



# Bluecoat SCITT Alliance Nottingham

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## Recruitment & Selection Policy

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**Addendum** -To take into account the continued impact of the COVID19 pandemic, the interview process will be flexible in response to changing and on-going Government guidance, to ensure safety of staff, students and candidates. We reserve the right to make ongoing change to the process throughout the year. An ongoing Risk Assessment will form basis of how interviews will be conducted during this period but Bluecoat SCITT Alliance will continue to conduct the process in a clear, fair and transparent manner.

## **Rationale**

This Recruitment Policy is in place to demonstrate how the recruitment and selection of trainees to the Bluecoat SCITT Alliance ITT programme will meet the Secretary of State's ITT criteria for entry

The Recruitment Policy will be the focus of the strategies put in place to support recruitment of prospective candidates to the programme. Bluecoat SCITT Alliance (and referred to as Bluecoat SCITT Alliance) wishes to enrol high calibre candidates to its teacher training programme. In order to do this the recruitment process will be a rigorous selection process, to means test the quality of candidates and ensure that they meet the criteria and standards required to be part of a QTS programme, and to be successful future teachers working within the premise of the Teachers' Standards.

The Recruitment Policy will also act to determine the strategies of the Marketing Plan and act as a self-evaluation document reviewed on an annual basis as part of the MER process, in order to incorporate any changes as part of the annual review and the ongoing cycle of recruitment.

In addition, Bluecoat SCITT Alliance is dedicated to operating a fair, coherent and consistent recruitment and selection process that safeguards the interest of all applicants. This policy details the exact nature of each stage of the process, and the route to take should disputes arise.

This policy exists

- to protect the interests of applicants
- to ensure procedural parity between all applicants
- to enable staff to effectively manage admissions appeals and complaints
- to provide definitions of appeals and complaints

The recruitment policy is reviewed annually to review our practice.

## **Scope**

### **Equal Opportunity**

Bluecoat SCITT Alliance operates as an accredited provider of initial teacher training and as such, aims to produce teachers who will be highly effective educators and role models, wherever they may work.

In keeping with the ethos, values and beliefs of Archway Learning Trust in which we belong, and the context of the Equal Opportunities Act 2010, we are committed to promoting, and practicing equal opportunity for all, valuing diversity, and eliminating harassment and discrimination. We aim to be an inclusive organisation which welcomes and treats both staff and students fairly and equally regardless of age, gender, sexual orientation, disability, race, ethnic origin or nationality.

### **Data Protection**

Bluecoat SCITT Alliance will comply with the requirements of the Data Protection Act 1998, and the GDPR (May 2018) in relation to holding and processing personal data, in relation to selecting, recruiting, training and assessing trainees, and to the Freedom of Information Act 2000, as detailed in the Archway Learning Trust Data Protection Policy.

Members of any partnership will be duly informed of relevant legislation and their requirement of compliance within the Partnership Agreement.

## Recruitment Process

The application form and interview process for both the salaried and tuition fee route candidates is designed to assess suitability to train to teach and will focus on the applicant's:

- Academia standard in accordance with the entry criteria;
- Breadth of subject knowledge;
- Commitment to the teaching profession and improving the lives of young people;
- Enthusiasm for the chosen subject and a capacity to inspire learners;
- Awareness of current educational issues;
- Intrinsic passion for learning;
- Commitment to own professional development;
- Excellent organisational, communication and inter-personal skills;
- Ability to establish effective relationships with both pupils and adults;
- Flexibility and a willingness to act upon advice;
- Emotional and physical resilience and readiness for hard work.

## DfE Apply Portal

The entry and course profiles for programme delivery offered by Bluecoat SCITT Alliance on the DfE Apply Portal will coincide with the aims and objectives as detailed in the Recruitment Policy in order to ensure clarity to candidates of the entry criteria, and recruitment process.

All outcomes and decisions will be communicated via DfE Apply in line with the Admissions Manuals for year of admission.

## Application

Applications will **only** be accepted via the DfE Apply portal.

