

Policy 4: Staff Recruitment, Management and Development

MIDAS Group is an equal opportunities employer. The staff, recruitment and selection policy will provide equal access to employment for all and to ensure that the best person in terms of knowledge, skills, experience, and aptitude, which will be planned for each role that arises. MIDAS Group's recruitment procedures will adhere to all legislation and will adopt best practice in order to attract, select, appoint and facilitate the development of all staff, tutors and contractors in a fair, equal and merit-based process.

The recruitment process will incorporate the development of an appropriate job description and job specification for each post. This process will form the basis of an employment contract and reflect the skills, qualities, experience, and attributes required for the post. As roles, duties and responsibilities change over time, where a job description and specification are already in existence: they will be checked and updated to ensure they clearly reflect the current requirements of the job.

MIDAS Group is committed to the support and promotion of internal people development and training. Appropriate and ongoing training will be provided in accordance with training needs and subject to availability of finance. The overall emphasis on training is to facilitate the personal development of staff, to guide and motivate them in order for them to ensure that they are always up to date with any changes in their subject area and with new and upcoming technologies and methodologies to support the Training and Development Sector.