Staff And Associate Recruitment And Induction Policy

1. Introduction

As part of the commitment to offer high quality robust training and qualifications, all Tutors and Assessors recruitment to work with Jill Webb Training (JWT) are recruited and inducted in line with this Policy. Tutors and Assessors working for JWT are known as Associates.

2. Recruitment

In recruiting any staff and Associates, the Equality and Diversity and Information Management Policies are followed closely. As many training courses either involve safeguarding and/or working with vulnerable groups, the principles of safer recruitment are followed.

3. Onboarding

Once it has been agreed that a staff member or Associate will work with JWT a checklist of paperwork will be required:

Evidence of insurance
Evidence of relevant qualifications in line with Quality Assurance Policy (see Appendix D)
Evidence of a DBS check
References if asked for
Evidence of CPD
Email confirmation that all JWT policies have been read

4. Safer Recruitment

For roles which are in direct contact with clients, Associates are required to undergo a 'light touch' Safer Recruitment process. Full details of this can be found in the reference Jill Webb Training Safeguarding Policy.

Once the paperwork has been reviewed, the Associate Services Agreement will be issued. A sample can be found at Appendix A.

5. Induction

The purpose of induction is to ensure that everyone is clear about roles and responsibilities and expectations. Induction will cover the topics shown in Appendix B. This programme enables a bespoke induction to be planned for each individual. The induction may include opportunities to observe courses and work alongside other Tutors or Assessors to gain experience.

This Policy will be reviewed every three years or earlier if a change in legislation, working practices or feedback from clients or partners necessitates.

This Policy was reviewed and updated in August 2025.

Appendix A
Jill Webb Training Associate Services Agreement

This agreement is made on xxxxxxxxxx between Jill Webb, sole trader, operating as Jill Webb Training (JWT) and xxxxxxxxx (Associate).

JWT has from time to time, a need for expert help and assistance in the provision of service(s) related to training. This might be to undertake training sessions or to support in other role(s) around business functions for example marketing or accounts.

This Agreement governs the terms on which the associate may, from time to time, undertake assignments to perform those services as agreed with JWT.

It is hereby agreed that:

1. The Associate will:
   - 1.1 work such hours as agreed with JWT
   - 1.2 perform the agreed services using reasonable care, skill and attention and to any agreed timetables
   - 1.3 comply with all reasonable requests by JWT to abide by procedural and quality standards provided that the associate shall retain a discretion to determine the method of working within these parameters
   - 1.4 provide updates as requested
   - 1.5 Inform JWT of any legal or other impediment preventing the associate from providing the agreed work

2. If the Associate is, or becomes, unable for any reason to perform the agreed services, they will inform JWT immediately. The Associate may appoint a suitably qualified substitute for the individual worker paid for by the Associate provided that JWT is satisfied that the proposed replacement possesses the necessary skills and expertise to carry out the specified services and complies with any client selection requirements

3. The relationship of the Associate to JWT shall be that of contractors working at arm's length. Nothing in this Agreement shall create any joint venture or partnership between the parties hereto. At no time shall the Associate hold the position of being an agent, officer or employee of JWT

4. The associate warrants that they are an independent Associate under a contract for services and is not an employee of JWT

5. The Associate is responsible for maintaining their own business records, statutory reporting, taxation, National Insurance, overseas taxation, accident and, where appropriate, liability insurance (including employer's liability insurance), payment of any remuneration, benefits or expenses to any substitute Associate

6. The Associate and is free to provide services to, or accept employment with, any other person, firm, company or other organisation

7. The Associate shall be liable for any reasonably foreseeable loss, damage or injury to any party resulting from the negligent acts or omissions of its officers, employees or representatives during the project

Policies
Anyone working on behalf of JWT should familiarise themselves with all Jill Webb Training policies – as listed and found at www.jillwebbtraining.co.uk. Of particular note is the Confidentiality Agreement and Information Management and Privacy Policy.

Payment
Payment for work shall be as agreed on a case by case basis for specific pieces of work. Payment terms are agreed on a case by case basis.

Notice Period
This agreement will be in place until the specified work has been completed. If either party is unable to complete the work for whatever reason, they agree to provide as much notice as possible.

Specifics to this Agreement

Signatures

I agree with the requirements set out in this document

Signed:

Name: Jill Webb

Date:

For and on behalf of Jill Webb Training

Signed: _____

Name: _____

Date: _____

For and on behalf of _____ Associate

Appendix B
Jill Webb Training Associate Induction

Context
Jill Webb Training (JWT) works with a small group of Associate Trainers and Consultants to be able to meet the needs of clients. This may be individuals with specific skills which complement those already offered, or those available enabling us to offer clients a greater choice of date for training.
We really value you coming to be part of this team and hope this short induction document will support your working with us.

What We Ask Of You
Our relationship with is more fully explained in the JWT Associate Agreement and we ask you to spend some time reading this and letting us know of any queries.

What We Offer You
We offer you the reassurance of working within a clear framework of policies and procedures. You are asked to read these (they can be found at jillwebbtraining.co.uk) and let us know of any queries.
We also ensure that we share feedback with you

A Quality Service
We hope that we do so that you can be part of delivering a high-quality service on behalf of JWT. We do encourage you to keep your own professional development up to date. We will pass on any professional development opportunities we become aware of. Keep a record of your CPD.

Most of all we want you to enjoy working on behalf of JWT, so if at any time you have any concerns, please do have a chat and we can hopefully resolve these.

Induction Checklist

Has all paperwork been provided? Any notes	
Have the policies been read? Any queries and clarification	
Plan for CPD going forward – any support needed?	
Specific courses to deliver - Content - Relevant paperwork - Induction into ITC/CPDUK procedures	
Opportunities to shadow other tutors and assessors	
Any other issues discussed	