

COMPETENCY POLICY STATEMENT

As an Employment Business our companies aim is the Supply of Suitably Qualified and Experienced personnel and correct candidate matching is essential to deliver a first class service. Assessment of competency commences from the beginning of the recruitment process and is maintained throughout the working life of each temporary worker.

The purpose of this procedure is to ensure that all temporary workers meet our tailored competency guidelines and to ensure the fair and consistent assessment of candidates to achieve and maintain the level of work performance expected of them by our client.

“Competency” refers to a temporary workers ability to carry out the duties of their post to the required standard. The standard will be appropriate to the level of the job and the skills and experience it is fair to expect of a temporary worker in that position.

Qualifications:

These must be relevant to the work scope to be undertaken and available on registration, copies are required for our records.

Acceptable qualifications include NVQ level 3, ACE, apprenticeship details/indentures, trade qualifications, skills testing etc.

Note: *The above list of qualifications is not a definitive requirement but temporary workers must be able to demonstrate that qualifications held are relevant to the work to be undertaken and where as an employer we are uncertain, clarification must be sought.*

In addition to the above temporary workers must hold a valid CCNSG site safety passport or acceptable equivalent to ensure their general health & Safety awareness within the construction industry.

Where possible certification provided is verified with the governing bodies and on registration temporary workers permission for this process is requested.

Experience:

In addition to the above qualification/s all temporary workers are required to provide evidence of suitable and relevant experience to the work to be undertaken.

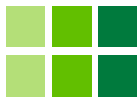
Full listed work history on candidates curriculum vitae must be provided with job specific descriptions, to allow matching of job description to candidate.

Onsite work assessments or previous employer references can be taken into account but as evidence of experience these must include a brief Job overview, and where provided by temporary workers these must be verified as true copies.

Temporary workers are required on registration to authorise UK Engineering Recruitment Ltd to obtain work references from employers where similar work history has been conducted.

Other:

During registration temporary workers are advised, If required to work by our client in any unusual / adverse working conditions they must notify us at their earliest convenience, in order to identify any possible additional training needs/requirements.



Where health & Safety conditions of work change and may compromise our confidence in our temporary workers ability to carry out their duties an increase in supervision or a training request may be applied for on a temporary workers behalf.

On success of all criteria being met by a candidate and being introduced and approved by our client all temporary workers paperwork including Qualifications, CV, References, verifications etc are filed electronically on our computer system to create a temporary workers SQEP's file.

(Ensuring at all times data protection is not compromised)

Our competence assessment system is supported by company in-house processes managed in line with ISO9001:2008 and therefore audited by the company's in-house auditor to ensure the correct criteria is held for each temporary workers and consistency throughout the company.

This policy is for guidance only.