

Staff Recruitment and Development Policy

Purpose

Kerry First Aid Ltd. t/a Cork First Aid is committed to ensuring that all staff and sub-contractors engaged in instruction are competent and in possession of the appropriate skills and knowledge to be able to fulfil their occupational requirements. The purpose of this policy is to ensure that appropriately qualified, skilled, and experienced staff are in place to maintain high standards of training.

Staff Recruitment

Kerry First Aid Ltd intend to only employ the highest standard of instructors. As a result of this, the company will only recruit upon recommendations from already employed contract instructors. Kerry First Aid Ltd does not intend to advertise any positions as a result of this policy.

Potential new staff will be required to

- submit a CV including two, unrelated references
- submit their instructional certificates
- outline to the organisation how they maintain their own CPD
- Read and understand all policies and procedures that are used by Kerry First Aid Ltd
- Complete the staff induction programme
- Sign and return the Contractor faculty contract
- New contract instructors will be monitored by the company director, or the Course Director.

Probationary staff Management

All new instructors will remain on faculty for 12 months as probationary members of faculty. During this period the probationary instructor will receive an onsite, unannounced performance review by the company Director who will monitor their teaching. If found not to meet the company's standard of instruction, the probationary instructor will be provided with one further monitoring session. If still unsatisfactory, they will not be successful in their probationary period and will no longer be listed on the company faculty.

Instructor Annual Performance Review

Each faculty member will receive an annual performance review, utilising the Faculty Monitoring form. All instructors will receive a copy of this form so as to understand what they are being marked on.

Any deficiencies identified should be included in an Action Plan for the instructor.

Instructor Development and recertification

All instructors are expected to maintain their own professional competence and to attend to their own CPD needs. In addition, instructors are required to maintain their instructor certification and ensure that they recertify prior to the expiry of their certification. Kerry First Aid Ltd. t/a Cork First

Aid will not utilise the services of any instructor who has an out-of-date qualification.

Kerry First Aid Ltd. t/a Cork First Aid will provide a covering letter, should it be required, outlining the courses on which an instructor has taught to enable them to recertify as an instructor.