



Staff Handbook

Schedule 34 - Placement Policy

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Review Panel

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Change history

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SCHEDULE 34

Placement Policy

1. About this policy

- 1.1 This policy outlines the process of hiring an individual for a placement, including pay, hours of work etc.
- 1.2 This policy does not form part of any employee's contract of employment and we may amend it at any time.

2. Aim of Placements

- 2.1 To support individuals with their formal education
- 2.2 To provide opportunities for colleagues children
- 2.3 To support customers by enabling placements for their children and in so doing further our relationships with those clients.
- 2.4 To find potential new colleagues who we hope will become great additions at Aire Logic
- 2.5 To help support our local areas by providing opportunities for work experience in a manner that supports our Equality, Diversity and Inclusion commitment.

3. What defines an individual as a Placement?

- 3.1 An individual who is undertaking a placement refers to someone who is looking for work to support their formal education, such as further education colleges or vocational qualifications.

4. Hours of Work

- 4.1 The expected working hours for a placement will vary depending on business needs, area of the business and the individual's circumstances.
- 4.2 The specifics will be discussed and confirmed during the offer and onboarding process.

5. Equipment

- 5.1 We will supply any placements with the equipment needed to carry out their duties.
- 5.2 If additional equipment is required, please refer to the expense policy for information.

6. Pay

- 6.1 Pay for Placements will be in line with the National Living Wage.
- 6.2 The specifics will be discussed and confirmed during the offer and onboarding process.

7. Recruitment

- 7.1 Potential placements will be expected to go through a Recruitment Process to ensure they are willing, capable and are a good fit for Aire Logic.
- 7.2 The recruitment process will include submission of a CV and an interview.

7.3 We want to give all placements a full, authentic 'employment experience' so every application will go through the same process.

7.4 The recruitment process for those applying for placements will be overseen by recruitment.

7.5 If we receive a large number of applications and we are unable to support all, we will refer back to the 'scoring metric' from the interview notes.

8. Areas of Business

8.1 We will offer placements in each department of the business, however the amount of placements offered will depend on business needs at the time of recruitment.

8.2 HR may reach out at various times in the year to check how viable a placement may be across areas of the business to ensure we can support the individual.

9. Placements for Aire Logic Staff Friends and Family

9.1 We will offer placement opportunities to friends and family of Aire Logic permanent staff.

9.2 The number of placements offered to friends and family will be in line with our Equality, Diversity and Inclusion strategy and the business needs.

9.3 Friends and family of Aire Logic will be expected to undergo the recruitment process outlined in this policy.

10. Equality, Diversity and Inclusion Strategy

10.1 As part of our Equality, Diversity and Inclusion strategy, we have committed to offering placement opportunities fairly and equally

10.2 We will look to hire placements who come from a variety of backgrounds, including individuals through charities, various social backgrounds etc.

10.3 The number of placements offered to these individuals will be in line with the business needs.

10.4 Individuals will be expected to undergo the recruitment process outline in this policy

11. Onboarding and Induction

11.1 HR will look after the onboarding and induction of placements.

11.2 We may expect the placement to complete a basic DBS check before starting employment.

11.3 We will require ID and Right to Work before starting.

11.4 We will request 1 employment or personal reference which we will be required before starting employment. This can be there education provider.

11.5 On the first day with Aire Logic, HR will go through an induction to welcome the placements and provide them with the information they'll need to get going, such as our company ethos, ways of working and expectations.