



<b>Policy Title</b>	<b>NCG Recruitment Policy</b>
<b>Policy Category</b>	Compliant
<b>Owner</b>	Director of People and Development
<b>Group Executive Lead</b>	Chief Executive Officer
<b>Date Written</b>	May 2022
<b>Considered By</b>	Executive Board
<b>Approved By</b>	Corporation Board
<b>Date Approved</b>	June 2022
<b>Equality Impact Assessment</b>	The implementation of this policy is not considered to have a negative impact on protected characteristics. This policy is available in alternative formats, if required.
<b>Freedom of Information</b>	This document will be publicly available through the Groups Publication Scheme.
<b>Review Date</b>	May 2024
<b>Policy Summary</b>	The purpose of this policy is to provide a framework within which recruitment is managed fairly, consistently and promptly.

<b><u>Applicability of Policy</u></b>	<b><u>Consultation Undertaken</u></b>	<b><u>Applicable To</u></b>
Carlisle College	Yes	Yes
Kidderminster College	Yes	Yes
Lewisham College	Yes	Yes
Newcastle College	Yes	Yes
Newcastle Sixth Form College	Yes	Yes
West Lancashire College	Yes	Yes
Southwark College	Yes	Yes
Professional Services	Yes	Yes



<u>Changes to Earlier Versions</u>	
<p><u>Previous Approval Date</u> October 2020</p>	<p><u>Summarise Changes Made Here</u></p> <ul style="list-style-type: none"> <li>• Pay Policy added as linked document</li> <li>• Section 4.3 – amended in line with pay policy requirements</li> <li>• Section 4.4. – updated details on adverts and responsibilities.</li> <li>• Section 4.5 -updated regarding additional costs for recruiting outside of normal process</li> <li>• Section 4.6 renamed to Applications and addition of commitment to Care Leavers Covenant</li> <li>• Section 4.7 – inserted short listing by 2 panellists with only one required to input into network</li> <li>• Section 4.8 – inserted for teaching roles, this may include a micro teach. Recommended that the interview panel is made up of the colleagues who shortlisted the candidates</li> <li>• Section 4.10 – clarified for NSFC teaching roles</li> <li>• Section 4.11 – amended in line with pay policy requirements.</li> <li>• Section 4.14 - Section updated on the use of agency workers</li> <li>• Section 4.15 -Inserted 'In some circumstances, candidates who have lived or worked overseas may incur costs related to additional overseas checks'</li> <li>• Section 4.16 - amended in line with pay policy requirements.</li> <li>• Section 4.17 - Clarified what a secondment is and return to substantive role.</li> <li>• 4.18 renamed to Acting up Arrangements / Additional responsibility payment</li> <li>• Appendix a – revised in line with current guidelines</li> </ul>

<u>Linked Documents</u>	
<u>Document Title</u>	<u>Relevance</u>
NCG Code of Professional Conduct	Linked Policy
NCG Criminal Records Disclosure Policy	Linked Policy
NCG Probation Policy	Linked Policy
NCG Equality, Diversity and Inclusion Policy	Linked Policy
NCG Redundancy & Reorganisation	Linked Policy
NCG Travel & Subsistence Policy	Linked Policy
NCG Pay Policy	Linked Policy
NCG Modern Slavery Statement	Linked document



**Equality Impact Assessment - May 2022**

	Judgement	Explanatory Note if required
<b>EIA 1 - Does the proposed policy/procedure align with the intention of the NCG Mission and EDIB Intent Statement in Section 2?</b>	Yes	
<b>EIA 2 - Does the proposed policy/procedure in any way impact unfairly on any protected characteristics below?</b>		
<b>Age</b>	No	
<b>Disability / Difficulty</b>	No	
<b>Gender Reassignment</b>	No	
<b>Marriage and Civil Partnership</b>	No	
<b>Race</b>	No	
<b>Religion or Belief</b>	No	
<b>Sex</b>	No	
<b>Sexual Orientation</b>	No	
<b>EIA3 - Does the proposed policy/processes contain any language/terms/references/ phrasing that could cause offence to any specific groups of people or individuals?</b>	No	
<b>EIA4 - Does the policy/process discriminate or victimise any groups or individuals?</b>	No	
<b>EIA 5 - Does this policy/process positively discriminate against any group of people, or individuals?</b>	No	
<b>EIA 5 - Does this policy/process include any positive action to support underrepresented groups of people, or individuals?</b>	Yes	Forms part of EDIB Strategy e.g. disability confident and care leavers covenant
<b>EIA 6 - How do you know that the above is correct?</b>	This policy has been through a broad range of internal consultation including NCG Executive	



## 1. Scope and purpose of policy

This policy does not form part of colleague's contract of employment and does not confer any contractual rights. It applies to the above colleges of NCG and colleagues who are employed either on a permanent or temporary basis.

