



Guidance Notes for **Applicants**

College Values

- **Open and transparent**
- **Positive and solution orientated**
- **Committed to support and challenge**
- **Active about equality and diversity**
- **Responsible and owning**
- **Continuously reviewing and improving service**

GUIDANCE NOTES FOR APPLICANTS

These notes are intended to guide you when making an application for a post at Calderdale College. You are advised to read these guidance notes carefully prior to completing the form. As you complete the application form and supporting

and experience match the criteria outlined should be concise; try to keep to no more than two sides of A4. It is not advisable to submit your CV in replacement of a written statement as you may not cover all the criteria required for the post.

Acknowledgement of Receipt

In the interest of economy, the College does not acknowledge receipt of applications. However, if you require a receipt, please send a stamped addressed envelope with your completed application form. You can also ring the Personnel Unit on 01422 399311 to check we have received your application.

If you have not heard from us within 4 weeks of the closing date you should presume your application has been unsuccessful on this occasion.

Completing the Application Form

Written applications must be completed legibly in black ink. It is College Policy that all candidates complete the College application form, as information supplied in the same format makes selection far easier. Therefore, we will not accept Curriculum Vitae (CV) in place of the College application form. Application forms may be typed or handwritten. please read the job description & person key accountabilities required of the post holder. You will need to demonstrate that you meet the requirements of the job least have the potential to do so) in order to it will be necessary for you to produce

Arrangements for Interview

Shortlisting is usually completed within a week of the closing date for applications. When the shortlist has been agreed, invitations for interview are sent to the selected candidates. The interview will usually be held within four weeks of the closing date.

Supporting Statement/Letter of Application

The supporting statement or letter is regarded as a very important part of your application. You should make statements

If you have a disability and require special adaptations or assistance, please contact the Personnel Unit, who will take appropriate measures to accommodate these needs.



The Interview

Shortlisted candidates are interviewed by a selection panel (usually of 3 people). As part of the interview process, you may be required to prepare a presentation, undertake an IT test, data input or practical test dependant upon the role you've applied for. Full details will be included in the interview letter.

Selection for Appointment

The successful candidate will be contacted as soon as possible, usually within 48 hours of receiving the offer. You will be asked to confirm their intention to accept or decline the post within 48 hours of receiving the offer. Offers of employment are subject to obtaining satisfactory references, health questionnaire, Criminal Records Disclosure Check and appropriate background checks.

References

Suitable referees are people who have had direct recent experience of your work and who are in responsible positions. Should you have had a recent break in your work history you may wish to nominate someone who has known you for a long time or perhaps been connected with any voluntary work you may have undertaken and is, therefore, in a position to comment on your suitability for the post you are applying for. For certain roles the College may wish to contact referees following shortlisting for interview; if you do not wish your referees to be contacted at this stage this should be clearly indicated on your application form.

Criminal Convictions

The information you give will be treated in accordance with the exemption where the exemption applies. The College is also entitled, under arrangements introduced for the protection of children and vulnerable adults, to check with the Criminal Records Bureau for the existence and content of any criminal record of the successful applicant and offers of appointment are subject to the receipt of a satisfactory Criminal Records Disclosure check. Information received from the CRB will be used to determine if you have a criminal record will not exclude you from appointment unless the selection panel considers that the conviction renders you unsuitable for appointment. In making this decision, the panel will consider the nature of the offence, how long ago and what age you were when it was committed and any other factors which may be relevant, including appropriate consideration in relation to the College's published Equal Opportunities Policy. **Failure to declare a conviction may, however, disqualify you from appointment, or result in summary dismissal if the discrepancy comes to light.**

The Disclosure process in the College is carried out in accordance with the CRB Code of Practice, a copy of which can be provided if required.

Medical

The successful candidate will be required to complete a health questionnaire and possibly undergo a medical examination (dependant on medical history) prior to a formal offer of appointment being made.

Expenses at Interview

The College will reimburse expenses incurred by candidates travelling from a distance. Candidates should request an interview expenses form from the Personnel Unit on the day of the interview, if required. Car mileage cannot be claimed and all expenses will be reimbursed at Public Transport rates. All receipts must be attached.