Bluecoat SCITT Alliance will conduct the screening of applications to determine whether applicants meet the eligibility criteria. All applications will be acknowledged on receipt via email.

## Standard Entry Criteria (both tuition fee and salaried route)

### Scope

Applicants will be given the opportunity to demonstrate that they can meet the stated requirements through certified evidence (including relevant equivalent qualifications).

If the above criterion is not met applicants will be given the opportunity to prove they can meet the requirements through an equivalent level test.

The aim of this criterion is to ensure that entrants to ITT have demonstrated their achievement of a minimum standard of educational attainment and this is evidenced prior to commencement on the programme.

### Protocol and Process

- Application screening, assessment and selection record (**Document RA1**)
- ✓ Initial screening to check applicant meets the ENTRY criteria
- **UK Degree** (or recognised equivalent)
- **GCSE Maths and English (4/C or above grade), and Science (4/C or above Grade) for Primary** (or recognised equivalent)
- **If equivalency testing is required**

**Original qualification certification to be brought to interview as confirmation entry criteria met as declared on application for or via equivalence testing, or as soon as is available in line with requirements of any conditional offer.**

- ✓ Application scrutiny checklist undertaken to determine

#### Standard of subject knowledge

- Ideally at least 2:2 UK Degree<sup>1</sup>(or recognised equivalent)
- Ideally at least 50% of degree relates to subject national curriculum
- Standard of A levels overall (General Studies not included)
- An A level in subject
- Work related subject experience
- Suitability for Subject Knowledge Enhancement (SKE)

#### Standard of other academic study

- Masters/PhD etc
- Subject specific vocational

#### Standard of Intellectual & academic capabilities in English and Maths

- Equivalency test indicated
- Level of numeracy and literacy from academic qualifications
- Quality of personal statement

#### Other personal qualities suitable for teacher training/teaching

- Undertaken any School and Classroom Experience (not as a requirement)
- Quality of References
- Quality of Personal Statement

#### Safer Recruitment checks\*

- Gaps in history
- Overseas check required - period of 12 months in last 10 years not in UK
- Criminal Conviction disclosure

#### Salaried Route Entry Criteria

- Meet standard entry criteria as detailed above
- At least three years' career experience prior to the start of the programme.
- Pre-employment induction is expected which will normally take place during the last weeks of the summer term (release from existing commitments would be expected)

#### **Applicants not meeting standard entry criteria:**

1. If not UK Degree
  - Use of UK ENIC or DfE Advisory Service to confirm equivalence at required level, this will be the responsibility of the candidate

Resource for Equivalence Confirmation - [UK ENIC](#) providing advice on the equivalence of non UK qualifications or [DfE Get into Teaching Advisor Service](#)

2. GCSE grades in Maths, English or Science (for Primary), either not achieved grade 4/C or last examined qualification achieved at a lower level
  - Equivalence test undertaken and given the opportunity to prove they can meet the criteria - external source used at applicant's own time & cost - Resource [www.equivalencytesting.com](http://www.equivalencytesting.com) or similar approved agent
  - Proof of equivalence testing outcomes (if met criteria) to be provided for review

#### **\*Reference**

- References will be requested from two individuals following acceptance of a conditional offer.
- Referees should be appropriately selected to comment on the applicant's suitability for teacher training. References from family and friends are not deemed appropriate and will not be accepted.
- One of the references should be academic if the applicant has applied within five years of applying for teacher training.
- Referees to confirm either way "if they know of any reason why the candidate should not work with children?"

- **Additional references will be requested if initial references not appropriate**

### **Other Requirements**

Standard employment application documents as required by employing school for salaried route, and for issue of a contract of employment.

### **Criteria Measure**

To assess suitability to work and adheres to employing school's recruitment policy in ensuring all appropriate checks are in place before employment takes place

As the application form itself does not provide means to provide this information the forms must be completed as well as the application form in order to gain more in depth information.

