

Recruitment and Selection Policy and Procedure

2026-2027

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1. Policy

The recruitment and selection decision is of prime importance as the vehicle for obtaining the best possible person-to-job fit which will, when aggregated, contribute significantly towards the effectiveness of Century Training Academy Ltd. It is also becoming increasingly important, as the company evolves and changes, that new recruits show a willingness to learn, adaptability and ability to work as part of a team. This policy ensures that recruitment and selection will be fair and consistent, be non-discriminatory, and conform to all statutory regulations and agreed best practice.

This policy has due regard to statutory safeguarding guidance, including Keeping Children Safe in Education 2026, which sets out legal duties for safer recruitment practice in education settings. To ensure that these policy aims are achieved, all appointing managers will receive training in effective recruitment and selection, including safer recruitment training in accordance with the School Staffing (England) Regulations 2009.

2. The Recruitment Process

The following procedure will be used when a post is to be filled. The appointing manager must:

- Define the job. If it is an existing post, decide whether an exact replacement is required or whether this is an opportunity to revise the requirements. If it is a newly established post, be clear on the exact requirements, draw up a job description and consult on the appropriate grade and/or salary.
- Complete a job vacancy form confirming the details of the post; final approval of the appropriate Director; and, for a newly established post, the approval of the Chief Executive and confirmation from the Director of Finance that funding is available.
- Send the job vacancy form to the Human Resources Department / Company Administration Office for processing. No vacancy can be processed without this authorisation. Ensure the job description and person specification are up to date and offer a true representation of the vacant post and the person sought.
- Collate an information package appropriate for the post, including the job description and, if appropriate, the person specification; information on the department; information on Century Training Academy Ltd; and terms and conditions of employment including salary. The pack must be carefully put together to present a professional image of the company.

Discuss with the Human Resources Department / Admin Office / appropriate Director the most effective means of obtaining suitable permanent candidates, exploring in this order: internal advert within the company; examination of previous applications or those held on file; external advert with the Jobcentre; external advert in the local press; external advert in the national press; external advert in the appropriate technical or professional journal; and, for senior posts, the use of a recruitment agency. All advertisements must contain as much information as possible to target the correct recruitment group and reduce unsuitable applications, while remaining cost effective. External adverts should be submitted to the appropriate Director or senior manager with costings for approval before being placed.

3. Safer Recruitment Checks

- All candidates for roles that involve interaction with children must undergo appropriate pre-employment checks, including an enhanced DBS check with children's barred list check where the post involves regulated activity with children.
- A Single Central Record (SCR) will be maintained and regularly updated to record all recruitment checks undertaken for staff, volunteers, directors and other adults in regulated activity.
- At least one member of the interview panel must have completed appropriate safer recruitment training relevant to working with children.
- Right to work, identity, qualifications, employment history and reference checks will be completed before the commencement of employment.

4. The Selection Process

Appropriate selection procedures must be used for each post. Procedures may vary; at its simplest this may involve a straightforward interview and skills testing. For more senior posts, psychometric testing, presentations to the interview panel on a chosen topic, or a series of individual interviews on various topics may be included. The appointing manager will approach relevant people to assist with shortlisting and interviewing; at least two people should be involved in shortlisting and sit on the interview panel.

Application forms received by the closing date will be forwarded to the appointing managers for shortlisting. Applicants must be chosen against the person specification, and the appointing manager must record in writing the reasons why an applicant is not shortlisted. All papers must be returned to the employment manager, who will invite candidates for interview, timetable the interviews, arrange any pre-employment checks, and inform candidates who have not been shortlisted.

In line with safer recruitment expectations:

- Two written references must be obtained for all shortlisted candidates, including a reference from the most recent employer. References will be verified and explored where gaps or concerns arise.
- All historical employment and character references will be checked before interview where possible, or at minimum prior to confirmation of appointment.
- Identity and right to work checks in the UK will be carried out in accordance with current Home Office requirements.

At least one week prior to the interview, each panellist will receive an interview pack containing copies of application forms or CVs, blank interview report forms, a copy of the job advertisement, a copy of the job description and a copy of the person specification. The appointing manager will decide on the interview format and the areas to concentrate on, decide who will chair the panel, and receive the references and pre-employment checks for candidates from the Human Resources Department / Company Administration Office.

