

### **Guidance for Applicants**

Thank you for expressing an interest in working with Perth College UHI. We hope you find this information of interest, giving you information about Perth College UHI as well as some general guidance on completing your application form on-line.

We are committed to equality of opportunity. We will make reasonable adjustments to enable applicants to fully participate in all stages of our application and selection process. If you wish to discuss your application needs, please contact the Senior HR Adviser on 01738 877211 or the HR Team on 01738 877311.

### **About Perth College UHI**

Perth College UHI is a vibrant organisation, providing further, higher and leisure education opportunities with a focus on excellence. Our main campus is on Crieff Road, Perth, with community-based learning centres in Blairgowrie, Crieff, Kinross and Perth. Our courses are delivered full-time, part-time, flexibly and through open and distance learning. We are part of Scotland's newest University, the University of the Highlands and Islands.

We have 5 broad areas and a number of support departments. The curriculum areas are:

- Business, Management, Computing and Leisure
- Engineering, Science and Technology
- Creative Industries
- Health, Education and Social Services
- Skills for Life, Learning and Employment

Key to supporting the business of the College is a number of departments: Student Services, Finance, Management Information Services, Quality, Human Resources and Organisational Development, Marketing, Learning Resources, Learning and Teaching, Estates, and ICT. Internationally, the College is promoted through our international development and student recruitment services. In addition, we are home to four specialist research and teaching units, our Centre for Mountain Studies, Centre for Interpretation Studies, the Centre for Rural Childhood and the Centre for Enterprise and Entrepreneurship.

### **Perth College UHI as an Employer of Choice**

Our focus on excellence extends to our human resources practices. We are committed to providing modern employment practices which promote equality, respect diversity, support individuals and make the best use of our talented workforce.

We recognise two Trade Unions – the EIS-FELA for academic staff and UNISON for our support staff. Terms and conditions of all staff except College and Senior Management are agreed through a process of collective bargaining. Individual contract arrangements apply for College and Senior Management.

As an employer of choice, we offer our staff:

- Competitive salary levels.
- Generous annual leave allocation.
- Occupational sick pay scheme (subject to qualifying service and conditions) which provides periods of full pay and half pay during sickness absence.
- Performance Related Pay for Management.
- Excellent learning and development opportunities.
- Access to occupational health and welfare support services.
- Modern employment practices including comprehensive health and safety provisions, equality and diversity provisions, flexible working and grievance procedures.
- Access to the Local Government Pension Scheme or Scottish Teachers Superannuation Scheme, dependent on role.
- We are an Investor in People.
- We are committed to activities which promote Healthy Working Lives (formerly Scotland's Health at Work).

In return, we expect our staff to contribute to excellence through team spirit, customer service, quality, enthusiasm and commitment.

A look at our prospectus, strategic plan and web page will really give you a great feel for life at the College.

### **Making an On-Line Application**

You are advised to carefully read the advert, the job description and the person specification relevant to the post to ensure that you meet the criteria for the post and can highlight your specific skills, abilities, knowledge and experience in your CV. You are encouraged to give examples of your relevant experience or how you have used relevant skills in other roles, education or voluntary work. We shortlist candidates by matching the information they provide in their application against our pre-determined selection criteria.

Your CV should contain details of your educational qualifications, including subjects/courses studied and level of qualifications attained. It should also contain details of your career history, which includes your job title, a summary of the activities undertaken, employer name and address, and reason for leaving for both your current or most recent employment and any previous employers. You may also wish to include information on any out of work interests or other personal development activities, as well as information on what attracts you to the post you are applying for. Finally, your CV should give us the names and addresses of two referees. At least one referee must be your present or most recent employer. Referees can be from employment, voluntary work, school, college or university.

Personal references are not permitted.

Please do not include information in your CV on your gender, marital/civil partnership status, age, disability or other information which appears within our Equal Opportunities Monitoring Section. We ask for this information separately so that it is not made available to the Manager involved in the selection process. We would be grateful if you could complete as fully as possible the on-line equal opportunities monitoring information as this information is a vital part of monitoring our progress in our aim to be an equal opportunities employer.