### **Overseas Applicants**

Overseas applicants must comply with Immigration Rules and have;

- Indefinite Leave to Remain in the UK, or
- Permanent residency in the UK, or
- Hold UK Nationality
- [A Visa that allows them to study](#)

Pre BREXIT EU Nationals to have completed EU settlement scheme application request in line with BREXIT requirements

Proof of the same by the Home Office will be required before an offer can be made of a place on the programme. **Bluecoat SCITT Alliance is unable to admit to the programme any applicant requiring a visa in order to remain in the UK or offer sponsorship to gain a visa.**

### **Shortlisting**

Applications are shortlisted or rejected in line with application screening process.

Those successfully shortlisted through the screening process will be invited for interview.

Notification will be made via;

- Phone call
- DfE Apply portal
- Emailed letter

providing details of the interview process and format.

Brief feedback will be given to those rejected if requested, providing information on why they were not successful this round, and to encourage to apply again if entry criteria can be met following the action suggested.

### **Interview**

#### **Protocol**

1. Bluecoat SCITT Alliance will select the candidates in conjunction with its selection and recruitment policy. This is a transparent process and the outcomes will be shared with relevant SCITT partners
2. Successful candidates will be interviewed by Bluecoat SCITT Alliance and Bluecoat SCITT Alliance partners will be invited to participate in the interview process.
3. Partner schools will be given at least 5 working days' notice of future selection and interview days. Where possible future selection days will be calendared in advance.

4. All partner school can take an equal part in the interview and selection of trainees.
5. At the end of each interview and selection process, the effectiveness will be evaluated and improvements will feed into the next interview process.

The format of the Interview process is sent to candidates with assessment day arrangements and preparation advice. Interview days will be determined in line with incoming applications and consequent Reject By Default date (RBD), and staff availability.

### **Interview Invitation**

The letter of invitation will formulate details, process and expectations, and outcome of the interview process with guidance on how to prepare appropriately (**Documents RI1**) and to determine any access arrangements.

At each stage of the interview process the applicant will be assessed and the outcome documented on the "Candidate individual Selection Process Record" (**Document RA1**) and conducted in a clear, fair and transparent manner (the order of the activities may vary).

### **Format of the Assessment Day in Summary**

*We reserve the right to be able to adapt the process in line with the best fit for the forum being used to undertake the assessment at interview*

- Engagement Activity to small group of students (6-8) observed by panel (SCITT member and Subject specialist as minimum)
- Short written reflection of engagement activity (15 minutes)

Topic and instruction will be provided in advance in interview invite letter

Review of activities and deliberation by panel

- Interview with staff panel
- Subject knowledge assessment (if necessary) - Applicants will be duly notified if this is required and given support to prepare in advance
- Deliberation time by panel
- Decisions made
- Outcome communicated to applicant via;
  - DfE Apply
  - Email

### **Stage 3 - Salaried route ONLY**

Candidates successfully considered for the salaried route following Stage 1 will have a further interview at the employing school involving 30 minute (or full lesson dependent on school requirements) taught lesson assessed by the school's HoD/SLT or ALT Trust Subject Lead - co-ordinated through the ITT Co-ordinator.

## Interview Panel

### Secondary

Interview Panel will consist of no less than two members of staff include a member of SCITT, and a member of staff who has undertaken Safer Recruitment training as well as a Subject Specialist.

### Primary

Interview Panel will consist of no less than two members of staff to include SCITT Primary Lead, staff from a school base, and a member of staff who has undertaken Safer Recruitment Training.

All staff undertaking any aspect of the interview process will receive advanced **instruction about the assessment forms, and format of the interview day**. This will involve explanation of the document proformas for completion during the assessments, assessment systems, and entry criteria, and ensuring we recruit in a consistent manner.

## Interview Assessment

### Assessment Criteria

All activities will be measured against defined criteria or mark scheme

### Documentation

Individual Candidate Selection Process Record (Document RA1)  
Engagement Activity Reflection  
Subject Specific Test

Bluecoat SCITT Alliance will complete an interview record form for each candidate comprising the outcomes of each of the assessed activities, and overall decision outcome from the interview day, and pre-ITT reading/preparation will feed into a conditional offer.

