RECRUITMENT & SELECTION POLICY

Objective
The aim of recruitment is to attract potential employees who have the relevant skills, qualifications and experience to make a positive, innovative contribution towards the work of Train'd Up.

Making a choice
Recruitment & selection involves the element of choice. This applies equally to both Train'd Up and applicants. Whilst the Train'd Up is seeking to attract applicants of the right calibre and aptitude, applicants are considering whether Train'd Up and the post for which they are applying will meet their own personal and professional ambitions and aspirations.

The aim is to provide applicants with comprehensive information about the post, the qualifications and experience required, the Company and terms of employment so that they can make an informed choice about whether Train'd Up is the place they want to work. At interview applicants will, where appropriate, be given the opportunity to meet their potential working colleagues and given a tour of the premises (subject to location).

Equality & Diversity
Train'd Up is committed to equal opportunities and the recruitment and selection process is an important part of its efforts to achieve this. The process is comprehensive and rigorous to ensure that all applicants receive fair, equitable and objective treatment. The process aims to ensure that the person who best meets the person specification is appointed without discrimination on the grounds of sex, race, colour, language, religion, political or other opinion, national or social origin, association with a national minority, property, birth or other status. The Managing Director monitors the recruitment process to ensure Train'd Up are compliant in terms of UK Employment Law, and that the Equality Opportunities & Diversity Policy is being followed.

Safeguarding & Prevent
Train'd Up is committed to the safeguarding of children and vulnerable adults and promotes the welfare of all Learners and expects all staff to share this commitment.

The recruitment process is the first stage of instilling a culture of safeguarding and all recruitment materials and media confirm the commitment to safeguarding and the process and procedures have safeguarding controls within them. Applicants are required to undertake appropriate Disclosure checks as well as providing proof of their right to work in the UK.

Responsibility
The recruitment process is managed by the Managing Director with the aim to provide applicants and managers with a confidential and professional service. The recruitment process itself involves a cross-section of Train'd Up staff and those involved need to:-

- maintain professional standards whether recruits are easy or difficult to find
- ensure that equality of opportunity and safeguarding of children and vulnerable adults is an integral part of recruitment practice
- ensure recruitment is seen as a key public relations exercise

- undergo interview training and keep these skills up to date.

Director policy approval

This Policy is reviewed as a minimum on an annual basis and is approved and endorsed by the Board of Directors and Senior Management Team.

Signed on behalf of Company Directors:

Laura Thompson

Name: Laura Thompson
Position: finance Director
Date: 15/10/2025

END.

Train'dUp
Respecting People – Developing Business