The completed application form and letter of application should be sent to:

**Personnel Unit
Calderdale College
Francis Street
Halifax
HX1 3UZ**

Calderdale College The Background

Calderdale College is the largest provider of Further Education (post 16) courses and work-based learning (Apprenticeships) in Calderdale.

The College serves a population, which includes approximately 195,000 within the Calderdale Metropolitan Borough boundaries. There is no other Further Education College or Higher Education Institution within the borough, although the College has collaborative arrangements with Universities and other Colleges.

It is one of the major employers in Halifax, employing over 600 staff in academic positions and other posts, which support Curriculum delivery.

Course Provision

The College provides a wide range of full and part-time vocational education and training, a variety of GCSE and GCE Advanced Level courses, a range of short courses for industry and commerce, HNC, Degrees and a number of franchised degree courses and participation in European Funded Initiatives within the Calderdale area.

Student numbers have grown considerably in recent years. The number of full-time and part-time students has reached approximately 6,061 which total more than 2,700 full-time equivalent students.

Management Structure

College staff are based in Faculties and Units. Faculties provide all the education and training and the Units operate on a cross college basis supporting the work of the Faculties. Faculties are currently organised into the following areas:

Faculties:

Health, Care & Education
Art, Design & Construction
Cross College Curriculum

Units:

Bright Start Nursery
Calderdale Catering
Calderdale Training & Workforce Development
College Information & Exams
Estates & Facilities
Executive Support
Finance
Funded Projects
Information & Learning Technology
International Students' Centre
Marketing, Admissions & Reception



North Halifax Skills Centre
Personnel & Payroll
Student Services
Technical Services
Central Data

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It is now a legal requirement that all teachers in FE have or work towards ATLS/QTLS. Ú ~æ|ã, &æcã [] •Á { ~ •cÁ à^Á ^çãá^ } &^áá á }Á |ã }^Á with government guidelines as outlined in the 2007 Regulations - FE reform. You will be required to evidence CPD along with your IFL membership number.

Investors in People

The College has been accredited with the Investors in People (IIP) Standard. Investor in People (IIP) is a national standard awarded to organisations that invest time and money in training and development c [Ác@^Á à^ } ^, cÁ [-Á à [c@Ác@^Á [! *æ] á •æcã [] Áæ } áá individual employees.

Investors in Diversity

The College is working towards Investors in Diversity to support and enable organisations to adopt, develop and benchmark behaviours and practices, which promote inclusion, equality, diversity and achievement.

Positive About Disabled People

The disability symbol which appears in the College's staff recruitment advertisements is a symbol awarded to those employers committed to good practice in the employment of people with disabilities. All applicants with a disability who meet the essential criteria for this post (as outlined in c@^Á] ^! • [] } ^|Á •] ^&á, &æcã [] DÁ, á|Á à^Á á } çãc^áá for interview at which consideration will be given to their application on the basis of their abilities.

Equal Opportunities

The College has an established Equal Opportunities Policy. In order to successfully implement this, it has adopted an integrated model of equal opportunities development, thus ensuring that an equal opportunities perspective was incorporated into all of its activities. To ensure that all areas of Campus life are actively involved with this commitment to Equal Opportunities, the Equal Opportunities Plan is continually updated, in consultation with the Equal Opportunities Committee, æ } áá •] ^&á, ^ •Ác@^Á [] ^!æcã [] æ|Á [à^Á&cãç^ •Á- [!Á implementing equal opportunities across all of its activities.

Facilities Available to Staff

Fitness Suite – including an aerobics room (with changing and shower rooms) } ^çcÁá [[!Á, ác@Áá [çá } *Á ~ ~ á } { ^ } cÉÁÚ ~æ|ã, ^áá instructors are on hand to provide you with æ } Á á } ááçãá ~æ|Á, c } ^ •Á] ! [*æ { { ^Á [!Á ~ [~ Á can train on your own after you have had a full induction from our staff.

Car Parking

There is limited car parking for Staff, which is located on Francis Street. The car park á •Á & [ç^! ^áá à ^ Á ÔÔVXÁ æ } áá ' [[á|á * @cá } * Á æcã night.

