Recruitment and Selection Policy

Purpose
To ensure the recruitment of high-quality staff through a fair, transparent, and consistent process, while safeguarding learners and meeting all legal obligations.

Scope
This policy applies to all recruitment activities for paid staff, volunteers, and contractors engaged by Alpha Training.

Responsibilities
- **Senior Management** – oversee recruitment processes and ensure compliance with safer recruitment practices.
- **Recruiting Managers** – follow the recruitment procedure, keep accurate records, and ensure all checks are completed.
- **HR/Administration** – maintain recruitment records and carry out pre-employment checks.

Procedures
1. Produce clear job descriptions and person specifications.
2. Advertise vacancies through appropriate channels, promoting equality of opportunity.
3. Shortlist candidates against objective criteria.
4. Conduct interviews with at least two panel members.
5. Carry out pre-employment checks, including references, identity, right to work, and an enhanced DBS check where required.
6. Provide a full induction for all new staff and volunteers.

Monitoring & Review
- Recruitment records audited annually.
- Annual review of policy and procedures.

Approved by: Michelle Howdle