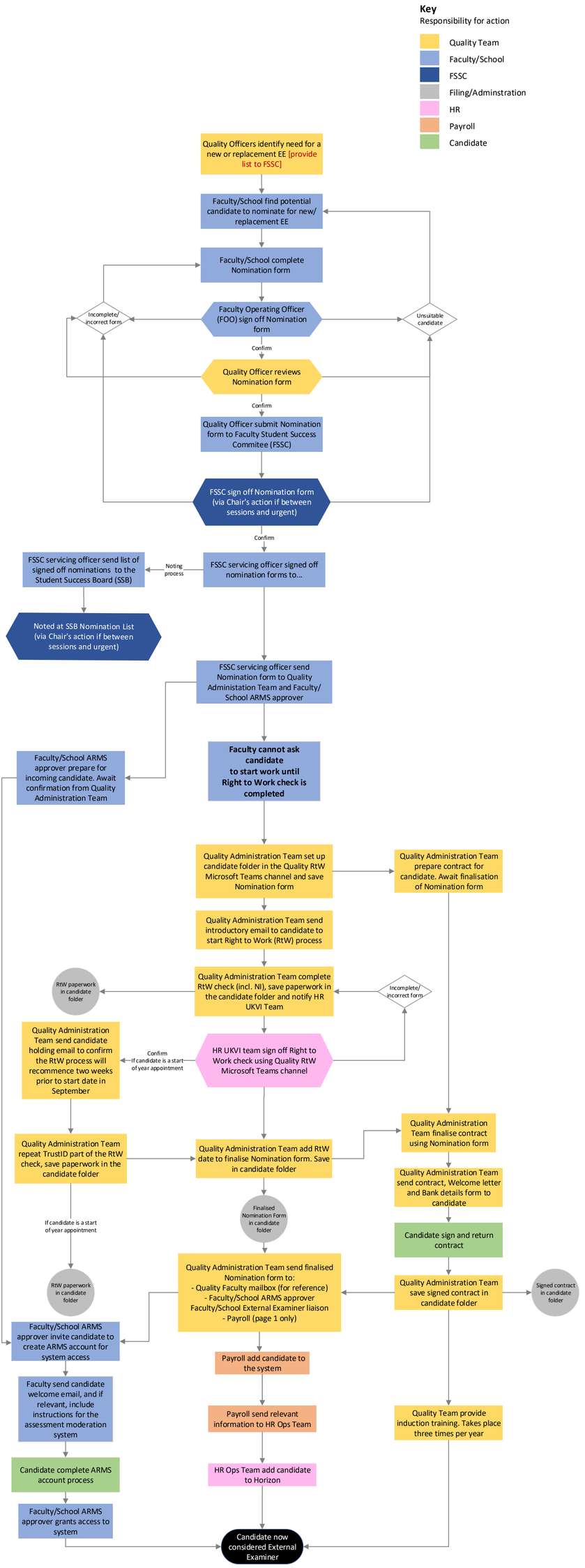
Key
Responsibility for action
Quality Team
Faculty/School
FSSC
Filing/Adminstration
HR
Payroll
Candidate
Quality Officers identify need for a new or replacement EE [provide list to FSSC]
Faculty/School find potential candidate to nominate for new/ replacement EE
Faculty/School complete Nomination form
Incomplete/ incorrect form
Faculty Operating Officer (FOO) sign off Nomination form
Unsuitable candidate
Confirm
Quality Officer reviews Nomination form
Confirm
Quality Officer submit Nomination form to Faculty Student Success Commitee (FSSC)
FSSC sign off Nomination form (via Chair's action if between sessions and urgent)
Confirm
FSSC servicing officer send list of signed off nominations to the Student Success Board (SSB)
Noting process
FSSC servicing officer signed off nomination forms to...
Noted at SSB Nomination List (via Chair's action if between sessions and urgent)
FSSC servicing officer send Nomination form to Quality Administation Team and Faculty/ School ARMS approver
Faculty/School ARMS approver prepare for incoming candidate. Await confirmation from Quality Administration Team
Faculty cannot ask candidate to start work until Right to Work check is completed
Quality Administration Team set up candidate folder in the Quality RtW Microsoft Teams channel and save Nomination form
Quality Administration Team prepare contract for candidate. Await finalisation of Nomination form
Quality Administration Team send introductory email to candidate to start Right to Work (RtW) process
RtW paperwork in candidate folder
Quality Administration Team complete RtW check (incl. NI), save paperwork in the candidate folder and notify HR UKVI Team
Incomplete/ incorrect form
Quality Administration Team send candidate holding email to confirm the RtW process will recommence two weeks prior to start date in September
Confirm
If candidate is a start of year appointment
HR UKVI team sign off Right to Work check using Quality RtW Microsoft Teams channel
Quality Administration Team repeat TrustID part of the RtW check, save paperwork in the candidate folder
Quality Administration Team add RtW date to finalise Nomination form. Save in candidate folder
Quality Administration Team finalise contract using Nomination form
Quality Administration Team send contract, Welcome letter and Bank details form to candidate
If candidate is a start of year appointment
Finalised Nomination Form in candidate folder
Candidate sign and return contract
RtW paperwork in candidate folder
Quality Administration Team send finalised Nomination form to:
- Quality Faculty mailbox (for reference)
- Faculty/School ARMS approver
Faculty/School External Examiner liaison
- Payroll (page 1 only)
Quality Administration Team save signed contract in candidate folder
Signed contract in candidate folder
Faculty/School ARMS approver invite candidate to create ARMS account for system access
Payroll add candidate to the system
Faculty send candidate welcome email, and if relevant, include instructions for the assessment moderation system
Payroll send relevant information to HR Ops Team
Quality Team provide induction training. Takes place three times per year
Candidate complete ARMS account process
HR Ops Team add candidate to Horizon
Faculty/School ARMS approver grants access to system
Candidate now considered External Examiner