## 2. Introduction

NCG recognises that its colleagues are key to its success and is committed to attracting and retaining individuals of the highest calibre.

The NCG recruitment and selection process reflects NCG's commitment to equality and diversity and dedication to being a Disability Confident Employer. NCG will consider reasonable adjustments, where requested, throughout the recruitment process.

The purpose of this policy is to facilitate the safer recruitment of individuals who match the specifications of NCG vacancies, in a way that is fair and consistent. **Safer recruitment** is a set of safe practices that enable the recruitment of suitable individuals to work with children and young people.

## 3. Referral to an alternative policy / procedure

Where concerns arise regarding the application of the recruitment policy, this will be managed in line with the NCG Grievance Policy or NCG Disciplinary Policy.

Where concerns arise regarding a recruitment process as part of a reorganisation this will be managed in line with the NCG Reorganisation and Redundancy Policy.

Where concerns arise regarding a positive disclosure following a Disclosure and Barring Service check, this will be managed in line with the NCG Criminal Records Disclosure Policy.

Where concerns arise regarding pre-employment checks and conditions of job offers not being met, this will be managed in line with the NCG Probation Policy.

Where an external candidate has a complaint regarding the recruitment process they should follow the NCG complaints policy.

Where an issue is specifically pay related, this should be managed in line with the NCG Pay Policy and procedure.

## 4. Recruitment process

### 4.1. Preparation

Prior to any recruitment process commencing, the manager should carry out a full evaluation of the need for the role, regardless of whether it is a replacement role or a new role.

### 4.2. Job Description, Person Specification and Advert Wording

A job description, person specification and job advert will need to be created or updated to reflect this. The job description should accurately reflect the duties associated with the role and the person specification should state the essential and desirable criteria that a person must have in order to fulfil the role to the required standards.

### 4.3. Approval to recruit

All vacancies are subject to approval through the appropriate routes, including SLT and finance, prior to being advertised. The manager should confirm that any proposed salary is in line with NCG pay scales and is within the agreed budget. Managers will need to provide justification if this is not within the agreed budget. Please refer to the NCG Pay Policy for further information.

### 4.4. Publishing the job advert

The manager will need to input a requisition onto Networkx (which is NCG's e-recruitment system) in order for this to be approved. The central People and Development Recruitment team will then check the information prior to publishing the advert. For NSFC, any lecturer roles which need to be advertised externally, will be published by the NSFC Administration team, using the TES (Times Educational Supplement). The manager will also be required to input the requisition onto Networkx as detailed above.

### 4.5. Advertising a role

As a minimum all roles should be advertised internally for no less than 3 days. Roles can also be advertised externally and this will normally be for 2 calendar weeks. Where a manager wishes to deviate from this timeframe then they will need to discuss the reasons with their People and Development representative.

External vacancies will be advertised on the NCG careers page, Indeed, Find a Job as well as a variety of other job boards. Where a role is difficult to fill it may also need to be advertised in other publications/jobs boards in order to source suitable candidates, however, any cost and administration incurred in doing this will sit locally with the Colleges.

For NSFC: Teaching roles at NSFC will be advertised exclusively on The Times Education Supplement (TES). All other vacancies within NSFC will be advertised as above.

### 4.6. Applications

Candidates can apply for any role via Networkx using the specific method of application, this will usually be an application form. There may be occasions when an alternative method of application is used, including, expression of interest in a redundancy or acting up situation. NCG colleagues are eligible to apply for any role without prejudicing their current position.

For NSFC: Internal candidates can apply for any role via a link to the TES jobs page on the NCG intranet. External candidates can apply via the TES using the online application form.

At NCG we are signatories to the Care Leavers Covenant in partnership with DfE and Spectra. We are committed to working towards the Care Leavers Employer Charter to ensure Care Experienced people are supported to apply and gain employment with NCG.

