



ICHAS

Section 6 - Staff Recruitment, Management and Development

Subject:	Policy on Staff Recruitment, Management & Development		
Applicable Standard	QQI	Core	Staff Recruitment, Management and Development
Date Approved by Board of Directors:			February 2021
Policy Version	1/2021	Date due for Revision	February 2024

CONTEXT

The Sector Specific Guidelines from QQI require that “the provider’s quality assurance procedures for the recruitment, management and development of staff will be developed in the context of all the education and training activities and related services provided by the provider. This includes those education and training activities leading to awards of awarding bodies other than QQI, such as professional bodies and local provider provision, so that the overall commitments of staff are taken into account by the provider should the college engage with other awarding bodies other than QQI in the future”.

POLICY STATEMENT

ICHAS is committed to ensuring that its approach to the recruitment and selection of staff will lead to the employment of suitably qualified and skilled individuals.

It is the policy of the College that all applicants for employment are afforded equality of opportunity where possible. ICHAS will not discriminate in relation to any aspect of recruitment or employment and is cognisant that its policies and procedures should guard against any form of ethnic, gender, age and minority bias. There should be no ambiguity in a job specification in relation to position title, experience required, location of the position, objectives of the position. Job specifications should include a summary of the work activities and the nature of the contract being recruited to.

In terms of retention and its commitment to ongoing staff support, the College will engage in an open and constructive process of providing feedback to staff and engage in formal appraisal processes with a view to ensuring ongoing training and professional development. The College will support appropriate identified staff development needs.

In relation to academic appointments, while the Board of Management will make the practical arrangements for recruitment, Academic Council has oversight in the recruitment and selection process. Minimum requirements for academic posts are

normally identified as part of the validation process and documented within the application made to QQI. In the case of non-academic appointments, the Board of Management will set the job and person specifications required for appointment relevant to the intended objectives of the role.

SCOPE

Applies To	Staff	Students	Both	
	✓			
Responsible for Implementation	Vice President (Corporate Affairs), Vice President (Academic Affairs)			
Responsible for Monitoring & Review	Vice President (Corporate Affairs)	Vice President (Academic Affairs)	Registrar	Quality Assurance & Enhancement Officer
				✓

RELEVANT GUIDELINES/ POLICIES INFORMING THIS POLICY

- Quality and Qualifications Ireland (2016) Statutory Quality Assurance Guidelines Developed by QQI for use by all Providers
- European Association for Quality Assurance in Higher Education (ENQA) et al (2015) Standards and Guidelines for Quality Assurance in the European Higher Education Area (ESG).
- Quality and Qualifications Ireland (2016) Sector Specific Statutory Quality Assurance Guidelines Developed by QQI For Independent/Private Providers Coming To QQI On A Voluntary Basis
- Quality and Qualifications Ireland (2016) Policies & Criteria for the Validation of programmes of Education.
- Quality and Qualifications Ireland (2018) Statutory Quality Assurance Guidelines for Providers of Blended Learning Programmes

Linked Policies and Procedures

Linked Policies	Policy on Staff Induction Policy on Staff Communication Policy on Staff Development Policy on Staff Performance & Appraisal Policy on supporting staff engagement with Blended Learning
Linked Procedures	Procedures associated with Staff Recruitment, Management & Development Procedures associated with Staff Induction Procedures associated with Staff Communication Procedures associated with Staff Development Procedures associated with Staff Performance & Appraisal

	Procedures associated with supporting staff engagement with Blended Learning
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