

	Document Title	Tutor Recruitment and Development Procedure		
	Doc. Number	TRA-PRO-009	Doc. Owner	Head of Training & Development
	Author	Angela Byrne	Revision	Rev. 01
	Reviewed by	Angela Byrne	Approved by	Fiona Spillane
	Next Review Date	19/02/2026	Approved Date	19/02/2025

1. Policy Statement

At Shorcontrol Safety it is our mission to enable our tutors to thrive in their employment, and so we are committed to reaching and recruiting people from a broad talent pool and to open up career opportunities to all in order to enable their full potential. Retaining talent and expertise is a priority of Shorcontrol Safety as we understand that our tutors are fundamental to the success of the business.

The principles of equality, diversity and inclusion are cornerstones of our culture and underpin all aspects of recruitment and development. Our recruitment, management and development activities are designed to meet legislative and regulatory obligations and to ensure that Shorcontrol Safety remain an inclusive employer, while attracting the best people with skills, behaviours, and capabilities to deliver on our strategic directions and priorities.

2. Purpose

The purpose of this policy is to provide a framework for Shorcontrol Safety to attract and identify talented tutors, to ensure effective and unbiased recruitment of tutors based on organisational needs and who can assist the company achieve its strategic directions, while demonstrating attributes that are consistent with the company's directions and culture.

3. Scope

The scope of this policy aims to cover all levels of management which are involved in the tutor recruitment, selection and hiring process.

4. Definitions

Term	Definition
Recruitment principles	<p>Merit – fair and robust role related criteria are used. Selection is competitive.</p> <p>Fairness – processes are fair, consistent, and accessible to all, reflecting our commitment to equality, diversity, and inclusion.</p> <p>Transparency – recruitment processes are open and transparent, while retaining candidate confidentiality and privacy.</p> <p>Responsiveness – recruitment aims to make appointments in a timely manner, while adhering to our policies and governance requirements.</p> <p>Business need – the decision-making process aligns with our strategic plan and organisational structure.</p>

5. General Procedure Guidelines

5.1 Tutor Recruitment

- Shorcontrol Safety will contract Tutors and training personnel for their services, in which case they are not considered employees of Shorcontrol Safety and therefore do not require going through the same recruitment or development processes which regular staff must undergo.

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- Contracted Tutors and training personnel may be hired by means of contractual agreement with Shorcontrol Safety without the need to advertise or host interviews.
 - This is acceptable if management has either been approached by a potential tutor, or if a tutor is already known by a member of Shorcontrol Safety in delivering a specific course or program, as well if a contracted individual is sought out to perform a limited role or task for a specific period of time (i.e., Interns).
- Contracted tutors must show valid documentation which verifies their accreditations and qualifications that allows them to deliver certified training programs on behalf of Shorcontrol Safety.
- All contracted tutors will have a Tutor File created on our database which Shorcontrol Safety will use to store copies of certifications and other relevant documentation for the tutor.
- Contracted tutors will undergo *Contracted Tutor Induction Training*, designed by the Head of Training & Development.
- Shorcontrol Safety seek to ensure that all academic staff, including contracted tutors are:
 - Appropriately qualified, experienced, and competent for the roles they are required to fill.
 - Actively engaged with their professional and disciplinary communities.
 - Enabled to keep up to date with advances and research in their professions and academic disciplines.
- The Tutor must review and agree to the policies and procedures which they must adhere to when representing Shorcontrol Safety.
- The Head of Training & Development assesses the Tutor based on their skills, competency, professionalism, and instructor ability.
- The Head of Training & Development must complete a *Tutor Acceptance Form*.
- The Head of Training & Development will either approve or terminate the contract with the tutor upon completing the *Tutor Acceptance Form*.

5.2 Tutors Qualifications

- Qualifications required for tutors may vary depending on the type of training being delivered. However, there are key qualifications that are generally required to ensure compliance with safety standards and industry regulations. These include but are not limited to the following:
 - A minimum of QQI Level 6 Training Delivery & Evaluation (or an equivalent or higher qualification in training and development) to demonstrate expertise in the specific subject matter.
 - Construction safety training: If delivering construction-related safety training, tutors must be compliant with the HSA's Construction Regulations and may need additional qualifications such as:
 - CSCS Trainer status.
 - Construction Site Safety Advisor qualifications.

