



POLICY NAME	Qualifications Interviews
DATE	March 2020
VERSION	2

Highgrade has a duty to hire appropriately qualified staff, with differing levels of qualifications and skill sets needed across different sections of work. Highgrade require candidates to bring their original copies of qualifications and where applicable these should be confirmed through the Education Workforce Council.

In cases where the teaching qualifications are from overseas, they will be required to confirm with the Education Workforce Council on whether they have Qualified Teaching Status (QTS) in Wales.

Where needed the agency will refer to NARIC the foreign qualification transfers. (See Overseas Workers Policy).

At Highgrade, supporting our staff and providing Continuous Professional Development is paramount. As standard, our staff are enrolled on to our in-house safeguarding training. They then receive a Level 1 certificate once completed.

Regulation 22

*This regulations requires that where a work seeker (temporary, contract or permanent) who is going to work with vulnerable people, **you must obtain copies of those qualifications or authorisations and offer to provide them to the client.** You must also take all reasonably practicable steps to confirm that the work-seeker is suitable for the position. Additionally it may be against the law, in certain circumstances, to supply/introduce a worker who is not registered with an appropriate body.*

Copies of your qualifications will be provided to the end hirer when requested.

Interviews

Regulation 19

Regulation 19 of the Conduct Regulations states that you may not introduce or supply a temporary worker or contractor (or a permanent candidate who will be working with vulnerable people) unless you have obtained confirmation that the work-seeker has the experience, training, qualifications and any authorisations which the hirer considers are necessary or which are required by law or by any professional body.

Face to face interviews are imperative in the Highgrade registration process. All of our staff are given intensive training on how to carry out personal face-to-face interviews whilst documenting information with the candidate.

Highgrade use structured questionnaires to probe our potential candidates to get to know them. This allows us to gauge suitability, identify any gaps in employment, gather evidence of qualifications, referees and relevant identification checks. This also gives Highgrade the opportunity to further understand their past experiences and career choices.

Whilst conducting an interview, Highgrade consultants are required to ask specific questions regarding the candidate's experience, teaching goals, teaching practice and their strengths and weaknesses.

Interview notes are taken during the interview as a standard procedure and included in the potential employee's file.