# RECRUITMENT AND SELECTION POLICY AND PROCEDURE

This policy is available on-line at:    www.stc.ac.uk

- We will consider any request for this policy to be made available in an alternative format or language.   Please contact: Director of HR

- We review our policies regularly to update them and to ensure that they are accessible and fair to all. We welcome suggestions for improving the accessibility or fairness of this policy.

- All our policies are subject to equality impact assessments*. We are always keen to hear from anyone who wishes to contribute to these impact assessments.  Please contact: Director of HR

| Approved by | Version | Issue Date | Review Date | Contact Person |
|---|---|---|---|---|
| JCC | 5 | June 2016 | June 2019 | Director of HR |

**POLICY NUMBER 71**

# POLICY AIM AND SCOPE

South Tyneside College aims to identify, attract and recruit outstanding individuals from the widest pool of candidates possible, and is committed to offering opportunities across the College to our existing employees.

Employment opportunities are open and accessible to all on the basis of their individual qualities and personal merit.

The aim of this policy is to ensure that:

- We recruit the right employees with the skills required to meet the needs of the students and the college

- We adopt a fair, efficient and cost effective recruitment and selection process

- The safeguarding and welfare of Children and Vulnerable Adults is paramount at each stage of the process. This policy complies with government guidelines as outlined in 'Keeping Children Safe in Education' (July 2015).

- We adopt best practice and all employees involved in the process will receive the required support

- We comply with all the relevant legal requirements including the Equality Act (2010) and UK Immigration legislation.

# ROLES AND RESPONSIBILITIES FOR RECRUITMENT

We thought it would be helpful to clarify the roles of those involved in recruitment & selection activity. If you have any questions or would like any further information please contact the HR team.

## Managers' role in recruitment & selection activity

Recruitment is a key part of the role of all managers. This involves:

- Forward planning of their workforce to ensure the continuity of service

- Demonstrating open, fair and reasonable treatment to existing and prospective employees

- Attending in house recruitment and selection training at least every two years

- Giving consideration to alternatives and determining whether the post needs to be filled.

- Completing the Request to Fill documentation if the post does need to be filled

- Creating the Job Description and Person Specification and identifying the key selection criteria for the role

- Identifying time to conduct interviews and setting timescales for the recruitment exercise

- Completing and submitting all the relevant documents including the short listing matrix and interview paperwork.

## HR team's role in recruitment & selection activity

The HR team is responsible for the provision of an effective and efficient recruitment service to facilitate the appointment of employees into post, including:

- Advising managers on recruitment & selection activity

- Recruitment advertising

- All administrative functions relating to the recruitment process (unless otherwise agreed).

- Attending interviews to maintain and monitor consistency. It is not a requirement that HR attend every interview provided that appointing officers and/or others taking part in the interview panel have received 1:1 guidance on the implementation of this policy from their HR representative.

- Ensuring that all pre-employment checks are undertaken prior to the final offer of employment; undertaking Disclosure and Barring Checks in line with College policy.

- Making the offer of employment and issuing the contract

- Liaising with the Occupational Health Department, who will be responsible for all health screening checks and vaccinations prior to appointment.

# REVIEWING THE VACANCY

The following considerations should be taken into account by the relevant manager when considering the need for recruitment:

- Does the post need to be filled?  Could aspects of the role be absorbed into other roles?

- Could any current staff be trained or developed into a role?

- Is the existing job description still relevant?  Has the role changed?

- Are there any changes anticipated that will require additional or different skills or experience?

- Can anything be learned from the last post holder about how the job is done or from the reason he/she left?

- Could the post be done on a job-share or part-time basis?

- Consider ways to increase job satisfaction in the role.

A member of the HR team will be in contact once a post has been authorised to discuss any relevant changes to the person specification or job description.

# TYPES OF APPOINTMENT

**Temporary/Fixed term appointments (including agency staff)**

Fixed term or temporary appointments (including agency staff) should only be used if the funding for the post is non-recurring or if there is a service need to do so i.e. to cover Maternity Leave, long term sick leave, career breaks or during a period of service re-organisation.

Casual workers may be used in similar circumstances. However, the nature of casual work is more adhoc and transient than that of temporary or fixed term employees.

Employees on fixed term, temporary or casual contracts should not be treated any less favourably than other employees.

**Secondments**

A secondment refers to the temporary transfer of an employee to another department or organisation. Secondments may be either internal or external to the College.

Internal secondments can often be a valuable way of providing employee development opportunities whilst retaining employees within the organisation. It is also useful for resourcing short-term assignments or projects.

External secondments may also be supported. In this case, we would continue to be the 'employer' whilst the organisation to which the employee is seconded is referred to in this document as the 'host organisation'. In this circumstance, the employee retains continuity of employment and other existing terms & conditions.

**Job Share**

Job Share is a formal arrangement whereby the duties and responsibilities of a post which would normally be held by one individual are shared. This allows for more flexibility in working hours and patterns for employees while still meeting the needs of the College.

# JOB DESCRIPTIONS AND PERSON SPECIFICATIONS

All criteria specified in the job description and person specification must be relevant to the role and justifiable on objective grounds. The HR Team are available to provide advice and support to ensure this is the case.

Our Job Descriptions for all Lecturer posts are available on the college intranet page. A template job description is available at Appendix 1. The requirements of lecturers in different Bands are described in the 'Teaching Guidelines' (Appendix 2).

Other job descriptions (i.e. non Lecturing Job Descriptions) will need to be amended as and when the post or requirements of the post change.

A job description should clearly describe:

- The main purpose of the job
- The precise tasks required as part of the role
- The scope of the role and the importance of how it fits into the organisation.

The person specification translates the role into the necessary qualifications, skills and experience required by an applicant to undertake the duties of the post.

Where possible, all members of the shortlisting and interview panel should be involved in drawing up the person specification to ensure consistency of approach. Prior to interview, all members of the interview panel should agree and understand the criteria of the person specification.

The person specification should include detail on how suitability for the role will be assessed. This will ensure transparency of the recruitment & selection process and give candidates a better understanding of the process and assess whether they should apply

The person specification should only include criteria that will affect job performance. For example:

- Describe experience required in terms of quality, level and type rather than amount.
- Evidence of ability may be just as relevant as specific qualifications. It is therefore important that undue importance is not placed on specific formal qualifications.
- Age should not be used as a criterion or as an indicator of experience or maturity.
- Do not assume that relevant skills or experience could have been gained only in an occupational setting, for example: an individual may gain management skills from many sources such as the Territorial Army or voluntary work.
- Physical requirements should only be included if essential to the post to avoid excluding some candidates unnecessarily.
- Criteria should only be included if it is essential or desirable for a role and can be objectively assessed as part of the recruitment and selection process
- The criteria should be based solely on the genuine requirements of the job without relevance to the attributes or qualifications of the previous postholder.
- The person specification must be linked to the requirements set out in the job description including essential and desirable criteria.