### **4.7. Shortlisting**

All candidates will be short listed using the criteria set out in the person specification Shortlisting will be completed by two colleagues (one of which should be the panel lead), although only one of these will be responsible for inputting the scoring on to Networx.

For initial shortlisting purposes, evidence of a candidate's suitability will be gathered from the application form or other specified methods of application where appropriate. Where a candidate is at risk of redundancy and has applied for an alternative role within NCG, they may be prioritised for shortlisting, where they meet the essential criteria.

As NCG is a 'Disability Confident' employer, any candidates who have declared a disability on their application and have met all of the essential criteria are guaranteed to progress to the next stage of selection.

### **4.8. Assessment and interview**

Candidates who are successful at shortlisting will be invited to a job-related assessment activity/interview, in order to further evidence their suitability for the role. For teaching roles this could include a micro teach exercise.

When assessing a candidate's suitability for a role there should be at least 2 colleagues on the panel, one of which must be trained in Safer Recruitment. Where possible, it is recommended that the interview panel is made up of the colleagues who shortlisted the candidates. Where a panel member has any form of personal relationship with a candidate, an alternative person should be on the panel for all interviews.

Internal colleagues are encouraged to notify their manager when invited to attend any NCG selection process. The manager will then make every reasonable effort to facilitate their attendance.

### **4.9. Feedback**

Following an interview or assessment process, candidates may request feedback from the recruiting manager. Feedback will not usually be provided where a candidate is unsuccessful at the shortlisting stage.

#### **4.10. Appointing an external candidate**

The selection of candidates will be determined by the extent to which a candidate's skills, knowledge, qualifications and experience match the requirements of the role.

The recruiting manager will contact the successful candidate direct to make an offer of employment. Prior to an external candidate commencing employment, all of the following must be satisfied:

- Verification of identify.
- Evidence of eligibility to work in the UK (see appendix A).
- References have been received and are satisfactory to NCG.
- Evidence of the essential qualifications which meet NCG criteria for the relevant role.
- Verification of fitness for work as per pre-employment questionnaire.
- Satisfactory check of prohibitions, directions, sanctions and restrictions (NSFC Teaching roles where applicable).
- Enhanced DBS certificate (including barred list check for those engaging in regulated activity) cleared and satisfactory to NCG.
- Further checks that NCG considers appropriate if the individual has lived or worked outside of the UK.
- Signed contract of employment has been returned accepting the terms and conditions which have been offered.
- New starter form including bank details have been received.

Any deviation away from the above conditions must be authorised by the Principal / Professional Services Senior Leader.

Where a role has been advertised and appointed to, and within 3 months the same vacancy arises due to varying business needs, it may be appropriate to appoint using the pool of candidates from the previous recruitment cycle, without going through a further advertising and selection process.

#### **4.11. Appointing an internal candidate**

When an internal candidate is appointed into a role, the start date should be agreed between the colleague's current manager and the recruiting manager and should be as soon as practically possible according to business needs.

Where the new role requires a different level of criminal record check, colleagues won't be able to commence in the new role until the DBS is cleared and is satisfactory to NCG.

Successful colleagues will be expected to pick up the full role and all associated duties and responsibilities. The salary applicable for the position will be determined at the point of recruitment and must be in line with the relevant NCG grade, pay scale or fixed pay point. Please refer to the NCG Pay Policy for further guidance.



Where a colleague has previously passed a probationary period with NCG, they will not be required to complete a further one. Should any concerns arise (i.e. performance, conduct, attendance), they will be dealt with in line with the relevant policy.

### **4.12. Qualifications**

At the point of recruitment, the successful candidate should hold all of the essential qualifications associated with the role. Where this is not the case, the offer of employment will be subject to achievement of these within an agreed timeframe specified by NCG. Failure to obtain the essential qualifications within this timeframe may result in the termination of a colleague's employment.

### **4.13. References**

In line with GDPR, confidential employment references are exempt and NCG does not provide them in response to subject access requests. Not disclosing confidential employment references is standard practice across the Group.

### **4.14. Appointing a temporary agency worker**

Where a recruiting manager feels it is appropriate to recruit via an external recruitment agency, they will need to seek further approval from the budget holder and finance. Agency workers should typically only be engaged for a minimum of 1 week and up to a maximum of 12 weeks. Where possible, for periods of less than 1 week then existing colleagues should be utilised.

