



# ANGLO SKILLS COLLEGE

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Private  
Further  
Education

Anglo Skills College  
Certification N°.108  
Educational Oversight 2012  
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## ANGLO SKILLS COLLEGE



## STAFF HANDBOOK

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## Welcome to Anglo Skills College

We would like to take this opportunity to welcome you as a new member of staff and to express the hope that as well as making a positive contribution, you will find your role both interesting and satisfying.

This handbook has been compiled to provide you (Our employee) with information about the College, which you will find useful throughout your employment.

We hope you will read the handbook in its entirety. Although it is designed to answer many of your questions, please seek clarification from the administration office should you have any queries.

## Section 1 – Organization Information

### 1.1 Introduction to Anglo Skills College

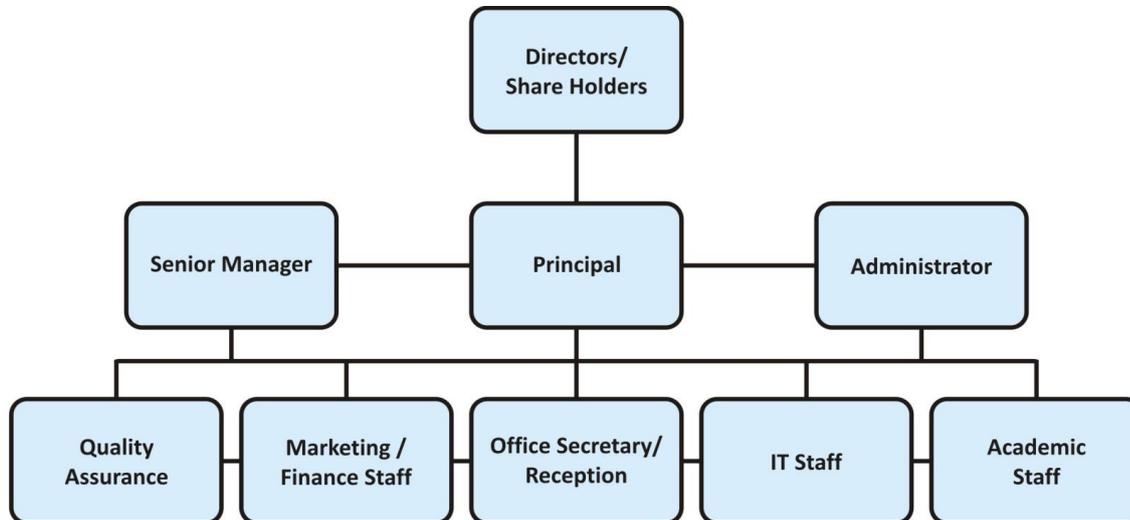
Anglo Skills College is a privately-funded college. The College provides further, vocational and higher education in the United Kingdom.

The mission of the college is to make a positive and lasting contribution to the lifelong learning of local and international students aged 18 and over. The College offers a wide range of professional, vocational and academic courses, all designed to help students to make the best of themselves and their current or potential careers. The College is passionately committed to Lifelong Learning that transcends all cultures, ages and socio-economic backgrounds - and not limited by structures, boundaries and traditions.

For all of its students and employees, the College is committed to providing the widest opportunities for achievement and personal development. The College aims to empower staff to make the right decisions and be accountable and transparent in their actions. As a people-centred organization, we will develop policies and strategies which will support our vision. We will value the effort, creativity and unique contribution of each member of our staff and students.



## 1.2 Organisational Staff Structure



## 1.3 Address and Contacts

Address: Anglo Skills College, The Hub, Suite 2D, 40 Friar Lane, Nottingham NG1 6DQ  
Telephone & Fax: 0115 948 3339  
Email: [principal@angloskillscollege.co.uk](mailto:principal@angloskillscollege.co.uk)  
Website: [www.angloskillscollege.co.uk](http://www.angloskillscollege.co.uk)

## Section 2: Joining Our Organization

### 2.1 Probationary Period

Upon joining Anglo Skills College, you join on an initial probationary period of three months. During this period, your work performance and general suitability will be assessed and if it is satisfactory your employment will continue. However, if during your work performance is not up to the required standard or you are generally unsuitable we may either take remedial action or terminate your employment if within the grounds of the disciplinary procedure.