Both the job description and person specification should not potentially discriminate prospective candidates in applying.

For guidance and further information on person specifications please speak to a member of the HR team or refer to Appendix 3
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# APPROVAL TO RECRUIT TO A VACANT POST

If, after consideration, the Assistant Principal, Head of Learning & Standards/Commercial Services/Employer Engagement /Service, considers that the post should be filled, they should submit a completed 'Request to Fill' and Business Case (Appendix 4) along with an up to date Job Description and Person Specification to the Financial Controller for budgetary approval.

The Financial Controller reports the financial implications and budgetary status and returns the form to the Assistant Principal, Head of Learning & Standards/Commercial Services/Employer Engagement /Service. The Assistant Principal, Head of Learning & Standards/Commercial Services/Employer Engagement / Service will give the form to the relevant Principal or Senior Executive Group member to bring to the next meeting for approval.  Once approved, the form will be passed to the Director of HR to action.  If the form is not approved the relevant Principal or Senior Executive Group member will inform the Assistant Principal, Head of School / Service, Curriculum Manager.

In some cases it may be appropriate to recruit an existing employee directly into a vacant post without advertising internally or externally.  Where this is likely to take place and prior to appointment, a full discussion, including a supporting business case will be made, and if agreed, must be authorised by the Chief Executive.  The justification should explain why there should be a direct appointment to the vacant slot, for example, succession planning or implications of not appointing the employee directly.  It may also be the case that the employee has been carrying out such a role through a process of temporary promotion and has been doing so competently.

# ADVERTISING

Once the post has been approved and clearly defined via a Job Description and Person Specification, the HR Team will recommend the most appropriate method of advertising and will take responsibility for drafting and placing the advert.

The aim of all recruitment advertisements is to attract sufficient numbers of quality candidates to the role in a cost effective manner. The HR Manager/HR Advisor will discuss the most appropriate advertising methods with the Manager to ensure the advert is cost effective and suitable for the role being advertised.

All posts within the College including temporary positions of more than 3 months, secondments and promotion opportunities must be advertised unless in exceptional circumstances.

All external vacancies will be advertised on the College website and via the vacancy bulletin at a minimum. The only exception is ring-fenced positions within the College during periods of redundancy or restructure. The College will take all reasonable steps to ensure employees and other interested parties have access to vacancies.

**What is included in an advert**

The principal aim of advertising is to attract suitable applicants for the post advertised. An advert should allow prospective applicants to use the information provided to assess their suitability to apply. The advert should therefore be a concise summary of the job description and person specification.

The advertisement must not include wording which could reasonably be taken to indicate that a person might not be appointed because of a disability or that the college is unwilling to make reasonable adjustments for disabled people.

Other information to include:

- Job title and department/base
- Grade/Band/Salary.
- Type of contract (Term Time, Temporary, Permanent)
- Hours/Days to be worked specifying times where possible.
- If the post is suitable for part-time or job-share
- Major responsibilities of the post.
- Essential elements of the person specification including our occupational requirements.
- Closing date for applications
- How to apply including a contact number and email so the applicant can get more information.

# USE OF SEARCH & SELECTION AGENCIES

The aim is to use an effective recruitment method that adds value to the business and we will only consider the use of recruitment agencies when:

- the position requires specialist skills or knowledge which are in high demand

- the South Tyneside College recruitment campaign does not generate the required response

- South Tyneside College has an urgent need for a temporary employee to cover sudden reduced staffing numbers

Terms will be agreed with the agency prior to any arrangement being entered into and any offer of employment being made. The agency will also be required to confirm that they will ask candidates to provide relevant vetting evidence at interview, and that any successful candidate will be required to complete an enhanced DBS application check.

# INFORMAL CONTACT NUMBERS AND VISITS

There is evidence to show that the recruitment process is more successful when candidates can talk informally to someone who knows about the post. Therefore, managers are advised to provide a contact number for informal enquiries and should ensure that this person is available during the period that the post is being advertised or that back-up arrangements can be put in place in the case of temporary absence.

Managers also have the option to offer informal visits to candidates prior to the interview process. This is not essential but may be desirable particularly for more senior roles. Informal visit will not form part of either the shortlisting process or the interview process.

# APPLICATION PROCESS

All external posts will be available to apply via an online application form on the online recruitment programme. Electronic or paper application forms are available from the HR Department to employees applying for an internal post.

Application forms are used to ensure a consistency of approach from applicants and to aid the shortlisting process. All applicants will have access to or receive a copy of the job description, person specification and terms and conditions of the post as a minimum when applying

Individuals who are applying for vacancies within the College will be expected to submit a separate application for each post they are applying for specific to that post. Photocopied applications will not be accepted.

CVs will not be accepted and the College reserves the right not to consider an application should someone submit an incomplete application form with a CV attachment, unless this is due to special requirements and agreed in advance of submission.

All applicants are asked to complete the Equal Opportunity section of the application form. This data is collected by the College for monitoring purposes and is detached from the application form prior to short listing and does not form part of the recruitment & selection process.

Information obtained in the course of recruitment and selection may include details of a sensitive or personal nature and must be treated as confidential by all those involved.

# SHORTLISTING

Shortlisting is completed by the shortlisting panel in line with the criteria outlined in the person specification. Applications via the online recruitment system are anonymised to ensure fairness when shortlisting.

- Shortlisting should be carried out immediately once the job has closed and no later than a week following the closing date.

- Shortlisting must be based only on the information contained in the application form and you shouldn't take into consideration any prior knowledge you may have of the candidate.

- To be shortlisted for interview a candidate must satisfy all the essential criteria of the post.

- If a large number of candidates satisfy all the essential criteria, you may decide to interview only the candidates who have scored highly in the desirable criteria.

- After completing the shortlisting process, you should forward this to the HR team within two weeks.

- A member of the HR team will moderate the shortlist to ensure that it complies with our commitments to equality, diversity and inclusion.

- If there are any differences between your shortlist and the HR Manager's moderation, this will be discussed. However, if you have any areas for concern these should be raised with the Director of HR.