Managers are expected to use NCG's preferred agency supplier to appoint temporary workers and further information can be obtained via the relevant People and Development representative.

Once an agency worker commences work with NCG, the recruiting manager must ensure that on the first day:

- They check that the worker presenting themselves for work is the person for whom the checks have been previously carried out.
- The recruiting manager must also ensure that in the first week;
  - the agency worker receives an adequate induction, outlining appropriate duties, responsibilities and expectations and;
  - the agency worker successfully completes NCG's Safeguarding mandatory training module and records it accordingly.

### **4.15. DBS checks**

In all recruitment situations, where further information is required regarding a DBS check or where a manager has any concerns regarding the outcome of a DBS check then they should refer to the NCG Criminal Records Disclosure policy. In some circumstances, candidates who have lived or worked overseas may incur costs related to additional overseas checks.

### **4.16. Recruitment Against Incremental Pay Scales**

NCG has both incremental and fixed pay scales. When recruiting against an incremental pay scale, normally, all candidates (whether external appointments or internal moves and promotions) will be offered the role



against the first incremental point. Please refer to NCG Pay Policy for further guidance.

### **4.17. Promotions and secondments**

Promotions may be on a permanent or fixed term basis. Where a colleague wishes to apply for a fixed term promotional opportunity as a secondment from their current role (i.e. they will be able to return to their substantive role after the fixed term opportunity has ended), they should seek the approval of their manager before applying via the normal recruitment and selection process.

Every effort will be made to support colleagues to develop within NCG and for a secondment to be considered, however, colleagues should be aware that this may not always be possible and a decision will be dependent on the overall needs of the business.

### **4.18. Acting up Arrangements / Additional responsibility payment**

There may be occasions where it is necessary for a colleague to temporarily pick up a proportion of the duties and responsibilities of an additional / higher graded role. An additional responsibility arrangement should be used until a longer term or permanent solution is sourced, however, it should not exceed a maximum period of 12 months.

In this situation it may not be necessary to carry out a full recruitment exercise, however, where more than one colleague may be eligible for the opportunity, then a fair and consistent selection process will be carried out.

An allowance for temporary additional responsibility will be paid as a percentage based on the proportion of the duties carried out in relation to the additional / higher graded role for the duration of the arrangement. Upon completion, the colleague will revert to their original salary.

### **4.19. Redeployment**

Redeployment occurs where an existing colleague transfers in to an alternative vacant position. Depending on the circumstances, the position may be at a comparable or lower level than the colleague's current role. Redeployment will usually be as a result of;

- A restructure or redundancy situation; or
- A formal process and as an alternative to dismissal in line with the disciplinary, performance management and sickness absence policies.

In cases of redeployment, it may not always be necessary to carry out a full recruitment exercise. However, in a restructure or redundancy situation where more than one colleague may be eligible for a role, a fair and consistent selection process will be carried out. In cases of ill health or as an alternative to dismissal, a colleague will usually be slotted into a vacant role, where appropriate.

Where redeployment is into a lower grade position the salary applicable to that role will usually be applied. Redeployment is not guaranteed and is subject to the availability of suitable vacancies within NCG, new roles will not be created. Managers should refer to the relevant policy for further information.



### **4.20. Induction**

Following appointment into a new role, the manager is responsible for coordinating a thorough induction for the colleague. This will include any relevant NCG policies, procedures and any necessary training and development, including mandatory training.

### **5. Variations to this policy / procedure**

This procedure is intended as an overview of how recruitment is managed across NCG, however, it may need to be adapted to suit the needs of each situation. On occasions, it may not be appropriate to follow the procedure as prescribed. Advice, guidance and support will be provided by the NCG Recruitment team.

**Appendix A: Right to Work Checklist**

If you are the successful candidate, NCG is required to verify your eligibility to work in the UK under the Immigration, Asylum and Nationality Act 2006 before your employment start date. We ask you to bring evidence of entitlement to work in the UK to your interview so that we can process your appointment without delay, if you are successful.

