

Working to support you

Workforce Planning and Development

Code:

**Title: Introduction to Safer Recruitment and Selection
Module 1**

Description: This session aims to explain recruitment and selection procedures which should be used for all posts. It includes current legislation and policies you need to be aware of during the process.

Audience: Practitioners who work in Early Years and involved in recruitment & selection processes

Any delegate wishing to complete the Accredited Safer Recruitment Course, must first attend this session

Date:

Time:

Course:

Course 1 31st January 2019 12.30pm – 2.30pm

Course 2 1st May 2019 6.00pm – 8.00pm

Venue: Bolton Science and Technology Centre, Minerva Rd Bolton BL4 0HA

Presenter: HR Representative

Objectives: By the end of this session you will:

- Understand the key stages of the recruitment process
- Understand your role in recruitment and selection

Price: £80.00

Booking Info: To book a place please phone Marie Foley, Governance Training Officer on 01204 - 332116 and have the following information ready: course title, course date, your full name and your employers name

Cancellation: If you are unable to attend a course, we ask that you please notify the Governance Services Team, on 01204 332116 at the earliest opportunity and at least 5 working days prior to the course date to allow the place to be offered to others.

Cancellation fees of full course price will apply for non-attendance or if a place is cancelled by the delegate within five working days of the course date

Fees may be waived in exceptional circumstances, please contact Marie Foley Governance Training Officer on 01204 332116 or via email at marie.foley@bolton.gov.uk

