



AP-014 Recruitment of Trainers policy	Rev No: 0	Issue Date 15/12/2020	Written By: Colette Horgan	Approved By: Chris Mee
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1 Purpose and Scope

Purpose

The purpose of this procedure is to define the methods of selection, onboarding and developing trainers for the delivery of training programmes in CMSE Training.

Scope

The scope of this procedure includes both staff trainers and contractors. The training programmes that the trainers may deliver post onboarding may be accredited courses or non-accredited courses

2 Responsibilities

- The Quality and Training Manager will be responsible for implementing this policy.
- The Training Manager is responsible for identifying development opportunities for all trainers.
- The Human Resources Manager is responsible for developing related Human Resources policies and procedures.

3 Policy

It is the policy of the Chris Mee Group to conduct the recruitment process in a consistent, fair and transparent manner that does not discriminate against any potential candidate. The Human Resources department maintains a robust recruitment process to ensure that the Company recruits trainers with the necessary skills and attributes to meet the needs of the business be they full time, part-time, permanent or temporary.

It is the policy of the Chris Mee Group to utilise trainers with the correct mix of practical experience in addition to training experience in the relevant sector, mapping descriptor requirements with trainer experience and qualifications. We always carry out an interview and at least two reference checks prior to engagement. There is a training standard in place which all trainers are expected to adhere to. All trainers are required to complete a company induction training program where the training standard, codes of conduct, quality expectations and company policies are explained. Trainers are also required to provide up to date certification and maintain same while engaged with the Chris Mee Group.

Our quality co-ordinator carries out random inspections of training delivery using a comprehensive checklist on the tutor observation form. This helps to ensure the quality of training delivered, pedagogical techniques and the learner experience are to the highest standard.

The Chris Mee Group gets regular feedback from each tutor on a tutor feedback form after each course. These forms can help in identifying opportunities for tutor development and continuous improvement. Feedback is also invited from learners, tutors and clients to facilitate this process.

At all times, we seek to ensure fair and equal opportunities for all.



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4 Appendices N/A

5 Related Documents

AP 046 Staff Development
AP 004 Educational assistance policy
AP 034 Equality & Diversity Policy

5 Revision History

Rev	Date	Reason for Change	Author	Approver
0	15/12/2020	Initial Release	Colette Horgan	Chris Mee