- In order to fulfil the commitment of being a 'two ticks' employer, all applicants with a disability who meet the minimum essential criteria for a job vacancy will be guaranteed an interview. This will be verified when packs are returned to the HR department who will confirm the Recruiting Manger's shortlist.

Once the shortlisting process is complete and the panel have selected a cohort to interview then the HR team will arrange the subsequent interviews with the assistance of the recruiting Manager.

All candidates who are unsuccessful at the shortlisting stage will be contacted informing them of this.

# INTERVIEW PREPARATION

Managers will arrange the following with the support of the HR team. Once arranged, managers should confirm this to the HR team who will contact the shortlisted candidates.

- Times/dates of interview

- Presentation/Test/ Assessment Details

- IT requirements

- Names of panel members

- Interview questions

- Hospitality arrangements (as necessary)

- Venue/Centre

- Request HR to attend (if necessary)

- Reasonable adjustments

Applicants will be invited to interview by the HR team through the online recruitment system. The invite email/letter will request that the applicant advises the College if they have any special needs which should be accommodated at interview. If a candidate informs the College of this requirement, the necessary arrangements will be made, with assistance from Learning Support where appropriate.

South Tyneside College will offer reasonable interview expenses to candidates upon request.

# REFERENCES

The purpose of seeking references is to obtain objective and factual information to support appointment decisions. Offers of employment are subject to receiving references that are satisfactory to the College.

Candidates (including internal candidates) should supply details of at least two referees. At least one reference must be from the applicant's last/previous employer. In the event that these are not available (i.e. if it is an applicant's first job), a personal/academic reference may be accepted. References are given in confidence and this must be observed by all those in the recruitment and selection process.

If the candidate gives permission on the application form to obtain references, written references will be requested by the HR team prior to interview. If candidates have not given this permission, Managers should obtain this confirmation when the conditional offer of appointment is made.

For insurance purposes, the successful interviewee must provide references covering their last three years of employment.

# INTERVIEW PANEL

The size and composition of the interview panel will depend on the nature of the post to be filled. However, all interview panels will:

- Consist of at least 3 interviewers

- Have the necessary authority to make decisions about appointments

- Contain at least one employee with managerial responsibility for the post.

Contain at least one member who has received 1:1 guidance on the implementation of this policy from their HR representative. Where a candidate is known personally to a member of the selection panel it will be declared before short listing takes place. It may be necessary to change the selection panel to ensure that there is no conflict of interest.

The interview panel should ensure that (prior to interview) they:

- Familiarise themselves with the job requirements (using the job description and person specification etc.)

- Look over all application forms and references to identify any areas which need further exploration.

- Agree the assessment criteria in accordance with the person specification.

# INTERVIEWS

The shortlisted candidates will be invited to interview by a member of the HR team at a time most suitable for all panel members. Interviews should be organised in a timely manner following shortlisting and no longer than 2 weeks after the shortlisting date unless extenuating circumstances occur..

The interview is an opportunity to gain a lot of information about the candidate but it can be of limited value in predicting how a candidate will perform in the job. Skills tests should be used in addition to assess a number of relevant factors in the person specification. This may include one of the following forms;

It is advised that at least one other method of assessment will be used in addition to interview. The HR team are happy to provide advice and support on a number of appropriate selection methods. Some suggested options are detailed below.

**Verbal presentation or micro-teach** - the presentation subject, amount of preparation time and length of presentation can be varied to suit the role. This method is useful to assess verbal communication skills, knowledge and understanding of a particular topic and time management skills.

**In-tray exercises** - candidates are given a number of documents which they could be faced with in the job and asked to produce a written plan of how to deal with them within a given time. This is a good method of simulating the administrative/ organisational/ managerial aspects of the job and is a useful tool to assess how the candidates are likely to perform in the role.

**Written paper -** the candidate prepares a written paper on a specified topic, usually with a specified maximum number of words. This method enables selectors to evaluate technical knowledge, written communication and research skills. This method can also be used to aid shortlisting if used as part of the in initial application process.

**Personality questionnaires –** these questionnaires can be used to produce a personality profile. The relevance of aspects of the personality profile will be interpreted by a trained assessor who will present the results to the selection panel.

**Aptitude tests** - candidates would complete a written questionnaire, normally time limited, to assess their aptitude in a specified area (e.g. numerical or verbal reasoning). The questionnaire is scored and compared with a relevant group.

**Group discussion** - candidates would discuss a topic as a group. Trained observers monitor the discussion and assess candidates. This exercise is used to assess communication skills, decision-making, influence, sensitivity and emotional resilience.

**Attainment tests** - candidates would carry out a practical work related test or task to assess their attainment or skill in a particular activity e.g. typing speed and accuracy, spelling, checking.

**Work sample -** the candidate would produce a specified sample of work in a given time e.g. assembling a component, using a piece of equipment. This enables the selectors to evaluate skill, speed and quality.

Consideration needs to be given to whether there are any reasonable adjustments which should be made to ensure that the selection methods do not disadvantage any candidates e.g those with a disability. This may involve the person carrying out tests or presentations in alternative formats, allowing more time, or offering a support worker. Please speak to the HR team to discuss these options.

The use of tests and questionnaires within the College to assess general ability, special aptitudes, personality and similar factors is regularly reviewed and regulated to ensure they are fair and accurate. They may be administered and interpreted only by persons who are appropriately trained, qualified, specifically authorised by the Director of HR.

**Interview Questions**

The interview questions should be set by the recruiting manager prior to interview and should be the same for all candidates interviewed for the same role. The questions should be clear and easy to interpret and should be phrased so that candidates do most of the talking at the interview. Accurate notes should be made of any discussions and questions asked along with the candidates answers to the set questions.

Questions should refer to the person specification and be related to this and to the job role.

Candidates should not be asked personal or irrelevant questions at interview. Questions related to e.g. candidate's gender, ethnic origin, marital status, personal or family circumstances, sexuality, age, Trade Union or political activities or religious beliefs should not be asked, as this could imply that this has been taken into account and thereby unfairly discriminate against a candidate.

If, however, a candidate raises these matters (e.g. by asking about childminding facilities) it is acceptable to reply. If a post requires special working arrangements (e.g. unsocial hours) candidates should be asked if they can meet these requirements.

Applicants with disabilities may be asked about their disability in relation to the job role and any reasonable adjustment they might need, however care should be exercised that this is done in an appropriate way. HR can assist managers in preparing for this discussion.

All completed paperwork should be passed to the HR team, including.

- Candidate application form

- Additional safeguarding questions sheet

- Criteria for selection

- Notes made at interview

- Interview summary sheet

- Copies of the adverts used.