We are positive about disabled people and guarantee to interview applicants with a disability who meet the essential criteria for the post. If you wish to discuss how we might support your needs in our selection process, please contact Laura Henderson, Senior HR Adviser on 01738 877211 or by e-mail at [laura.henderson@perth.uhi.ac.uk](mailto:laura.henderson@perth.uhi.ac.uk).

We have also asked for information under the Rehabilitation of Offenders Act 1974. Regulated work with Perth College UHI is exempt from the provisions of Sections 4(2) and 4(3)b of this Act by virtue of the Rehabilitation of Offenders Act 1974 (Exclusions and Exceptions) (Scotland) Order 2003 (as amended). Applicants are not entitled to withhold information about convictions which, for other purposes, are 'spent' under the provisions of the Act. Our selection process includes reference to Disclosure Scotland for posts which constitute regulated work. This is to safeguard our staff, students and service users and information disclosed will be treated in accordance with Disclosure Scotland's Code of Practice.

Perth College UHI has an obligation under legislation to carry out necessary and relevant checks on those who will be working with children or protected adults. Where the post or role involves regulated work with children and/or adults a Protecting Vulnerable Groups Scheme (PVG Scheme) check will be required. Where the post or role does not involve regulated work with children and/or adults a Basic Disclosure check will be obtained. Our recruitment literature will clearly state what checks apply to the post or role.

Applicants for posts involving regulated work are required to disclose, at the time of application, any convictions whether spent or unspent. Disclosures should be made by writing to or emailing the Senior HR Adviser, in confidence, giving details of the offence(s), penalty, and date(s). Applicants should note that failure to disclose a conviction which is subsequently advised through a PVG Scheme check, may result in the withdrawal of any offer of appointment. Applicants should note that the declaration of a criminal conviction will not preclude employment with Perth College UHI and we will apply the terms of our Policy on the Recruitment of Ex-Offenders.

### **The Selection Process**

The elements of the selection process will vary, dependent upon the post applied for. In all cases, shortlisted candidates will be invited for an interview. Where the post involves delivery of lectures or presentations or has a focus on verbal communication, the preparation and delivery of a presentation to the selection panel can be expected. Other elements appropriate to the post might include a practical, written or group exercise, ability testing or a tour of the facilities. The process may involve more than one interview.

If you are invited for interview, you will be required to bring with you a number of documents, including a completed PVG Scheme/Basic Disclosure Application Form. If you are already a member of the PVG Scheme, you will be asked to complete an Existing PVG Scheme Member Application Form. You will also be required to provide copies of educational or qualification certificates and proof of eligibility of work in the UK. We will give shortlisted applicants information on documentation needed.

We will reimburse reasonable receipted travel and subsistence expenses necessarily incurred in the participation of our selection process.

If, after interview and other selection elements, we are interested in pursuing your application we will take up references and PVG Scheme/Basic Disclosure checks. We will also ask you to provide information to our Occupational Health provider for pre-employment screening. Please note that the College does not see any medical detail or information and we will use opinions provided from our Occupational Health Service to consider appropriate support and adjustments where reasonable.

### **Retention of Applicant Information**

Our normal practice in relation to the storage and retention of recruitment papers is as follows. For all applicants except the successful candidate, we will securely store application forms, interview notes and other relevant papers, except PVG Scheme forms, for a period of six months after completion of the selection process, after which time the papers shall be destroyed as confidential waste.

All electronic data is stored indefinitely on a secure database.

The completed PVG Scheme/Basic Disclosure forms of unsuccessful candidates shall be treated as confidential waste and destroyed as soon as possible after the decision not to progress with that candidate has been made. The PVG Scheme Record of the successful candidate shall not be retained for more than 90 days in accordance with the Code of Practice. Other papers relating to the recruitment and selection of the successful candidate shall be held in their personnel file.

### **Queries**

We hope that this information helps you complete your application. Should you have any queries, please contact the HR team on 01738 877311 or e-mail us at [pc.humanresources@perth.uhi.ac.uk](mailto:pc.humanresources@perth.uhi.ac.uk).