



# COURSE OUTLINE

**COURSE TITLE: Recruitment and Selection**  
**COURSE LEVEL: 5**

**DURATION: One day**

## Introduction

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A course to cover the issues around recruiting staff for children's services

## Benefits of Attending

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The day will cover the full range of recruitment and selection topics and will give those involved in this activity a good general grounding in all the areas that need to be thought about. The course does not cover employment law in detail and anyone engaging in recruitment of staff should seek professional HR or legal advice to any specific employment law questions. This course will allow all learners to have a chance to discuss and ask questions around any other areas that might need clarification.

## Programme Highlights

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A look at legislation and good practice in recruitment and a chance to discuss issues of equality and diversity  
An opportunity to think about how we select workers  
Time spent looking at the specific requirements of recruiting to children's services including a look at Ofsted expectations and safeguarding considerations  
A look at ongoing induction, training and supervision requirements and practices

## Who Should Attend

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Anyone involved in the management of Children's services

## Special Notes

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## Recruitment and selection

Learning outcomes

- 
- To give learners a comprehensive understanding of the requirements of recruitment and selection in children's services
  - To give learners an opportunity to discuss relevant issues around recruiting workers to children's services

Introductions. (15 mins)

### Session 1. (1 hour) Recruitment

- Employment law
- Equality and diversity
- Preparing to recruit. Job descriptions. Person specifications.
- Application forms. Advertising

Coffee. (15 mins)

### Session 1. (1 hour) Selection

- Preparing for interviews. Shortlisting. Questions
- Interview skills
- Scoring. Decision making.
- Selection outside of formal interviews.
- Feedback

Lunch (1 hour)

### Session 3. (1 hour) Requirements for children's services

- Recruiting safely
- Ofsted
- Safeguarding update. Whistle blowing.
- DBS and vetting and barring

Coffee (15 mins)

### Session 4. (1 hour) Employment

- Employment contracts
- Induction.
- Training. Supervision. Qualifications
- Probationary period. Good practice

Any Questions (15 mins)

Close