The Hairdressing and Beauty & Holistic Therapy Division

The Hairdressing, Beauty and Holistic Therapies salons offer an extensive range of services at a nominal price, in a relaxed modern environment. Treatments are available to staff at a discounted rate.



Refectory & Bistro Services

We provide a subsidised catering service in the refectory or in the new bistro. Open Monday to Friday in the Refectory from 8.30am to 6pm and the Bistro Monday to Friday 11am to 1.30pm.

Staff News

Staff News is published weekly and distributed to all members of staff via email. It provides you with a regular update of what's going on in and around College plus vacancies within the College.

Corporate Life Assurance Policy

The College has purchased a Life Assurance Policy that provides additional death in service cover for all staff except Part-Time Hourly Paid Staff. The cover provides life assurance to the value of 4 times the annual pensionable salary. The Pension scheme operated by the College already provides lump sum payments and this will be deducted from the Life Assurance payment to provide in all cases a payment equivalent to 4 years salary.

Contributory Pension Schemes

The College operates membership of two pension schemes, the West Yorkshire Pension Scheme and the Teachers Pension Scheme. If you are eligible to join the Pension Schemes then you will automatically be included into the appropriate scheme unless you inform us otherwise.

Sovereign Health Care

The Sovereign Health Care Plan is an optional scheme, which allows individual members of staff to claim partial costs associated with Health Care expenses. To join this scheme, staff are required to

pay a monthly amount which is payable by deduction through the Payroll system or by Direct Debit, dependant upon your contract type.

Staff Development

Opportunities are provided to all staff throughout the year. In addition staff can attend College courses not relevant to their job role at discounted rates.

Smoking Policy

Smoking is not permitted in any College buildings. The successful applicant will be required to comply with this policy.

Child Care – Where Learning is Fun

Bright Start Nursery provides excellent purpose-built facilities for children aged 0 – 5. This facility is available to staff at reduced charges.

Childcare Voucher Scheme – Busy Bees

Busy Bees is the largest provider of childcare in the UK, with more than 134 nurseries. The Childcare Voucher scheme enables working parents to save up to £1,196 a year on the cost of their childcare.

If you pay for registered or approved childcare for children up to the age of 16, you could be saving a substantial amount of money on your fees by requesting Busy Bees Childcare Vouchers which is provided by the college.



Disclosure Information

What is a Disclosure?

The Criminal Records Bureau (CRB), is a government agency which provides wider access to criminal record information through its Disclosure service. This service enables organisations in the public, private and voluntary sectors to make safer recruitment decisions by identifying candidates who may be unsuitable for certain work, especially that involve children or vulnerable adults. The CRB was established under Part V of the Police Act 1997 and was launched in March 2002.

Disclosures provide details of a person's criminal record including convictions, cautions, reprimands and warning held on the Police National Computer (PNC). If the position involves working with children, Disclosures will also contain details from lists held by the Department of Health (DH) and the Department for Education and Skills (DfES) for this type of work. There are 3 levels of Disclosure:

- Enhanced
- Standard
- Basic

Calderdale College would usually undertake an Enhanced Disclosure.

Can I refuse to apply for a Disclosure?

Yes, however, there are some posts for which a Disclosure is required by law. If you refuse to apply for a Disclosure in this instance, we are within our rights not to take your application further.

What if I already have a Disclosure?

This depends when you had this Disclosure issued. They are only relevant on the date of issue and we would prefer to undertake an additional check.

How much does a Disclosure cost?

The College are happy to pay for the Disclosure application, which currently stands at £36.00.

How do I apply for a Disclosure?

You will be provided with an application form, which is included with your offer of employment letter via the Personnel Unit. You will be asked to complete this and provide information that relates to you. Once you have completed the form you need to bring it back personally along with your passport size photograph, to the Personnel staff to be able to verify your identity.

What information do I need to give?

You will need to provide your personal details along with a full 5-year address history. This enables you to complete it accurately and saves administration time and costs. You will need to provide your personal details along with a full 5-year address history.