At the end of your probationary period you will again be assessed and, if satisfactory, you will become a member of our regular staff. If you have not reached the required standard by the end of the three months we may either extend the probationary period in order that remedial action can be taken or terminate your employment. In the event of you failing to improve during the extended probationary period, your employment will be terminated.



## **2.2 Job description**

You have been provided with a job description of the position to which you have been appointed but amendments may be made to your job description from time to time in relation to our changing needs and your own ability, these will be discussed with staff and notice will be given of these changes.

## **2.3 Employee training**

At the commencement of your employment you will receive training for your specific job, and as your employment progresses your skills may be extended to encompass new job activities within the College.

## **2.4 Performance and review**

Our policy is to monitor your work performance on a continuous basis so that we can maximize your strengths, and help you overcome any possible weaknesses.

## **2.5 Appraisal**

Appraisal interviews will be held from time to time on an annual basis to allow us to formally appraise your performance. In addition, they can be held more frequently at your request.

## **2.6 Job flexibility**

Whenever necessary staff may need to transfer to alternative departments within the College (during holiday periods, or covering holiday etc) it may be necessary for you to take on some duties normally performed by colleagues, but training will be provided upon this happening.

## **2.7 Communications**

It is important that staff is aware of the communication channels that exist and understand how to access and distribute information. Good communication ensures that:

- employees get the information they require to carry out their roles and that the information is timely, accurate, relevant and consistent
- individuals feel involved and able to contribute their views and ideas



## **2.8 Communication procedures**

In addition to day-to-day communication with line managers, regular departmental meetings are held. These include general College news as well as section issues, all staff is encouraged to forward items for inclusion in the meetings or raise their issue/concern/subject during the meeting.

Whilst it would be clearly imprudent for all information to flow to all levels, constant efforts are made to ensure that all relevant information is passed to all those who need to know.

## **Section 3: Wages and Salaries**

### **3.1 Administration**

- **Payment**

For salaried staff, the pay month is the calendar month. Basic salaries are paid by check on the 28th day of the current month. You will receive a pay slip showing how the total amount of your pay has been calculated. It will also show the deductions which have been made and the reasons for them, e.g. Income Tax, National Insurance, etc.

- **Overpayments**

If you are overpaid for any reason you must immediately inform the Administration Office. The total amount of the overpayment will normally be deducted from your next payment but if this would cause hardship, arrangements may be made for the overpayment to be recovered over a longer period.

- **Income Tax and National Insurance**

At the end of each tax year you will be given a P60 form showing the total pay you have received from us during that year and the amount of deductions for Income Tax and National Insurance. You should keep these documents in a safe place as you may need to produce them if making enquiries with the Inland Revenue or DSS, or if completing a self-assessment form. The law does not allow us to issue duplicate copies. This relates to only those staff members who are on the payroll system.



## **3.2 Lateness/Absence**

You must attend work punctually at the specified time(s) and you are required to comply strictly with any time recording procedures relating to your work. All absences must be notified in accordance with the procedures laid down in this Employee Handbook. Lateness or absence may result in disciplinary action and/or loss of appropriate payment.

## **3.3 Maternity Leave and Pay**

You are entitled to maternity leave in accordance with the current statutory provisions. If you become pregnant you should notify the Administration Office at an early stage so that your entitlements and obligations can be explained to you.

## **3.4 Parental Leave**

If you are entitled to take parental leave in respect of the current statutory provisions, you should discuss your needs with the Administration Office, who will identify your entitlements and look at the proposed leave periods dependent upon your child's/children's circumstances and the operational aspects of the business.

## **3.5 Time off for dependants**

You may be entitled to take a reasonable amount of unpaid time off during working hours to act when necessary to provide help to your dependants. Should this be necessary you should discuss your situation with the Administration Office who if the situation is deemed as appropriate will agree the necessary time off.

## **3.6 Paternity Leave**

In accordance with new statutory provisions you are entitled to two weeks paternity leave to be taken within eight weeks of the birth date.