In the event of a decision being challenged the College may be asked to prove that it has not discriminated against a candidate. Candidates may be presented with feedback following their interview using the interview notes. It is the responsibility of the recruiting manager (or lead interviewer) to provide feedback.

Under the Data Protection Act individuals have the right to see any information that may be held on a personnel file. Therefore it is important that accurate notes of the meeting are completed and passed to the HR team.

Recruiting managers should contact the HR team if unsure about the setting of interview questions or about any aspect of the interview process.

**Interview Format**

In order to get the best out of each candidate the panel should

At the start of the interview:

- Welcome the candidate and introduce them to the panel, explaining their roles.

- Go over the main duties and responsibilities of the role the candidates has applied for.

- Explain the process and timing of the interview.

- Confirm that you will leave time for them to ask any questions they may have.

- Confirm when the candidate will be informed of the outcome of the interview

Throughout the interview:

- The interview panel should listen closely to candidates and be willing to repeat a question if a candidate asks for clarification.

- Managers may pick up on areas of uncertainty in any answer and ask further questions to clarify the response.

- Candidates will be asked to give examples and draw on their experiences to date.

- Managers will ensure that there is consistent treatment of the candidates.

At the end of the interview:

- The candidate will be given the opportunity to ask any questions.

- The candidate will be informed when they will know the outcome of the interview

- Candidates will be offered feedback at a later date if they wish to receive it.

- The candidate should feel they have been given a fair opportunity and have been treated in a professional manner.

- Accurate notes on each candidate will be taken rating their performance against the criteria on the person specification/assessment form.

# MAKING THE DECISION

At the end of the interview each candidate's performance will be matched against the criteria on the person specification and the expected answers to the questions outlined by the recruiting manager. Any skills tests will also be scored and contribute to the final decision As with shortlisting, any decision will be based on evidence provided during the interview/skills test and not upon assumptions or prior knowledge of the candidate. Written references should also be considered as part of the decision making process.

Any candidate with disabilities/special needs will be considered for the post on the basis of their ability to perform the role with reasonable adjustments being made. Disabled candidates should be asked about workplace adjustments only if they are selected for the job. The job offer should be conditional on establishing that reasonable adjustments can be made.

*Reasonable adjustments could include*:-

- acquiring or modifying equipment;

- altering the person's working hours;

- making adjustments to premises;

- providing a reader or interpreter;

- allocating some of the disabled person's duties to another person;

- assigning the person to a different work place;

- allowing the person to be absent during working hours for rehabilitation, assessment or training;

- modifying instructions or reference manuals;

- providing supervision.

Some of these adjustments can be achieved at little or no cost however, aids or adaptations to premises and equipment are likely to incur costs for the recruiting department.. The HR team should be contacted if the recruiting manager has any questions on this or if reasonable adjustments are being considered for a disabled employee or prospective employee.

At the end of the process the successful candidate should be the one who most closely meets the skills, qualities and experience detailed on the person specification which should be reflected in the total score received at interview

# OFFER OF EMPLOYMENT

The HR team will make a conditional offer of employment to a successful candidate detailing the proposed salary and package. Offers of employment are conditional on the candidate having provided the relevant evidence for verification purposes. This includes:

- Academic and vocational qualifications claimed during the recruitment & selection process.

- Home office document checks to verify the candidate's identity (Passport, Birth Certificate, Driving Licence), address (Driving Licence, utility bill) and right to work in the UK (Passport or Birth Certificate with an official document providing the National Insurance number or appropriate and current Visa).

- Mandatory check of DBS barred lists (Child and/or appropriate Adult lists)

- Application for an enhanced DBS disclosure

- At least two satisfactory references covering the last 3 years of employment.

- Confirmation that the individual is medically fit to perform the job.

- Satisfactory employment safeguarding checks regarding past employment with young and/or vulnerable adults. These are completed in line with the college Safeguarding Policy.

A verbal offer of employment will be given to the successful applicant by the lead interviewer or a member of the HR team. A formal offer letter will not be provided until all relevant pre-employment checks are undertaken and received. The candidate will be asked to confirm that they are accepting the role.

If the selected candidate does not accept the offer made by South Tyneside College, the recruiting manager and Manager may review the other candidates to decide whether there is another candidate that would be suitable for the role or whether the position needs to be re-advertised.

Unsuccessful interview candidates will be informed in writing by the HR Team that they have not been selected for the role.

If the above criteria is not met, the offer may be withdrawn. In this situation, the HR team will write to the candidate to confirm that the offer has been withdrawn.

# POST OFFER CHECKS

**DBS Disclosure**

The HR team will be responsible for undertaking disclosure and barring checks in line with College policy. The college will carry out enhanced DBS checks on all employees as well as the relevant barring list (Child/Adult) checks dependent on level of regulated activity in line with the DBS Code of Practice and the college DBS Policy. Where the disclosure check has not been received prior to the anticipated start date for an applicant the relevant Manager can request permission from the Director of HR for the employee to commence employment under supervision until the disclosure check is received. A DBS risk assessment should be carried out by the manager in line with the college policy and must be signed by the Director of HR, appropriate Principal and the Deputy/Chief Executive. It is the responsibility of the Manager as appropriate to ensure that supervision arrangements are in place if required.

South Tyneside College complies fully with the DBS Code of Practice and undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of conviction or other information revealed. If a DBS discloses convictions then the Director of HR will be informed. The nature of the position applied for and the circumstances and background of the offence/s will be considered before a decision is made regarding the conditional offer of employment. If an offence is disclosed as part of a DBS check then the recruiting manager will be informed by HR The recruiting manager must then complete a DBS risk assessment in line with the DBS Policy and Procedure which must be signed off by the HR Director, relevant Principal and Chief Executive prior to a formal offer of employment being made.

For further information see the Appendices.

**Eligibility to work in the United Kingdom**

In order to ensure compliance with relevant legislation in force relating to the right to remain and work in the UK, every new employee to the College will be asked about their eligibility to work in the United Kingdom and will be required to provide documentary evidence of their eligibility prior to commencing work.

If an employer is found guilty of employing a person who is subject to immigration control and who is not entitled to work legally in the United Kingdom they could be liable for a large fine or guilty of a criminal offence.

**Points Based System and Certificate of Sponsorship**

The points based systems only cover migrants from outside the European Economic Area (EEA) and Switzerland.

