Achieve UK Training Recruitment Policy

Effective Date: March 2025
Review Date: December 2027

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1. Purpose

The purpose of this Recruitment Policy is to ensure that Achieve UK Training follows a consistent and transparent approach to the recruitment and selection of qualified candidates for all roles within the organization. This policy aims to attract, recruit, and retain skilled, diverse, and qualified talent to support the organization's mission of providing quality training and development services.

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2. Scope

This policy applies to all recruitment activities conducted by Achieve UK Training, including internal and external recruitment for full-time, part-time, temporary, and contract roles.

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3. Equal Opportunity Employment

Achieve UK Training is committed to providing equal employment opportunities and strives to create a diverse and inclusive work environment. All recruitment decisions will be based solely on an applicant's qualifications, experience, and ability to meet the needs of the role, without regard to race, ethnicity, gender, sexual orientation, age, disability, religion, or any other characteristic protected by law.

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4. Recruitment Process

4.1 Job Requirements

- All job vacancies will have clearly defined qualifications, skills, and experience required for the role.
- A detailed job description will be prepared outlining the job's responsibilities, duties, and expectations.

4.2 Advertising Vacancies

- Vacancies will be advertised internally on the Achieve UK Training website and social media channels.
- External job boards, recruitment agencies, or other appropriate platforms will be used as necessary to reach a wide pool of candidates.

- Vacancies will also be posted on the official Achieve UK Training website: www.achieveuktraining.com.

4.3 Application Process

- Candidates must submit an application, including an updated CV and a cover letter, to contact@achieveuktraining.com or apply through our recruitment portal on the website.
- The application deadline will be clearly stated in the job advertisement.

4.4 Shortlisting

- The hiring manager will review all applications and shortlist candidates who meet the essential criteria of the role.
- Shortlisted candidates will be invited for an interview and/or practical assessment, depending on the nature of the role.

4.5 Interview and Selection

- Interviews will be conducted by the hiring manager and other relevant stakeholders.
- Interviews may be in-person or via video call, depending on the role and the candidate's location.
- Selection may include practical exercises or skills assessments to evaluate the candidate's qualifications, experience, and suitability for the position.
- All candidates will be treated with fairness and respect during the interview process.

4.6 Background Checks

- As part of the selection process, background checks (including references, qualifications, and, where necessary, criminal checks) may be carried out, with the candidate's consent.
- Offers of employment are conditional on the successful completion of these checks.

4.7 Offer of Employment

- Successful candidates will be provided with a formal offer of employment, including details of the terms and conditions of employment.
- The offer will include information regarding the role, salary, benefits, and other key terms.

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5. Internal Recruitment

- Achieve UK Training encourages internal applications for available positions. Current employees who meet the requirements for open positions will be given equal consideration.
- Internal candidates must follow the same application process as external candidates.

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6. Recruitment Records

- All recruitment records, including application forms, interview notes, and background checks, will be stored securely and retained for a minimum of [Insert Duration] in line with data protection regulations.

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7. Training and Awareness

- Achieve UK Training ensures that all staff involved in recruitment and selection processes are appropriately trained in non-discriminatory hiring practices, diversity, and the principles outlined in this policy.

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8. Policy Review

- This Recruitment Policy will be reviewed on an annual basis to ensure compliance with applicable employment laws and to reflect changes in the organization's recruitment needs.

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9. Compliance

- All recruitment practices will comply with UK employment law, including but not limited to the Equality Act 2010, Data Protection Act 2018, and other relevant legislation.

Contact Details for Recruitment Inquiries:

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