### Interview Outcome

Decisions will be recorded in the interview record form, and relayed to the applicant via the DfE Apply portal and via email. Successful interview outcomes will also detail any additional conditions of the offer such as Subject Knowledge Enhancement (SKE), and prompt that the offer has been added to DfE Apply. Candidates will be informed in writing by letter (RO1)

Offers will be either Conditional or Unconditional dependent on which elements of the entry criteria have already been met. In addition to bespoke conditions, all offer decisions will include these mandatory expectations:

1. Completion of a self-declaration **Occupational Health Questionnaire** to be screened by an independent Health Advisory Group prior to commencing the programme. Applicants may be required to undertake a medical examination arranged by an Occupational Health Consultant
2. Declaration of any criminal convictions through an enhanced clearance from the **Disclosure and Barring Service (DBS) and Prohibition List** prior to starting the programme. The Rehabilitation of Offenders Act 1974 does not apply to the teaching profession. All evidence and documented through Archway Learning Trust HR Department.
3. Ability to travel between different training locations within the locality.

## Well-being, Mental Health and Equal Opportunities

All candidates successfully through to the interview stage will be asked if there is any further support, or reasonable adjustments required during the training year in order for Bluecoat SCITT Alliance to accommodate/support any adjustments where possible.



Consideration is given to candidate preference of school placements to ensure that travel issues do not impose too great a barrier to trainees on a daily basis, at least for their main placement.

### **Intellectual and Academic Capabilities**

All applicants (trainee teachers) have a mandatory requirement to have met a proficient standard of English and Maths required in the classroom at the point of gaining QTS. An initial assessment will be used at interview (reflection - literacy), and further testing built into the training programme and measured at each ½ termly reporting point, and evidenced through Extended Learning Tasks and Subject Knowledge Audits. Assurance of meeting the required criteria will be recorded in the final report, externally moderated and approved at the end of year Exam Board and before the award of QTS.

### **Subject Knowledge Enhancement**

For applicants with less than the required subject knowledge at the time of applying for their chosen subject they wish to teach;

- A Subject Knowledge test may be required at the interview stage should they be shortlisted
- The outcome of this test will determine any consequent Subject Knowledge Enhancement course including duration of course necessary if an offer of a place is made. Bluecoat SCITT Alliance to provide details of how to apply for a SKE course.
- Completion of the required SKE course will be indicated as a condition of any offer

### **Enhanced Clear Disclosure Barring Service (DBS)**

The application form will be checked for disclosure of any criminal conviction. This will be addressed at interview for further discussion. Additionally, candidates will be asked at interview if there is anything further not detailed in the application form that they wish to disclose.

Checks will be sought once a firm offer of a place has been established. The procedures for this will be administered and managed by Bluecoat SCITT Alliance and overseen by Archway Learning Trust and Trust Policy relating to DBS checks. Bluecoat SCITT Alliance will take responsibility for assuring that all trainees hold a satisfactory Disclosure and Barring Service Check and completed any other appropriate safer recruitment checks prior to starting the programme and placement school.

The candidates will require a full DBS for those distinctly working with Children. It is essential that the SCITT fully complies with the GDPR.

Original documents confirming identity must be seen and recorded and these will be requested to present at interview.

Bluecoat SCITT Alliance will confirm in writing to all partnership schools that a satisfactory enhanced check has been obtained.

A meeting and risk assessment will be undertaken with the trainee, as necessary for those whose DBS certificate has not been delivered by the time the programme starts, or if there are any convictions declared on the certificate. The trainee, an HR Business Partner, and a member of the Bluecoat SCITT Alliance team will be present in the meeting.

### **Safeguarding and Safer Recruitment**

- Bluecoat SCITT Alliance follows the Archway Learning Trust Safer Recruitment Procedure, and its responsibility is detailed therein.
- Safeguarding checks including background checks will be undertaken as detailed in the above section.
- Bluecoat SCITT Alliance will request additional “safer recruitment statements” from referees if necessary (if not already indicated on the DfE application form).
- At least one member involved in the interview and selection process will be trained in Safer Recruitment.

