, via an occupational health assessment or a GP letter confirming they are fit to teach.

### **Permission to work**

In line with UKBA guidance on the prevention of illegal working, Intech Centre ensure that the candidate has been given valid and subsisting leave to be in the UK by the Government and that leave does not restrict them in taking the job in question. We satisfy ourselves that the employee is the rightful holder of any documents presented to us by:

- Check photographic ID to ensure that you are satisfied that they are consistent appearance of your potential worker
- Check the dates of birth listed so that you are satisfied these are consistent with the appearance of your potential worker.
- Check the expiry dates of passports and visas are valid and ensure that adequate monitoring systems are in place to signal the pending expiry of key documentation.
- Check any United Kingdom Government stamps or endorsements to see if the worker is able to do the type of work you are offering and that proposed hours are permissible.
- Check that any name changes are supported by the appropriate documentation.
- A letter from the Home office confirming immigration status. This will be verified.
- If applicable, we check Government's Right to Work website using the 'share code' provided to verify their eligibility to work.

### **Complete/Incomplete Checks**

We make every effort to place a candidate on the completion of all checks. The minimums check that we would carry out are:-

- Interview
- DBS In progress or overseas police check
- One reference (to be the most recent/relevant one)
- Health Declaration
- Permission to work
- NCTL checks
- ID
- Qualifications

**Information that comes to light after employment**

Should information come to light after the employee started is unsuitable or not correct; we will carry out a full investigation and may terminate the employment contract

**CV/Application**

Candidates are required to provide a CV and complete our application form. Gaps in employment/study are queried at interview.

**Copies of Documentation**

All documents are copied by the Senior Manager using the original documents. This is to verify that Company has seen the originals in a timely manner. These are kept in the candidate's personal file.

**Rejections**

Intech Centre reserves the right to decline applicants at the telephone vetting stage or after the interview if the candidate does not meet Company requirements or the references obtained are not suitable.

**Complaints**

Intech Centre has a formal complaints policy which can be given upon request.