Please bring the appropriate evidence in the form of original documents as outlined below:

- A passport (current or expired) showing the holder is a British citizen or a citizen of the UK and Colonies having the right of abode in the UK.
- A passport or passport card (in either case, whether current or expired) showing that the holder is an Irish citizen.
- A document issued by the Bailiwick of Jersey, the Bailiwick of Guernsey or the Isle of Man, which has been verified as valid by the Home Office Employer Checking Service, showing that the holder has been granted unlimited leave to enter or remain under Appendix EU to the Jersey Immigration Rules, Appendix EU to the Immigration (Bailiwick of Guernsey) Rules 2008 or Appendix EU to the Isle of Man Immigration Rules.
- A current passport endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the UK, has the right of abode in the UK, or has no time limit on their stay in the UK.
- A current Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the named person is allowed to stay indefinitely in the UK or has no time limit on their stay in the UK, together with an official document giving the person's permanent National Insurance number and their name issued by a government agency or a previous employer.
- A birth or adoption certificate issued in the UK, together with an official document giving the person's permanent National Insurance number and their name issued by a government agency or a previous employer.
- A birth or adoption certificate issued in the Channel Islands, the Isle of Man or Ireland, together with an official document giving the person's permanent National Insurance number and their name issued by a government agency or a previous employer.
- A certificate of registration or naturalisation as a British citizen, together with an official document giving the person's permanent National Insurance number and their name issued by a government agency or a previous employer.

**OR**

- A current passport endorsed to show that the holder is allowed to stay in the UK and is currently allowed to do the type of work in question.
- A document issued by the Bailiwick of Jersey, the Bailiwick of Guernsey or the Isle of Man, which has been verified as valid by the Home Office Employer Checking Service, showing that the holder has been granted limited leave to

enter or remain under Appendix EU to the Jersey Immigration Rules, Appendix EU to the Immigration (Bailiwick of Guernsey) Rules 2008 or Appendix EU to the Isle of Man Immigration Rules.

- A current immigration status document containing a photograph issued by the Home Office to the holder with a valid endorsement indicating that the named person may stay in the UK, and is allowed to do the type of work in question, together with an official document giving the person's permanent National Insurance number and their name issued by a government agency or a previous employer.

### OR

- A document issued by the Home Office showing that the holder has made an application for leave to enter or remain under Appendix EU to the immigration rules on or before 30 June 2021 together with a Positive Verification Notice from the Home Office Employer Checking Service.
- A Certificate of Application (digital or non-digital) issued by the Home Office showing that the holder has made an application for leave to enter or remain under Appendix EU to the immigration rules (known as the EU Settlement Scheme), on or after 1 July 2021, together with a Positive Verification Notice from the Home Office Employer Checking Service.
- A document issued by the Bailiwick of Jersey, the Bailiwick of Guernsey or the Isle of Man showing that the holder has made an application for leave to enter or remain under Appendix EU (J) to the Jersey Immigration Rules or Appendix EU to the immigration Rules (Bailiwick of Guernsey) Rules 2008, or Appendix EU to the Isle of Man Immigration Rules together with a Positive Verification Notice from the Home Office Employer Checking Service.
- An Application Registration Card issued by the Home Office stating that the holder is permitted to take the employment in question, together with a Positive Verification Notice from the Home Office Employer Checking Service.
- A Positive Verification Notice issued by the Home Office Employer Checking Service to the employer or prospective employer, which indicates that the named person may stay in the UK and is permitted to do the work in question.

For more information of acceptable Right to Work in the UK documents, please visit the GOV website on:

[Employers' right to work checklist - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/employers-right-to-work-checklist)

Please note that from the 6th April 2022, the Home Office have introduced an Online check for employers to carry out Online right to work checks. This check can **only** be used on the following types of documents: -

- **Biometric residence permit**
- **Biometric residence card**
- **Frontier Worker Permit**
- **Settlement Scheme – EU workers following Brexit**

To allow NCG to check your eligibility to work in the UK using the online option and you have one of the document types as detailed above. If you are offered a role with



NCG, you will need to provide a share code which is obtained on the Home Office website as detailed below and your date of birth. Please note that the share code is only valid for 30 days so once obtained, please provide to the NCG Recruitment as soon as possible.

(NH) <https://www.gov.uk/prove-right-to-work>

We will implement and adhere to information retention policies relating to your information and will ensure that your information is securely disposed of at the end of the appropriate retention period.

If you have any queries or require guidance on what documents to provide at interview, please contact the NCG Recruitment team who will be happy to assist.

### **NCG Recruitment**

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