The Certificate of sponsorships is issued by the College and acts as a confirmation that the sponsor wishes to bring the migrant into the UK and that to the best of the employer's knowledge the migrant meets the rules for the relevant tier and will comply with the conditions of their stay. Once the migrant has been issued with a certificate of sponsorship they must apply for entry clearance to the UK/Extension to their leave to remain. A certificate of sponsorship does not guarantee entry clearance and the migrant must submit their documents within the tier 2 application process.

It is the responsibility of the College to ensure that all employees have the required visa and passport to allow them to work at the College.

**UNSUCCESSFUL CANDIDATES**

All candidates who are unsuccessful at the interview will be informed of the outcome of the interview as soon as possible by the HR team after the successful candidate has accepted the post.

The paperwork should then be completed and returned to the HR team for retention. Application forms and references will be destroyed after 4 months.

**Feedback**

All candidates should be offered the opportunity to receive feedback on their performance at interview by a member of the panel. If you would like any advice on the feedback exercise please speak to the HR team.

# DATA PROTECTION

Information provided through the recruitment and selection process will be used in accordance with the Data Protection Act 1998 for the purpose of recording and processing your application as well as to enable the organisation to compile statistical information. The information will be kept securely and held for no longer than necessary.

# POLICY REVIEW

The effectiveness of this policy will be monitored annually and reviewed every three years in light of experience and best practice. This mechanism recognises that changes as a result of experience and/or to employment legislation may prompt a review of the policy before the end of the three year period.

On considering the effectiveness of this policy, consultation will be undertaken with the Trade Unions, Employees and Managers to assist in the policy review and monitoring of this policy

**South Tyneside College**

# JOB DESCRIPTION

**JOB DETAILS**

**Job Title:**

**Grade:**

**JOB PURPOSE**

Complete Accordingly

**ACCOUNTABLE TO:** Complete Accordingly

**KEY RESULT AREAS**

Complete Accordingly

**N.B.** **All posts are required to work flexibly across all directorates in order to meet the needs of the college on a corporate basis.**

## VARIATION IN THE ROLE

Given the dynamic nature of the role and structure of South Tyneside College, it must be accepted that, as the College's work develops and changes, there will be a need for adjustments to the role and responsibilities of the post. The duties specified above are, therefore, not to be regarded as either exclusive or exhaustive. They may change from time to time commensurate with the grading level of the post and following consultation with the member of staff.

## EQUALITY AND DIVERSITY

The College is committed to equality and diversity for all members of society. The College will take action to discharge this responsibility but many of the actions will rely on individual staff members at South Tyneside College embracing their responsibilities with such a commitment and ensuring a positive and collaborative approach to Equality and Diversity. This will require staff to support the College's initiatives on Equality and Diversity which will include embracing development and training designed to enhance practices and the experiences of staff, students and visitors to the College with an all inclusive approach that celebrates differences. Failure to embrace these commitments may lead to formal action.

If you as a member of staff identify how you or the College can improve its practice on Equality and Diversity, please contact the Equality and Diversity Officer in Human Resources.

## HEALTH AND SAFETY

All members of staff have a duty to maintain safe and clean conditions in their work area and co-operate with the College on matters of Health and Safety. This will include assisting with undertaking risk assessments and carrying out appropriate actions as required. Staff are required to refer to the College Health and Safety Policies in respect to their specific duties and responsibilities.

## STAFF DEVELOPMENT

All staff are required to participate fully in the college Staff Development programmes and have a responsibility to identify their own professional development needs in conjunction with their line manager.

## COMMITMENT TO SAFEGUARDING VULNERABLE GROUPS

South Tyneside College is committed to safeguarding and promoting the welfare of children and young people, as well as vulnerable adults, and expects all staff and volunteers to share this commitment.

## COMMUNICATION AND WORKING RELATIONSHIPS

**Internal Communication/Working Relationships**

Liaison with:

Complete Accordingly


**Membership of College Groups**

Complete Accordingly

**External Communication/Working Relationships**

Liaison with:

Complete Accordingly

**This is not an exhaustive list – it is for illustrative purposes only**

South Tyneside College
Dedicated to your success

# Teaching Guidelines

This policy is available on-line at:   www.stc.ac.uk

We will consider any request for this policy to be made available in an alternative format or language.   Please contact: Director of HR

We review our policies regularly to update them and to ensure that they are accessible and fair to all. We welcome suggestions for improving the accessibility or fairness of this policy.

All our policies are subject to equality impact assessments. We are always keen to hear from anyone who wishes to contribute to these impact assessments.  Please contact: Director of HR

| Approved by: | Version: | Issue Date: | Review Date: | Contact Person: |
|---|---|---|---|---|
| Board | V.2 | 1        January 2016 | 1 January 2019 | Director of HR |

## TEACHING GUIDELINES

## 1.    INTRODUCTION

This policy statement sets out the procedure and operating framework for determining the workload of lecturing staff.  It should not be regarded as a legal document or as a set of Conditions of Service to be interpreted in a rigid manner. It is a guide summarising the responsibilities and duties of staff placed within one of the lecturing bands and is intended to inform discussion and the decision-making process.  This document shall be reviewed jointly by College management and the recognised trade union on an annual basis.

## 2.    PLANNING AND REVIEW PROCESS

### 2.1    Workload Planning

Heads of School and Curriculum Leaders should agree a provisional workload for the forthcoming academic year with each member of their staff, by June of the preceding year. Individual workloads will be amended following consideration of student recruitment and retention rates, as indicated in the following planning and review process:

### 2.2    Provisional Workload – June or as soon thereafter as possible

The provisional workload is to be agreed with individual lecturing staff, after discussion with the appropriate Curriculum Leader and Head of School.

### 2.3    Workload for the First Teaching Period – September/October

In normal circumstances, following the assessment of student recruitment to courses and programmes at the end of September/October, individual workloads will be agreed with the appropriate head of teaching section and Curriculum Leader.  Staff workloads across each School will be approved by the appropriate Head of School and copied to the appropriate Principal, by the end of October each year.

In some cases, for example where there is a high proportion of short-course working, this may not be possible.  In such cases, there will be ongoing consultation between the Curriculum Leader and the member of staff concerned, with regular reports to the Head of School.

## 2.4    Workload Review

Individual workloads will be reviewed termly in line with the level of recruitment on new courses/programmes and the retention rates of ongoing provision.

## 2.5    Exceptional Circumstances

In exceptional circumstances such as reduction in group size/numbers or a loss of validation, review of a lecturer's timetable may take place at any time of the year.  Lecturers will be given as much notice of timetable changes as possible, which in any event shall be no less than one week.

## 2.6    Review Meeting – June

The planning and review process shall be completed by the preparation of a draft workload for the forthcoming year following the final review meeting in June, but see workload planning above.