- Candidate's invited to interview will have their identity established in a face to face session. Candidates will be requested to bring appropriate documentation (in line with DBS approved ID proof guidance) to the interview for clarification.
- Any trainee removed from the programme due to background or safer recruitment checks will be referred to the DBS.
- Checks are carried out at interview to ascertain if applicants have previously undertaken an ITT programme and the reason for non-completion/withdrawal
- Any trainees enrolled on the programme will be reminded on a termly basis of their obligation to inform the Trust of any Police action against them since being appointed. This will be checked by means of an electronic form.
- For applicants made a Conditional Offer online searches will be carried out by way of best practice and due diligence advised by KCSIE 2022 paragraph 221 to help identify any incidents or issues.

### **Fitness to Teach**

In order to assess the health and physical capacity of applicants to a teacher training programme, completion of a confidential health questionnaire will be sought and sent to an approved Occupational Health Advisory Group. The health questionnaire will be fully checked to ensure that it complies with the Equality Act 2010. The health questionnaire has been cleared through Archway Learning Trust Recruitment Procedures to check fair access and that it contains relevant and targeted questions in order to satisfy equal opportunity and disability legislation so that the assessment does not hinder candidate's chances of accessing the ITT programme. The checking process is managed and undertaken by the Human Resources Department of Archway Learning Trust using the approved external provider to conduct the checks. The Human Resources Department will assure Bluecoat SCITT Alliance that all appropriate checks have been done, and any information provided from the external provider following medical appointments and/or medical reports will be shared with Bluecoat SCITT Alliance in order make decisions about any recommended support.

### **Fair Access**

We will give candidates the opportunity to identify special arrangements required for an assessment day when informing them of the interview stage. We will fully comply with the 2010 Equality Act and the 2001 Special Education Needs and Disability Act SENDA. In addition, we will sign post the availability of Disabled Student Allowances supporting Higher Education and how to obtain this financial support and funding.

### **Non-Offer of a Place**

Candidates who are not invited to join the programme after the interview may be given feedback on that decision at their request.

## **Appeals and Complaints during Recruitment & Selection Process**

Where disputes arise it is hoped that most of these can be resolved informally by discussion with the Head of the SCITT. Where this is not possible, more formal procedures can be taken through the Appeals and Complaints Policy. Applicants can be assured that formal submission of an appeal or complaint will not prejudice any opinion of the applicant, or be used to adversely affect any later dealings with the applicant including any future applications.

### **Appeals and Complaints Procedures**

#### **Scope**

Appeals and/or complaints should all be completed in writing by the applicants themselves and letters and other correspondence from other parties will not be considered. All written correspondence should always include the applicant's full details including; name, address, contact details and DfE Apply application reference number where applicable.

#### **Roles and responsibilities**

These staff roles have the following responsibilities within the Appeals and Complaints Procedure:

- SCITT Business Manager
  - to deal with verbal complaints (not applicable to appeals)
- Head of the SCITT
  - to investigate written complaints
  - to assess the validity of appeals
  - to make a decision with the appropriate selection staff on appeals

Applicants are expected to treat all members of Bluecoat SCITT Alliance staff with respect. Applicants who abuse, threaten or mistreat members of staff either verbally, in writing or physically will not be tolerated and will have their application and appeal/complaint automatically rejected.

### **Definitions of Appeals and Complaints**

#### **Appeal**

An appeal is defined as a request for the reconsideration of an admissions decision on an application or the wording/terms and conditions of an offer.

The outcome of a successful request to appeal would be to reconsider the candidate's application with a view to changing or upholding the original decision.

An appeal may relate to the following decisions within the application process:

- the decision to interview
- the decision to make an offer
- the content of the offer

#### **Grounds for making an Appeal**

The Appeals Procedure may only be used where there are adequate grounds for doing so and may not be used simply because a candidate has been unsuccessful with his or her application at any of the stages listed above.

