

# STAFF RECRUITMENT POLICY

<b>Policy Owner</b>	<b>Quality Assurance and Compliance Department</b>
<b>Approved By</b>	<b>Governing Body</b>
<b>Policy Date</b>	<b>July 2024</b>
<b>Internal Review</b>	<b>2 Years</b>
<b>Version Number</b>	<b>04</b>

**B-TIC**

**BUSINESS AND TECHNOLOGY  
INTERNATIONAL CAMPUS**

*Professionalism Simplified*

# Table of Contents

---

<b>1.Introduction</b>	<b>3</b>
<b>2.Scope</b>	<b>3</b>
<b>3.Audience</b>	<b>3</b>
<b>4.Regulations &amp; Compliance</b>	<b>3</b>
<b>5.Definition</b>	<b>4</b>
<b>6. Policy Statement</b>	<b>4</b>
<b>6.1 General</b>	<b>4</b>
<b>6.2 Pre Interview</b>	<b>5</b>
<b>6.3 Interview</b>	<b>6</b>
<b>6.4 Making an Offer</b>	<b>6</b>
<b>6.5 Responsibilities</b>	<b>7</b>

---

## 1.Introduction

B-TIC is highly responsible to maintain and improve the quality of all the Qualifications that we Design, Deliver, Assess, Quality Assure and Award as per the standard and recommend of the Regulators.

We are fully committed to every compliance of all the agencies who regulate us thus we are highly dedicated in setting Policies with timely revisions to meet the regulatory requirements, assure the standards, guide and support Recognised Centres and the Learners to achieve a world class learning experience.

## 2. Scope

This document is applicable for the following B-TIC products:

Ofqual Regulated Qualifications and Units	<input checked="" type="checkbox"/>
Quality Assurance Agency Regulated	<input type="checkbox"/>
B-TIC Quality Assured and Endorsed Courses	<input checked="" type="checkbox"/>

## 3. Audience

This document is for use by the following:

- a. Potential Candidates

## 4. Regulations and Compliance

As set out in “Ofqual General Conditions of Recognition” requires Awarding Organizations to establish and maintain evidence of their compliance as Conditions for Recognition.

B-TIC builds and improve the Policy consistently to comply with and maintain evidences in cross reference to Regulations.

Policy cross reference to “Ofqual General Conditions of Recognition (OGCR). "Ofqual General Conditions of Recognition” shall fill the gaps in this Policy.

OGCR Reference	Page	Title of the Section
Condition - A1	6	Suitability for Continuing Recognition

Relevant Policies to be used in conjunction with,

1. B-TIC Conflict of Interest Policy
2. B-TIC Compliance Policy
3. B-TIC Data Protection Policy
4. B-TIC Equality and Diversity Policy
5. B-TIC Glossary of Terms

## 5. Definition


<b>Governing Body</b>	The Board of Directors of the Awarding Organisation (Ofqual, 2020).
-----------------------	---

## 6. Policy Statement

### 6.1 General

This Policy covers the recruitment of Officers of B-TIC and all the other employees in special cases.

The Governing Body shall be the hiring authority to the recruitment of all the employees.

All recruitment shall be undertaken through B-TIC career webpage at [www.b-tic.uk](http://www.b-tic.uk). 

The Governing Body is responsible in conjunction with the relevant department to draw up the Job Description and Person Specification of the Vacancies/Positions.

B-TIC shall be an Equal Opportunity employer,

- a. all selection criteria should relate to the job and should not include criteria that may have the effect of indirectly discriminating against certain groups of applicants as per the equality Legislations,
- b. the Governing Body is responsible for nominating the selection panel,
- c. the panel shall be consisted of Academic Staff for all Academic roles.

All adverts are discussed and agreed between the Governing Body before posting. Adverts can be posted at [www.b-tic.uk](http://www.b-tic.uk) career page and other effective social medias platforms.

The Governing body and the panel shall meet for shortlisting as soon as possible after the advertisement for the post has closed.

All applicants shall disclose the following to be suitable for certain positions as the requirement of the compliance of Regulators.

All candidates invited for interview shall produce right to work documentation in the UK on the day of interview.

The Governing Body is responsible for ensuring that a right to work check is carried out by an appropriately trained expert.

## **6.2 Pre-interview**

B-TIC will invite shortlisted candidates to interview physically or virtually.

Selection method is usually interviews and presentation followed by question and answer session.

If any other selection methods are to be used, these will be identified at the outset and specific arrangements will be made by B-TIC to accommodate them.

The Governing Body should ensure that panel meet prior to start of interviews to discuss and agree interview questions based on the requirements stated in the Person Specification and will be responsible for leading the interview process.

## 6.3 Interview

Mutual introduction of Panel and the candidate.

The interview structure and questions should be consistently applied to all candidates and based on the Person Specification.

Follow up questions shall be asked to obtain more detail that are specific to an individual candidate and their initial answers.

The panel is responsible for recording overall Assessment of each candidate noting reasons for selection/rejection in accordance with the selection criteria.

Panel shall not record any comments that they would not wish to be disclosed to the candidate.

Candidate may request to see this information through Data Protection/Freedom of Information.

If the interview decisions and offer form are completed on behalf of the panel, the panel will still be required to approve the interview decisions.

B-TIC shall coordinate communicate to candidates throughout the recruitment process very efficiently.

B-TIC shall inform any unsuccessful candidates of the outcome of the interview.

## 6.4 Making An Offer

The panel shall agree on the salary package contact the successful candidate to make a conditional verbal offer of the post.

Employment cannot start until the successful candidate's eligibility to work in the UK has been established.

All appointments are conditional on the following,

- a. Right to work in the UK has been confirmed;
- b. Receipt of satisfactory references;
- c. Evidence of Qualifications; and,
- d. Clearance from the Disclosure & Barring Service (if applicable).

## **6.5 Responsibilities**

B-TIC is responsible for ensuring confidentiality of information supplied by Applicants and others involved in the recruitment and selection process will be treated with Data protection Policy.

B-TIC shall ensure data of applicant are kept securely and destroyed confidentially after shortlisting/interviewing.

The Governing body will send out the formal conditional offer of employment for the successful candidate and ensure the HR system is updated with the relevant information.

***End of Policy***

**B-TIC has taken all effort to ensure that the Policy and information contained in this version of publication are true and accurate to the best of knowledge when published.**

**Disclaimer: However, Policies, Products and Services of B-TIC are subject to continuous learning and improvement frequently. Thus we reserve the right to improve the Policies, Products and Services accordingly. We cannot accept any responsibility for loss or damage of any nature upon the usage of in this document.**



**Email- [info@b-tic.uk](mailto:info@b-tic.uk)**



**[www.b-tic.uk](http://www.b-tic.uk)**

**B-TIC**

**BUSINESS AND TECHNOLOGY  
INTERNATIONAL CAMPUS**

*Professionalism Simplified*