All amendments to individual staff timetables should be made through the completion of new timetable forms; copies to be made available to the appropriate Head of School, and the appropriate Principal.

## 2.7    Range of Duties and Responsibilities

The workload plan will define the range of duties and responsibilities undertaken by individual lecturing staff, including the following as appropriate:

- A weekly timetable for the academic year.
- A weekly programme of resource-based learning centre duties.
- Marking, assessment, invigilation, preparation, teaching materials review and development.
- The production of resource based learning materials.
- Course/subject leader duties – stating the course or programme together with the estimated number of students.
- Verification and exam duties.
- Special responsibilities for the development of new courses and modules on courses and ongoing curriculum development.
- Research and consultancy.
- Specific duties such as Parents' Evenings, Open Evenings, School liaison, management/administration, student counselling, employer liaison, personal tutorials etc.
- Attendance at School and team meetings.
- Cross College responsibilities.
- A plan of individual professional development.
- Mentoring unqualified/new staff.
- Undertaking academic support tutorials.

This list is not exhaustive and is for illustration purposes only.

**2.8** Under exceptional circumstances, staff may request to work from home for a particular purpose. This must be for one off short term requests and must be approved in advance by the Head of School. For other more regular or long term requirements requests must be made under the College Flexible Working Policy.

**Teaching commitments should be in line with the guidelines presented in Section 3.4.**

## 3. LECTURING STAFF BANDS, ANNUAL VOLUME OF FORMAL SCHEDULED TEACHING AND SALARY RANGES

The College will provide necessary financial support to enable the teacher to complete an appropriate in-house, mandatory Teacher Training programme or a post compulsory Certificate of Education. There will be a commitment to equipping appropriate staff through Staff Development programmes, with the necessary skills and experience to undertake higher level duties, in order to facilitate career progression.

Unqualified/new lecturers will have the facility of an experienced mentor who will guide and advise them on teaching and learning College systems, technical and quality matters.

### 3.1 Lecturing Staff Bands

Lecturers will be appointed to a post and allocated to one of the following three bands. The assessment of new job descriptions submitted by the School will be made by the appropriate Principal in conjunction with the Director of HR

Each School will have a profile of staff allocated to the bands. These will be determined by levels of activity and size and scope of a School.

### Band 'A' – Lecturer

Band 'A' is appropriate for staff that are timetabled to a significant number of practical delivery hours (see 3.4.1). Practical sessions are distinct from taught, delivered sessions and make use of resource-based learning materials. Practical sessions will include the supervision of tasks and assessment of competence within the timetabled session. It is expected that whilst there will need to be preparation for this type of activity any preparation should be minimal.

### Band 'B' – Lecturer

Posts assigned to Band 'B' will have responsibility for classroom or lecture management, including lesson preparation, assessment and marking. Staff may also be responsible for a specific subject and its development and/or have course leader responsibility.

Staff who are appointed to Band 'B' and who do not hold a recognised teaching qualification, will be required to obtain such a qualification within 2 years of appointment.

**Curriculum Leader/Manager**

Curriculum Leader/Manager's support the Head of School/Assistant Principal by providing leadership in delivering high quality curriculum provision for all staff and learners across the curriculum area.

Areas of responsibility include ensuring:

The curriculum offer is relevant and up-to-date.
All aspects of the curriculum are sufficiently documented to meet the requirements of either Ofsted/ALI or QAA or any other statutory/professional body to whom the College is accountable.
Curriculum development and innovation is encouraged and supported.
Up to date, regular reporting of progress against KPIs is undertaken and reported to the Head of School.

**3.2    Starting Salaries**

All new staff will start on the bottom of the salary Band unless there are exceptional circumstances approved by the Chief Executive

**Progression through the Band – applies to all lecturers**

Progression through the band will require:

- good overall performance determined in a formal IPR meeting

- teaching and learning graded good or better.   In the case of lesson observations graded at three, consideration will be given to the nature of the areas highlighted for improvement and other indicators of success such as an improving trend above national average in student success rates or success rates maintained at a higher level or evidence of significant improvement from a lower starting point.

**3.2.1**  In addition, **Band 'A'** staff are expected to participate, where appropriate, in the following activities.

- Interviews.
- Schools liaison and open evenings.
- Cross college initiatives.
- Invigilation of examinations.
- Personal development through work experience, attendance at staff development etc.
- Evidence of real improvements to own work or that of the lecturer's team/s.
- Continuous professional development.
- Some marketing and promotions for own classes
- Maintain accurate and up to date data
- Contribute to college SAR process

This list is not exhaustive and is for illustration purposes only.

**3.2.2  Band 'B'** - this scale is divided into 3 sections.   All staff at Band B are expected to participate in the above and, where appropriate, in the following additional activities:

Band B1            Marketing and promotions.
                   Undertaking Academic support tutorials.
                   Contribute to external and internal Programme quality assurance

Band B2            All of the above and
                   Curriculum development.
                   Verification and moderation.
                   Course Leader

Band B3            All of the above and
                   Internal Verification.
                   Curriculum Design

These lists are not exhaustive and are for illustration purposes only.


### 3.2.3  Curriculum Leader/Manager

Posts assigned to Curriculum Leader/Manager will undertake significantly more responsibility for:

- Managing course teams.
- leading external and internal programme quality assurance.
- managing the IV process
- Deputising for Head of School/Assistant Principal where appropriate
- Taking a lead on quality improvement initiatives and Self-Assessment.
- Developing and enhancing the teaching practice of others
- Ensuring the management of student records

This list is not exhaustive and is for illustration purposes only

### 3.3    Salary Ranges

Lecturers will normally be appointed to the lowest point in the appropriate band as indicated below:


Band 'A'            :            Points 16 - 23
Band 'B'1                        Points 24- 26
Band 'B'2                        Points 27- 29
Band B3             :            Points 30 - 31
Curriculum Leader   :            Points 34 – 36

Staff will progress to the top of the band to which they are appointed by one increment per year if their overall performance is judged to be good – as outlined in section 3.2.

Where that is not the case, the appropriate Principal will be informed of the reasons and where necessary, review the situation.

There will be no progress beyond the maximum of specific bands, unless an individual is promoted to the next highest band by a process of appointment to a higher graded post.

## 3.4 Teaching Hours

Formal teaching loads for the three bands will be within the following guidelines and subject to the judgement of the Head of School/Line Manager:

### 3.4.1 Band 'A' – Lecturer

Annual contact – 1080 hours FTE

Staff will be expected to have contact hours of up to 30 hours per week

### 3.4.2 Band 'B' Lecturer

Annual Teaching           -        828 hours

Staff can be asked to teach up to 28 hours a week.