Who will receive my Disclosure?

You will receive your Disclosure in the post direct from the CRB. A copy of this will also be sent to the Personnel Unit.



When will I receive my Disclosure?

You should receive your Disclosure within 4-6 weeks of the application being sent to the CRB. There is a dedicated phone line to disputes.

What if I have a criminal record?

The disclosure of a criminal record will not exclude you from appointment unless the selection panel considers that the conviction renders you unsuitable for appointment. In making this decision, the panel will consider the nature of the offence, how long ago and what age you were when it was committed and any other factors which may be relevant, including appropriate consideration in relation to the College's published Equal Opportunities Policy. Failure to declare a conviction may, however, disqualify you from appointment, or result in summary dismissal if the discrepancy comes to light.

Can I challenge my Disclosure if it is incorrect?

If you think that any information contained on your Disclosure is incorrect, please contact the Disclosure dispute line on 0870 90 90 778 immediately and ask about the dispute procedures.

For how long is a Disclosure valid?

Each Disclosure shows the date of when it was issued, therefore the older the Disclosure the less reliable it is. However, there is no expiry date.

Further Information

If you would like further information about the Disclosure or the CRB, please contact:

Disclosure Application Line

0870 90 90 844

CRB Information Line

0870 90 90 811

CRB website

www.crb.gov.uk

Policy Statement on Disclosures and the Recruitment of Ex-Offenders

- A Disclosure is a document containing information held by the police and government departments, which gives details of a person's criminal record including convictions, cautions, reprimands, and information. The Criminal Records Bureau (CRB) provides Disclosures and disclosure information and is an executive agency of the Home Office. Calderdale College makes use of the CRB Disclosure service as part of the recruitment process to ensure that applicants do not have a history that would make them unsuitable for the post for which they are applying. This Disclosure service may also be used to check existing members of staff, where relevant and appropriate.

- As an organisation using the Criminal Records Bureau's (CRB) Disclosure service to assess applicants' suitability for positions of trust, Calderdale College complies fully with the CRB Code of Practice and undertakes to treat all applicants for positions fairly. The College



undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of conviction or other information revealed.

- The College is committed to promoting equality, diversity and an inclusive and supportive environment for students, staff and others. The College seeks to ensure that people are treated equitably regardless of their gender, race, colour, ethnic or national origins, age, disability, socio-economic background, religious or political family responsibilities, sexual orientation or other inappropriate distinction.

- We actively promote equality of opportunity for all with an appropriate mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records. We select all candidates for interview based on their experience, indicated on their application form or curriculum vitae.

- In the recruitment process Calderdale College encourages all applicants to provide details of their criminal record at an early stage in the application process. This information should be returned under person within the College to guarantee that the information is only made available to those persons who need to see it as part of the recruitment process.

- We ensure that all those at Calderdale College who are involved in the recruitment process have been suitably briefed to identify and assess the relevance and circumstances of offences. We also ensure that they have received appropriate

to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.

- At interview, or in a separate discussion, we will ensure that an open and appropriate discussion takes place on the subject of any offences or other matters that may be relevant to the position. **Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.**

- The College makes every subject of a CRB Disclosure aware of the existence of the CRB Code of Practice and will make a copy available on request.

- The College undertakes to discuss any matter revealed in a Disclosure with the person seeking the position, and if appropriate will seek guidance from the CRB, before withdrawing a conditional offer of employment.

- The College will cover the full cost of a Disclosure Application.

- ***Having a criminal record will not necessarily bar a person from working for Calderdale College.*** This will depend on the nature of the position and the circumstances and background of the offence(s). As previously stated, Calderdale College actively promotes equality of opportunity for all with the right mix of talent, skills and potential and welcomes applications from a wide range of candidates, including those with criminal records.



Summary of Terms and Conditions of Employment

1. General Terms and Conditions of Employment

Terms and Conditions of employment are set within parameters established by the recommendations made by the Association of Colleges (AoC) who consult nationally with the trade unions listed below. For the purposes of collective bargaining the College recognises four independent trade unions i.e.

