

Training courses on offer

Safer recruitment

date: Wednesday, 24 February 2010, 10am – 1pm

venue: HCVS, 84 Springfield House 5 Tyssen Street, London E8 2LY

This workshops will give you an understanding of the concept and context for safer recruitment of employees and volunteers.

At the end of the course, you will:

- o Understand the features of safer recruitment
 - o The policies and practices that lead to safer recruitment:
 - o The job description and person specification
 - o The application form
 - o The selection process
 - o Checks and verification
 - o References.
- o Be able to apply safer recruitment in your organisation.

who is this for:

o People who responsible for recruitment within VCS organisations, including paid staff and volunteers

trainer: This will be confirmed



To book, please call HCVS on 020 7923 1962 or email info@hcv.org.uk or check online at www.hcv.org.uk