

Policy Name	Staff Recruitment & Management Policy
Policy Code	ETP 4.1
Policy Author	Head of Training & Quality
Revision Number	3
Draft Date	August 2020
Expected Revision Date	+2 Years

4.1 Staff Recruitment & Management Policy

4.1.2 Policy Statement

Elevation Training believes that quality service provision begins with the recruitment of quality staff and sub-contractors. Staff are employed and sub-contracted in compliance with relevant legislation and on the basis that they enable the company to achieve strategic objectives, and in a manner consistent with the ethos of the company.

4.1.3 Staff Recruitment

The integrity and quality of the company are underpinned by a robust, defined and structured recruitment and management process.

The best and most appropriate candidates are selected through fair and transparent systems. It is necessary to ensure that adequate, suitably qualified staff are appointed to meet the needs of the centre.

Elevation Training directly employs a number of staff in administrative and tutoring roles and also sub-contracts additional tutoring staff to deliver services. Elevation Training ensures that all staff recruited are competent to undertake the duties assigned to them.

All those recruited are further assessed for their suitability to the role during their initial, 6-month probationary period of work. New staff, whether directly employed or sub-contracted, undergo an onboarding process during which they are inducted into Elevation Training's processes and procedures.

4.1.4 Staff Communication

Open communication is a key component of Elevation Training quality assurance framework and plays a pivotal role in the successful operation of the quality assurance system.

Elevation Training uses a combination of formal and informal feedback processes as methods of facilitating open communication between and among staff and learners. All stakeholders therefore are aware of company activities and contribute to its' enhancement.

4.1.5 Scope

This policy applies to all staff and associate tutors.

4.1.6 Who is responsible for implementing this policy?

The Head of Training and Quality is responsible for implementing this policy.

Working Documents
Organisational Chart (Error! Reference source not found. and Error! Reference source not found.)
Interview Pack (Internal document)
Quality Policy (ETP 1.01)
Selection and Recruitment of Staff Procedure) (ETPR 4.1)
Staff Induction Procedure (ETPR 4.2)