Appeals against decisions may be made on one of the following grounds:

- There is evidence that procedure was not followed
- There is new evidence which has come to light, with valid reasons for not previously stating it. If no good reason is given as to why this information was not previously available then it will not be considered
- There is evidence that Bluecoat SCITT Alliance has demonstrated bias or prejudice in the treatment of the application

There is no provision for appeal against the academic or professional judgement of those making the decision on applications.

The decision of the Head of the SCITT on completion of the internal procedure is final.

## **The Appeals Procedure**

### **Initial contact**

Applicants who are dissatisfied with an admissions decision may submit an appeal in writing via the SCITT Administrator [itt@bluecoat.uk.com](mailto:itt@bluecoat.uk.com). The appeal must include the following information:

- Applicant's name
- Applicant's address
- DfE Apply application reference number where applicable
- The subject applied for
- The information they have already received

There are a number of grounds for making an appeal and at least one must be specified in the letter. The grounds for appeal are indicated under section 1 above.

Please note that all relevant information should be submitted at this time and that it is not possible to consider information which is submitted at a later point in the appeals process without good reason.

**Appeals can only be considered if received within 10 working days of the original despatch of information about an interview, offer or rejection decision.**

Verbal discussions regarding the details of the appeal will not be entered into.

### **Stage I**

Receipt of the appeal will be acknowledged in writing normally within 5 working days of the date of receipt. The Head of the SCITT will assess the grounds on which the appeal is based to determine whether they are valid.

If it is found that there are no valid grounds for appeal, the appeal will not be progressed any further and the applicant will be informed of this in writing, normally within 10 working days.

If the grounds stated are assessed as valid a formal response will be issued by letter normally within 10 working days. This response will have one of the following outcomes:

- The decision under appeal will be reviewed and the same decision will be arrived at
- The decision under appeal will be reviewed and a different decision will be arrived at

### **Stage II**

If the appeal is not resolved to the satisfaction of the applicant, they may write to the Archway Learning Trust CEO c/o Bluecoat SCITT Alliance within 10 working days of dispatch of the formal response stating reason for their dissatisfaction.

Appeals at this stage will only be considered valid on the grounds that Bluecoat SCITT Alliance has failed to follow the procedure as stated in this document.

The CEO will assess the validity of any appeals at this stage and will respond within 10 working days by letter to inform the applicant whether the appeal was successful or not (within term time). The decision at this stage is final and the applicant does not have further recourse under these procedures. In the absence of the CEO, a member of the Executive Leadership Team will act.

The time scales for the process are stated above. Applicants are requested not to contact the admin office in these time periods and are advised that no additional correspondence either by telephone, email or letter or any other medium will be entered into.

## Complaints

Complaints are defined as relating to the services offered by Bluecoat SCITT Alliance or the actions or behaviour of a member of staff during the admissions process. This could involve concerns around a procedural error, irregularity or maladministration in the admissions process.

If a complaint were upheld the likely outcome could be a formal or informal apology or decision to review procedures.

### Grounds for making a complaint

A complaint may be made about any stage of the admissions process, where there are adequate grounds for doing so. The Procedure may not be used simply because a candidate has been unsuccessful with his or her application at any of the stages.

Complaints will only be considered valid if they relate to the following:

- The actions of a member of staff
- The conduct of a member of staff
- The services offered by Bluecoat SCITT Alliance

Claims for financial compensation will not be entered into.

### The Complaints Procedure

There are two routes for complaints: Informal (verbal); Formal (written).

#### Informal

Informal complaints may be made verbally to the SCITT Business Manager, normally within 5 working days of the event or incident to which they relate. This would enable the Administrator to gather information about the event or incident quickly.

#### Formal - Stage I

However, applicants who remain dissatisfied or have a more serious complaint may make a formal complaint in writing. This complaint should be addressed to the Head of the SCITT and be submitted no later than 10 working days after the event or incident. The complaint must include the following information:

- Applicant's name
- Applicant's address and contact details
- Applicant's or DfE Apply reference number where applicable
- The subject applied for
- The information they have already received
- The nature of their complaint and any supporting evidence
- A reasonable outcome which the applicant feels would be an appropriate response.