### 3.4.3 Curriculum Leader

As agreed per contract with the appropriate Principal upto a maximum of 722 hours annual teaching

## 3.5 Overtime and TOIL

The College policy is to work towards zero overtime by having appropriate staff resources. In normal circumstances overtime will be compensated by time off in lieu (TOIL)

TOIL may be taken only where authorisation has been given prior to additional work being undertaken. This requires Head of School sign off on the attached form (see appendix A). For efficiency purposes, TOIL can be agreed by an email exchange, as long as Appendix A is also completed at a later date.

Where the member of staff is asked to take on additional teaching that would take them above their projected annual contact hours this will be compensated with TOIL in the ratio of:

Band A (workshop sessions). 3 hours = half a day of TOIL

Band B (classroom teaching). 2.5 hours = half a day of TOIL

All TOIL must be taken within six weeks of the additional work being undertaken, or before the start of the next half term (whichever is the greater).  TOIL not taken within this timeframe will be deemed as being lost, unless there are exceptional circumstances approved by both the Head of School and the appropriate Principal

Overtime payments will only be paid if agreed in advance by the Head of School and where the member of staff is asked to take on additional teaching that would take them above their projected annual contact hours.

Claims for overtime must be in excess of 10 hours per month.

Overtime payments will be based on three fixed rates, one payable for a limited teaching role, one payable for lecturer/lecturing role and the third for a specialist role as follows:

Grade 1 £17ph        A Band equivalent

Grade 2 £23ph        B/C Band equivalent

Grade 3 £27ph        Specialist role – specialist provision including, for example, guidance and counselling, external liaison, consultancy, curriculum development or programme co-ordination, shortage areas.

# 4.    ANNUAL LEAVE, TIME OFF IN LIEU PROCEDURES

## 4.1    Annual Leave Entitlement

The leave year will run from 1st September to 31st August.

All members of academic staff unless otherwise specified, will have an annual leave entitlement of 52 days or 40 days, as outlined in their Contract of Employment. Under normal circumstances 4 consecutive weeks should be available in any 1 period. This can only be extended with approval of the Head of School and the appropriate Principal.  Up to 7 of these days may be allocated to individuals by the Corporation during periods of College closure.

The balance of leave entitlement will be taken at times agreed with the individual's Line Manager, taking full account of the efficient working of the College and the personal circumstances of the member of staff.

## 4.2    Booking and Approval System for taking Annual Leave

The timing of all annual leave is subject to the agreement of the Head of School.  Holiday cards with requests for all annual leave for the coming year should be with Heads of School by 30th September so that Schools can plan accordingly.  Requests that are in on time must be authorised (or otherwise) by 31st October.  Where annual leave is not authorised, Heads of School must discuss alternative leave arrangements with the member of staff concerned.

Requests submitted after 30 Sept will be considered, but may not be authorised if planning has already taken place and there is no adequate cover available.

## 4.3    Administrative Arrangements to Ensure the College is Adequately Staffed by Members of the Academic Staff

During the summer period it will be necessary to plan adequate cover using lecturing staff from within the School.  Line Managers must make suitable arrangements for adequate cover, to ensure that the College remains open and fully accessible to enquiries.

Details of the cover provided over the summer period will be submitted to the appropriate Principal by the end of May each year.

Co-ordination of annual leave entitlement will be undertaken by the Line Manager in consultation with the Head of School and, when necessary, with the appropriate Principal.

**5.    CONTINUING PROFESSIONAL DEVELOPMENT**

**5.1**    The College requires all new teachers to hold or acquire within a specified period of time:

a)  a 'Preparing to Teach in the Lifelong Learning Sector' award (or its equivalent), which is a minimum threshold licence to teach for all who have an element of teaching in their role, irrespective of job title; and

b)  a 'Diploma in Teaching in the Lifelong Learning Sector' at minimum Level 5 (or its equivalent) leading to Qualified Teacher Learning and Skills status for those in a full teaching role **OR**

c)  a Certificate in Education


**5.2**    The college requires all teachers (new and existing) to undertake an appropriate level of CPD.  Guidelines are identified below:

a)  full-time FE teachers to undertake at least 30 hours of continuing professional development per year, for the purposes of updating their knowledge of the subjects they teach and developing their teaching skills;

b)  Part-time teachers to undertake pro-rata amounts of CPD, with a minimum of 6 hours per year;

c)  All teachers to maintain a record of the CPD undertaken and make that record available to their employers every year.

# Blank Person Specification

**KNOWLEDGE, SKILLS AND EXPERIENCE REQUIRED**

| | Qualifications | Assessed At (please complete for all criteria) |
|---|---|---|
| 1.1 1.2 | **Essential** | |
| 1.3 1.4 | **Desirable** | |
| | **Experience** | |
| 2.1 2.2 2.3 | **Essential** | |
| 2.4 2.5 2.6 | **Desirable** | |
| | **Skills** | |
| 3.1 3.2 3.3 3.4 3.5 | **Essential** | |
| 3.6 3.7 | **Desirable** | |

**Key: Assessed at**
**A -   Application**
**I -   Interview**
**P   Presentation**
**T   Test**

## Request to Fill Vacant Posts

This form must be completed by the Head of School/Service for all positions including:

**Permanent**
**Temporary**
**Casual**
**Agency**
**Work placements**
**Volunteers**
**PGCE students**

**The business case must be completed for all posts, including the work placements/volunteers/PGCE student's business case.**

**Any incomplete forms will not be authorised.**

**Job Description and person specs must be attached for permanent, temporary, casual and agency positions to the request to fill along with school utilisation, organisation chart and proposed advert if applicable.**

**Heads of School must meet and discuss the budget requirements with Steve Chittenden on a Friday.**

**Forms will be discussed at a Senior Executive panel on a Monday.**

**All staff will be required to undertake a pre-employment meeting with HR prior to commencement in any role.**

APPROVED/NOT APPROVED

## <u>REQUEST TO FILL VACANT POST</u>

**Details of Proposed post:**          **Date of Request**_____

Post Title_____

School/Service_____          Line Manager: _____

Department/Curriculum Area: _____

Proposed Grade: _____

Number of Hours per week_____

Start Date: _____ End Date: _____

| TERM | ONE | TWO | THREE |
|------|-----|-----|-------|

**Type of contract (please tick one from each group)**

| (a) **Full Year** | (b) **Full Time** | (c) **Permanent** | (d) **MSP** |
|-------------------|-------------------|-------------------|-------------|
| **Term Time only** | **Part Time** | **Temporary** | **Support Staff** |
| | | **Casual** | **Teaching Staff** |