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- Safe Pass
 - Tutors delivering courses for sectors such as confined space entry, or scaffolding must hold appropriate certifications for the respective activities they are training in.
 - Health and Safety Qualifications: Tutors delivering safety training in specific areas such as manual handling, fire safety, first aid, or health and safety at work must hold relevant qualifications in these areas. Common certifications include:
 - Safe Pass
 - Manual Handling Instructor Certification
 - First Aid Instructor: Tutors teaching first aid must have certification in delivering first aid training.
 - Fire Safety Instructor: Tutors must be qualified to teach fire safety training, often holding relevant certification, such as the National Fire Safety Association qualification or equivalent.
- Specific qualifications required by Shorcontrol Safety are documented according to specific course categories. These requirements are to be communicated to tutors.
 - Where tutors have demonstrated experience and knowledge in their field but do not hold relevant qualifications or if there are certain qualifications that a tutor does not hold, which does not impact the safety, quality, or regulatory requirements of training, it is preferred that they obtain such as part of their professional development. Shorcontrol Safety can assist the tutor in upskilling and achieving relevant qualifications.

5.3 Tutor Professional Development & Competence Review

- Tutors must engage in ongoing professional development to stay up to date on evolving regulations and best practices.
- The Head of Training & Development conducts a professional development review process for Shorcontrol Safety's contracted tutors and training personnel on an annual basis at a minimum.
- Tutors must actively participate in professional development opportunities and provide feedback for continuous improvement.
- Active participation from tutors includes the following at a minimum:
 - Consistent provision of up to date and current certifications and qualifications
 - Demonstrated competence in training delivery as per required standards for courses
 - Adherence to company policies, procedures and safety standards
 - Engage in active peer reviews as required
 - Agree to being observed in the training environment both in classroom and during practicals where applicable.
- The Head of Training & Development will ensure that all relevant audits, peer and competence reviews are documented and stored on tutors' active files.

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5.4 Renewal of qualification and certification with expiration dates

- Tutor Qualification Database includes expiry dates for all tutor certifications.
- Alert emails should be issued to tutors informing them of their due to expire qualification on the following basis:
 - 3 months prior
 - 1 month prior
- Tutors and the Training Manager are notified at each milestone.
- Tutors must submit digital copies of renewed qualifications to the Training & Development Manager who will then check the following:
 - Authenticity of documentation
 - Compliance with accrediting body standards
 - Entry and status update in Qualification Register
 - Confirmation of Continued Delivery
- Once renewal is verified, the tutor is cleared for continued course delivery.
- Clearance Certificate is valid until the next renewal due date.
- Tutors whose qualifications lapse and do not submit updated certification will be:
 - Immediately suspended from course delivery
 - Provided with a remediation plan
 - Monitored during renewal process
 - Reinstatement only after full compliance and verification.

6. Responsibilities

Employee Title/Classification	Responsibility
Directors, Top Management & Senior Management	To ensure the necessary resources are available within the organisation for the implementation of this policy. To ensure the contents of this policy are implemented effectively. To communicate and support the implementation of this policy and any related procedures.

7. Enforcement

Employee Title/Classification	Responsibility
Directors	Has the discretion in determining the repercussions in the discovery of a manager's failure to comply with this policy.
Managing Director	Has the discretion in determining the repercussions in the discovery of a manager or Director's failure to comply with this policy

8. Related Information and Documents

Document ID	Title
GEN-POL-001	Code of Conducts & Ethics
GEN-POL-002	Environmental, Health & Safety
GEN-POL-003	Equality, Diversity & Inclusion

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GEN-POL-010	Data Protection & Privacy
TRA-MAN-002	Tutor Handbook
	Peer Review Form
	Tutor Competence Review Form

9. Procedure Review

This procedure shall be reviewed when:

- There is a change of General Manager and/or QHSM at Shorcontrol Safety.
- There is a change in any of the related policies or procedures found in section 8. *'Related Information & Documentation'* of this document.
- As prescribed in Shorcontrol Safety's policy and procedure review schedule.
- As determined or requested by the General Manager at Shorcontrol Safety.

Revision Date	Author with Title	Description
19/02/2025	Angela Byrne; QHSM	Initial release of document following separation on tutor information from GEN-PRO-007.