- The Association of College Managers (ACM)
- The Association of Teachers and Lecturers (ATL)
- The University & College Union (UCU)
- UNISON

2. Salary

The successful applicant will normally be appointed to the grade minimum. Progression through the grade is subject to satisfactory performance, which is assessed annually by the postholder's line manager.

Staff are paid on the 26th day of the month by bank credit transfer; however where this day falls on a weekend or Bank Holiday the salary is paid on the nearest working day.

3. Working Hours

Full-time employees are expected to work such hours as are necessary for the proper performance of their duties and

responsibilities, with a minimum of 37 hours per week. Lecturers are required to work a minimum of 35 hours per week. Your working hours may vary depending upon your contract; this will be detailed in your contract of employment.

4. Annual Leave

Holiday entitlements are detailed in your contract of employment. The College acknowledges eight public holidays as detailed below: -

Public Holidays

New Years Day, Good Friday, Easter Monday, May Day, Spring Bank Monday, August Bank Holiday Monday, Christmas Day, Boxing Day

Annual leave varies dependent upon the nature of the contract of employment and is indicated within the job description.

5. Pension

The College operates membership of the two pension schemes, the West Yorkshire Pension Scheme and the Teachers Pension Scheme. If you are eligible to join the Pension Schemes then you will automatically be included into the appropriate scheme unless you inform us otherwise.

6. Probationary Period

All new staff appointed to the College will be subject to a one-year Probationary Period. These are scheduled at 3, 6, 9 and 12 months from the commencement of your employment.

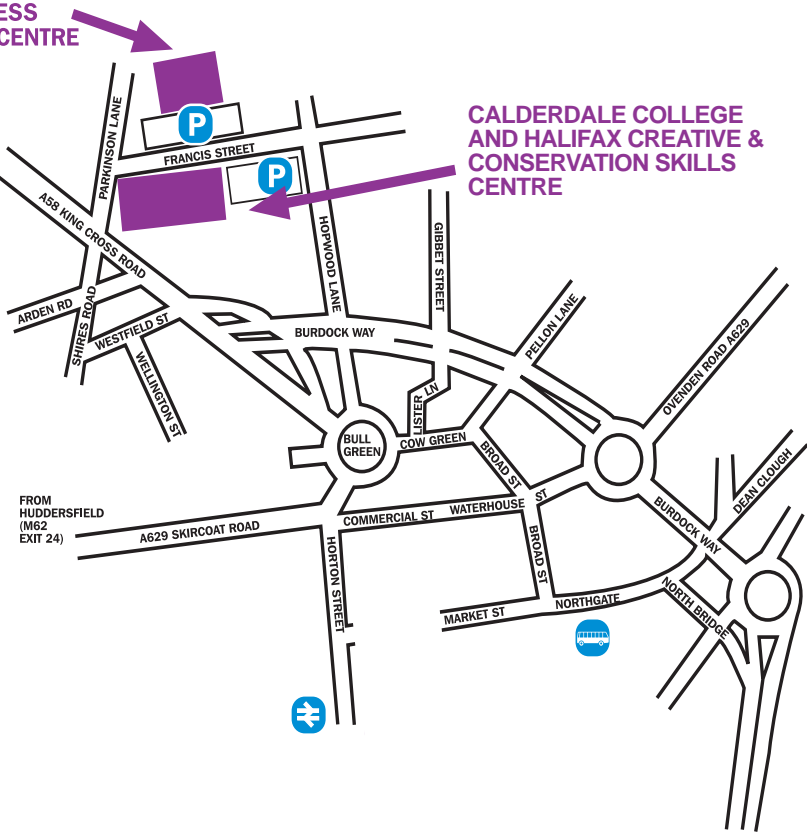


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**PRINCESS
MARY CENTRE**

**CALDERDALE COLLEGE
AND HALIFAX CREATIVE &
CONSERVATION SKILLS
CENTRE**

FROM BURNLEY,
ROCHDALE,
HEBDEN BRIDGE,
TODMORDEN
AND THE M62
(EXIT 22)



FROM
HUDDERSFIELD
(M62
EXIT 24)

FROM BRADFORD
AND LEEDS