At the interview, the appointing manager will ensure that the interview report form is completed as fully as possible and that equal opportunities legislation is strictly adhered to, with no discrimination shown on any grounds. When all candidates have been interviewed, the panel will score them appropriately and decide on the most suitable person for the post. The appointing manager will inform the successful candidate as soon as possible, agreeing a commencement date and starting salary. No employee or volunteer will commence work in regulated activity until all necessary checks (including enhanced DBS and references) have been completed to the satisfaction of the academy, unless a robust risk assessment and supervision plan has been formally agreed and documented.

All interview packs should be returned marked private and confidential to the Employment Manager / Company Administration Office for filing. Upon return of the interview report form, the Human Resources Department / Company Administration Office will: telephone all unsuccessful candidates with the outcome within one working day, confirmed in writing; write to the appointee, offering the post subject to satisfactory references and pre-

employment checks; initiate a personnel file and computer entry for the new member of staff; notify the manager if the appointee refuses the offer or if there are any other details to be cleared; and deal with any requirements for removal expenses or temporary accommodation.

5. Induction

The Human Resources Department / Company Administration Office will arrange, in conjunction with the appointing manager, an individual programme of induction for the new starter, arranged and agreed at least one week before the appointee commences. All newly appointed staff and volunteers will receive an induction that includes safeguarding and child protection guidance, including the requirement to read and understand Part One of Keeping Children Safe in Education 2026, in line with the Staff Induction Policy and Checklist.

6. Recruitment Checklist

1. Review the post: is it necessary, does it need to change, can the duties be adequately covered elsewhere? If significant changes are required or it is a new post, discuss grade and salary with the HR Department / appropriate Director. 2. Complete a job vacancy form ensuring approval of the appropriate Director; if the post is newly established, confirm funding with the Director of Finance. 3. Review or complete the job description and person specification. 4. Put together an information pack for the vacancy. 5. Decide the most effective way to recruit to the post (internal advert, Jobcentre, national press, etc.). 6. Design the advert in conjunction with the HR Department / Company Admin Office, deciding a closing date, method of application (CV or application form), whether a pre-interview visit will be required, and who should be contacted for applicant enquiries. 7. The HR Department / Company Admin Office will process the advert, send out the information pack and collate applications ready for shortlisting.

7. Selection Checklist

1. Decide on the interview panel as soon as possible and arrange a suitable date. 2. Applications will be forwarded from the HR Department / Company Admin Office on the closing date. 3. With at least one other member of the interview panel, shortlist for the post against the person specification. 4. Decide whether it would be appropriate to use alternative selection methods, for example psychometric or skills testing, and make arrangements. 5. The HR Department / Company Admin Office will contact the candidates, set up interviews and tests, and contact unsuccessful applicants. 6. At least one week before the interviews, the panel will receive an interview pack containing the applications and other details. 7. References should be collected by the HR Department / Company Admin Office immediately prior to the interviews. 8. Ensure arrangements are in hand to welcome candidates as they arrive, escort them to the interview and to any other events during the day, for example testing. 9. Complete the interview and, taking account of any testing outcomes, decide on the most suitable candidate; contact them by phone and offer the post (conditionally where references, medical checks and similar need to be confirmed), agreeing verbally the salary and proposed start date. 10. Return all interview packs and references to the HR Department / Company Admin Office with the interview report form; they will contact all other unsuccessful candidates by phone the same day if possible and undertake the necessary administration. 11. Set up an individual induction programme for the new appointment.

Record Keeping

Records created under this document must be accurate, factual, dated and stored securely. Access must be limited to staff with a legitimate operational, safeguarding, health and safety, quality assurance or legal reason to view the information. Records must be retained in line with Century Training Academy Ltd's retention schedule and UK GDPR requirements.

Monitoring and Review

This document will be reviewed at least annually, with the next scheduled review on 20 August 2027. It will also be reviewed sooner if legislation, statutory guidance, awarding body requirements, local authority expectations, premises, provision or operating arrangements change.

Key Guidance and Linked Requirements

- Keeping Children Safe in Education 2026 (DfE), in force from 1 September 2026.
- Non-school Alternative Provision: Voluntary National Standards (DfE).
- UK GDPR and Data Protection Act 2018.
- Equality Act 2010.
- Health and Safety at Work etc. Act 1974 and relevant HSE guidance.
- School Staffing (England) Regulations 2009.
- Home Office guidance on right to work checks.

Sign Off

Name	Stephen Black
Position	Director
Date	20 August 2026