Please note that all relevant information should be submitted at this time and that it is not possible to consider information which is submitted at a later point in the complaints process without good reason. Complaint will be acknowledged.

The complaint will be investigated by the Head of the SCITT who will reply to the applicant in writing, within 10 working days of receipt of complaint.

#### Stage II

If the applicant remains dissatisfied with the decision they may write to the Archway Learning Trust CEO c/o Bluecoat SCITT Alliance explaining why the applicant remains dissatisfied and, in respect of the complaint, what she/he would have hoped the outcome would have been, within 5 working days.

The CEO will normally respond within 10 working days. This decision is final and the applicant does not have further recourse under these procedures. In the absence of the CEO, a member of the Executive Leadership Team will act.

#### **Storage of information relating to Appeals and Complaints**

By signing your letter of Appeal or Complaint, you agree that Bluecoat SCITT Alliance can process information it contains for all the purposes relating to the Appeal and Complaints procedure for applicants. Information will be stored and processed in accordance with the Data Protection Act (2018). It may be disclosed to members of Bluecoat SCITT Alliance who have a need to see it and will be stored as part of your application to the course.

#### **Monitoring of Appeals and Complaints**

Bluecoat SCITT Alliance regularly monitors the numbers and outcomes of Appeals and Complaints and reports this to internal quality assurance forums with a view to improving customer service. Monitoring reports will not contain any personally identifiable information.

#### **Reference Documents to this Policy**

Archway Learning Trust Data Protection FOI Policy  
Archway Learning Trust Diversity & Equal Opportunities Policy  
Archway Learning Trust Safeguarding Policy  
Archway Learning Trust Safer Recruitment Policy  
Archway Learning Trust Retention Policy  
Bluecoat SCITT Alliance Equality Policy  
Equality Act 2010 <http://www.equalityhumanrights.com/>  
Data Protection Act 2018 (GDPR)  
Freedom of Information Act 2000

#### **Footnotes:**

<sup>1</sup> A third class degree may be accepted in exceptional circumstances i.e Salaried Posts - if previous subject experience is substantial. In difficult to fill posts where application is of high quality - If application includes A level in subject (at Grade B or above)

## Summary of Appeals and Complaints Time Frames

		Purpose	Time scale within	How	Response	Time scale within	Review & decision by	Timescale within	Outcome Options
APPEAL	Stage 1	Applicant lodges appeal against admission decision	10 working days	In writing	Acknowledge receipt	5 working days	Head of SCITT	10 working days	<ol style="list-style-type: none"> <li>1. No valid grounds for appeal</li> <li>2. Appeal reviewed and no change to original outcome</li> <li>3. Appeal reviewed and different decision</li> </ol>
	Stage 2	Non resolve of Stage 1	10 working days of dispatch of Stage 1 response	Applicants lodges appeal against decision of Stage 1 in writing	CEO to respond	10 working days on receipt of appeal of Stage 1	CEO	10 working days on receipt of appeal of Stage 1	Whether the appeal was successful or not. The decision is final and the applicant does not have further recourse under these procedures
COMPLAINT	Informal	Applicant makes initial complaint	Within 5 working days of event	Verbal	Acknowledge receipt	On receipt of complaint	SCITT Business Manager	5 working days	Response about decision, and guidance about complaint referral
	Formal Stage 1	Applicant makes formal complaint	Within 10 working days of event	In writing	Acknowledge receipt	On receipt of complaint	Head of SCITT	10 working days	Response in writing to applicant
	Formal Stage 2	Applicant not happy with outcome of Stage 1	Within 5 working days of	In writing	Acknowledge receipt	On receipt of complaint of Stage 1	Vice Principal Teaching & Learning	10 working days (term time only)	The decision is final and the applicant does not have further recourse under these procedures