

3. STAFF RECRUITMENT AND DEVELOPMENT

POLICY¹

This ETB recognises that the competencies of its staff are a key determinant in the provision of the quality of its training programmes and related services and is committed to a systematic approach to staff recruitment and further professional development.

3.1 Purpose

3.1.1 The purpose of this policy is to ensure that ETB staff have up-to-date competencies to provide quality training programmes and related services that address labour market requirements, social cohesion and economic competitiveness at a national, geographical, sectoral, organisational and individual level.

3.2 Responsibilities

3.2.1 This ETB has responsibility to ensure that the recruitment and development of staff involved in the ETB training centre delivered programmes and related services are in accordance with HR policies and procedures.

3.2.2 This ETB has responsibility to ensure that staff are recruited and developed in accordance with ETB requirements and HR policies and procedures.

3.3 Staff Recruitment and Allocation

3.3.1 ETB HR facilitates the identification of the knowledge, skills, competencies and experience levels required of staff involved in ETB provided training programmes and related services. This is achieved through the implementation of recruitment and allocation of staff to the appropriate posts.

3.3.2 This ETB ensures that staff recruitment and allocation criteria are transparent and equitable.

¹ It should be noted that the 'Staff Recruitment and Development Policy' relates only to ETB Training Centre employees. Policy relating to the recruitment and development of ETB Training Centre employees, i.e. staff involved in ETB organised and/or procured training provision is included in the section on 'Procuring Programme Delivery through Utilisation of Second Providers'.