**DBS Disclosure (please tick the appropriate Disclosure status)**

Child Workforce                    Adult Workforce                    Both

# CASUAL EMPLOYEE ONLY

**Name:** _____

**Teaching Subject:**_____

**Teaching Qualification:** _____**Date Qualification Received:** _____

**Date & Grade of latest OTL (if applicable):**_____

**Please state the anticipated term hours for this employee:** _____

# AGENCY PROVISION

**Teaching Subject:** _____

**Name of Agency Requested:** _____

**Name of Agency Staff (if known):** _____

**Agency Hourly Rate (inc. VAT):**_____

Is this post a direct replacement:  Yes/No

Name of previous post holder: _____

Date Post falls Vacant: _____

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**Indicate reason for request**

(a)  **Replacement**          (b)  **New Post**          (c)  **Sabbatical Leave**          (d)  **Unpaid Leave**

(e) **Sick Leave**          (f)  **Study Leave**          (g)  **Additional Workload** (h)  **Maternity Leave**

(i)  **Contract Extension (j)  Other please specify**

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## This section of the form to be completed by the Financial Controller:

| FINANCE OFFICE | EXTERNAL FUNDING BODY/PROJECT |
|---|---|

Budget Provision (Y/N) – Signed_____

Date _____

Comments_____

_____

_____

_____

| Cost Centre | | | | | | | A/C Code | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | | | | | |

| <u>H R DEPARTMENT</u>  Min Salary £................<br>**Max Salary £...............** | **Comments – Deputy Principal (Finance and Resources)** |
|---|---|

**All forms should be handed to appropriate Manager (Principal Professional and Vocational/Principal South Shields Marine School /Deputy Principal Finance & Resources/Director of External Funding)**

**Signed:** _____ **Date:** _____ (Manager completing request)

**Signed:** _____ **Date:** _____
**(Principal/Director)**

| **Senior Post Holder Authorisation for term** | | |
|---|---|---|
| **ONE** | **TWO** | **THREE** |

Approved/Not Approved_____Date:_____

**Forward to HR**

**The Manager responsible for this post is responsible for attaching the following:**

| **Job Description** | **Advert if applicable** | **Organisation chart** |
|---|---|---|
| **Person Specification** | **School staff Utilisation** | |

# BUSINESS CASE FOR NEW AND REPLACEMENT POSTS

**Job Title:** …………………………………..          **Grade:** ………………….....

**Hours:** …………………………………...          **Location:** ……………………

**Reason for filling the post:**

What costs are within the existing budgets?

Departmental information e.g. SAR/Operational Plan/Absence Levels:

Risks associated by not filling the post:

**FOR ACADEMIC POSTS PLEASE COMPLETE THE FOLLOWING INFORMATION:**

Course Details – Student Enrolments:

Course Code:

Staff Utilisation Details:

Student retention issues:

Student success rates:

Extra income/students generated – Y/N
Give details:

Request completed by Head of School/Service/Director
Signature_____ Date _____

**Form needs to be completed by Friday to be considered at SEG on Tuesday**

## WORK PLACEMENTS/VOLUNTEERS/PGCE STUDENTS

Name of Student: _____

Currently Studying: _____

Name of College/University Studying at: _____

Reasons for Placement: _____

_____

Days and Times in placement: _____

Start Date of Placement: _____

End Date of Placement: _____

Name of Mentor/Supervisor: _____

| **Outline of Training/Mentoring through placement** |
| --- |
| |
| |
| |
| |

**All work placements/PGCE students/volunteers are required to produce a CV as part of a pre-employment meeting with HR.**

**If any placement is to last longer than 4 weeks an enhance**

# DBS Guidance Information

## 1.    Introduction

Enhanced DBS checks for College Employees are now a mandatory part of recruitment and will apply to every new recruit who has access to vulnerable groups as part of their normal duties.

DBS checks trawl information held on the Police National Computer and records held by the Department for Education and Skills to help organisations assess the suitability of candidates.

Individual organisations still retain the right to make the decision whether or not to appoint a person after taking into consideration all relevant information.
A criminal conviction should not debar a person from gaining employment within the College, the weight given to the conviction will depend on a number of factors, including:

- ❑ The nature of the offence
- ❑ The age of the applicant at the time the offence was committed
- ❑ The applicants subsequent record
- ❑ How relevant the offence is to the post applied for

The DBS usually issues Enhanced Disclosures within 4 weeks.

## 2.    Agency Workers

Agency workers will be expected to produce a DBS certificate prior to commencing work for the college. If they cannot produce evidence of such a check, a new check should be made before employees are appointed. The HR Team will also undertake a check of the DBS barred lists before they begin work.

## 3.    Employees Recruited from Abroad

Employees recruited from abroad should be subject to the necessary police checks in line with that country's justice system and UK requirements.

DBS advice is available for organisations recruiting employees from abroad, including the availability of criminal record information in 16 counties.

## 4.    DBS Code of Practice

The DBS Code of Practice is in place to ensure that information obtained for the purposes of a DBS check will be used fairly and will be handled and stored appropriately.  As a registered body South Tyneside College is required to comply fully with the DBS Code of Practice.

In particular the Code of Practice requires that we:

- only relevant positions and employment that are eligible under the Disclosure eligibility criteria are required to submit Disclosure applications.
- treat all applicants with a criminal record fairly and do not discriminate unfairly against the subject of a Disclosure, on the basis of conviction or other information revealed
- have a written policy on the recruitment of ex-offenders which can be given to all applicants for a position where a Disclosure is requested
- have a written policy on the correct handling and safekeeping of Disclosure information
- store any Disclosure information securely for no longer than is necessary and dispose of Disclosure information in a secure manner after this period

## 5.     *Portability – (coming into effect summer 2013)*

Under new guidelines DBS checks are now portable between organisations and employers. A new 'Update Service' allows the College to complete an online status check on an individual to see whether new information has been added since the last DBS certificate was issued. This system allows for quicker checks and speeds up the recruitment and selection process for the individual. In order to carry out status checks the college requires:

- the individual must be subscribed to the update service
- the original DBS certificate for each status check
- the individual's written or verbal consent for each status check carried out or permission from each individual for multiple checks

The college can then check each individual on the new Update Service for any new information on their DBS record whilst the individual will be able to see when, and who by, a status check has been carried out.