



Recruitment Policy

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RECRUITMENT POLICY

1. Statement of Intent

Aim2Learn Ltd (A2L) is committed to safeguarding and promoting the welfare of all staff, learners, and customers. As an employer, A2L expects all staff, volunteers, and partners to share this commitment.

We take our duty of care seriously and are committed to fair, transparent, and consistent recruitment practices that support safe, high-quality appointments and positive employment standards.

2. Recruitment Principles

We exercise good recruitment practice and apply this equally to temporary, contract, interim, fixed term, zero hours and part-time workers. Wherever possible, we seek to offer stable and secure employment arrangements.

We will ensure that the best candidate for each post is appointed based on objective criteria, and all candidates will be given the opportunity to demonstrate their skills, knowledge and abilities against the required knowledge, skills and responsibilities.

2a. Transparency and Candidate Information

All vacancies will include clear and accurate information, including duties, required skills, working arrangements, and salary or pay range where appropriate.

Candidates will receive timely communication throughout the recruitment process and be informed of outcomes respectfully.

2b. Fair Pay and Terms

We are committed to offering pay and conditions that are fair, transparent, and reflective of the role.

All employees will receive clear written terms and conditions from the start of employment, including working hours, pay, and benefits.

3. Equality, Diversity and Inclusion

We promote equality of opportunity and will not discriminate on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, or sexual orientation.

We offer flexible and inclusive working practices and will make reasonable adjustments throughout the recruitment process.

4. Recruitment Process

(A) Advertising

Role requirements, knowledge, skills and responsibilities will be clearly stated in job advertisements. DBS, references and any additional checks will be stated.

(B) Recruitment Team

A recruitment team will be formed for each vacancy, including the appointing manager and relevant staff, to ensure a safe and effective appointment.

(C) Application Process

All applicants must complete an application form. CVs alone are not accepted.

Applications must include full employment history, explanations for any gaps, and details of two referees (including the current or most recent employer).

(D) Job Description and the required knowledge, skills and responsibilities.

These outline the duties, responsibilities, required skills, and safeguarding expectations of the role.

(E) Shortlisting

Applications will be reviewed against the knowledge, skills and responsibilities and shortlisted objectively.

(F) Interview

Shortlisted candidates will be invited to interview. Interviews will be coordinated by the appointing manager.

5. Vetting and Pre-Employment Checks

Offers of employment are subject to satisfactory checks appropriate to the role.

(A) References

Two professional references must be obtained directly from referees. Any discrepancies will be investigated.

(B) Employment History

Full employment history must be provided, and any gaps must be explained.

(C) DBS Checks

All staff, including directors, are required to hold a Basic DBS as a minimum.

DBS checks should be completed before employment begins. Where this is not possible, a risk assessment will be undertaken.

(D) Qualifications

Candidates must provide evidence of qualifications relevant to the role.

(E) Right to Work and Overseas Checks

All employees must demonstrate their right to work in the UK prior to employment.

Where candidates have lived or worked outside the UK, additional checks may be required, including criminal record checks from relevant countries.

6. Supply Staff

Where agency or supply staff are used, A2L will obtain confirmation that all required vetting checks have been completed. Photographic identification must be provided before access to premises is granted.

7. Ethical Recruitment and Safeguarding

We maintain a zero-tolerance approach to modern slavery and human trafficking. All recruitment partners must demonstrate compliance with ethical recruitment practices.

8. Workforce Development and Progression

We are committed to supporting staff development. Opportunities for training, upskilling, and career progression will be promoted and communicated during recruitment.

9. Secure and Predictable Working

Working arrangements will be clearly communicated at recruitment stage. Changes will be discussed and agreed where possible.

10. Health, Wellbeing and Work-Life Balance

We promote a positive working environment that supports wellbeing and work-life balance, including flexible working where appropriate.

11. Data Protection

All applications will be handled in accordance with the Data Protection Act 2018 and treated confidentially.

12. Monitoring and Review

This policy will be reviewed regularly to ensure compliance with legislation and continuous improvement in fairness, inclusion, and recruitment practices.