## **Section 4: Holiday Entitlement and Conditions**

### **4.1 Annual holidays**

Your holiday year begins on 1st January and ends on 31st December each year. Your holiday entitlement includes public and bank holidays. Your annual holiday entitlement is shown in your individual statement of main terms of employment. It is our policy to encourage you to take all your holiday entitlement in the current holiday year. We do not permit holidays to be carried forward, except under exceptional circumstances.

#### **4.1a Conditions applying to your annual holiday entitlement**

You should obtain approval for all holiday requests from the Administration Office before making any firm holiday arrangements. Holiday requests may be denied during busy periods of the year and at times of low staffing levels.

Holiday requests will only be considered by the Administration Office who will allocate agreed holiday dates on a "first come - first served" basis to ensure that operational efficiency and minimum staffing levels are maintained throughout the year.

You should give at least four weeks' notice of your intention to take holidays and one week's notice is required for odd single days.

### **4.2 Quality Assurance Strategy**

- Sample all the work of all the assessors by observation on at least one occasion per year
- Documentary evidence will be sampled more frequently
- All methods of assessment that are used will be sampled
- Sampling plan will be based on CAMERA (Candidates, Assessors, Methods of Assessment, Elements, Records and Assessment Sites).



## **Section 5: Sickness/Injury**

### **5.1 Notification of incapacity for work**

You must notify the College by telephone on the first day of incapacity and at the earliest possible opportunity before your normal start time. Notification should be made personally (or if you are unable to do so, then by a relative, neighbour or friend), to the Administration Office. You should try to give some indication of your expected return date and notify us as soon as possible if this date changes.

If your incapacity extends to more than seven days you are required to notify us of your continued incapacity once a week thereafter, unless otherwise agreed.

### **5.2 Evidence of incapacity**

Doctor's letters are not issued for short term incapacity. In these cases of incapacity (up to seven calendar days) you must sign a self-certification absence form on your return to work.

If your sickness has been (or you know that it will be) for longer than seven days (whether they are working days) you should see your doctor and make sure he/she gives you a medical certificate and the forward this to us. Subsequently you must supply us with consecutive doctor's medical letter to cover the whole of your absence.

### **5.3 Return to work**

You should notify the Administration Office as soon as you know which day you will be returning to work, if this differs from a date of return previously notified. If you have been suffering from an infectious or contagious disease or illness such as rubella or hepatitis you must not report for work without clearance from your own doctor.

### **5.4 General**

Submission of a medical certificate or sickness self-certification absence form, although giving us the reason for your absence may not always be regarded by us as sufficient justification for accepting your absence. Sickness is just one of a number of reasons for absence and although it is understandable that if you are sick you may need time off, continual or repeated absence through sickness may not be acceptable to us.

In deciding whether your absence is acceptable or not we will take the reasons and extent of all your absences, including any absence caused by sickness, into account. We cannot operate with an excessive level of absence as all absence, for whatever reason, reduces our efficiency.



We will take a serious view if you take sickness/injury leave which is not genuine, and it will result in disciplinary action being taken.

## **Section 6: Safeguarding**

### **6.1 Confidentiality**

All personal information that is or has been acquired by you during your employment, or has otherwise been acquired by you in confidence, relates particularly to our students, staff and business or that of other persons or bodies with whom we have dealings with shall be confidential and a no time whether before or after the termination of your employment, shall you disclose such information to any person without our written consent.

You are to exercise reasonable care to keep safe all documents containing confidential information and at the time of termination of your employment, or at any other time upon demand, return to us any such material in your possession.

### **6.2 Virus protection procedures**

To prevent the introduction of virus contamination into the software system the following must be abided by: -

- a. Unauthorized software including public domain software, magazine cover disks/CDs or Internet/World Wide Web downloads must not be used.
- b. All software must be virus checked using standard testing procedures before being used.

### **6.3 E-mail**

The College allows reasonable social use of the e-mail facility. There are many legal points which arise from the use of E-Mail, both internally within the company and externally over the internet. To protect your own and the College's interest, please make sure you apply the following: -

#### **YOU MUST NOT**

- Respond to "Junk Mail" or give alleged "warnings" to new E-mail viruses.
- Forward or respond to chain letter- type E-mail.
- Include any information in your E-mail which is protected by copyright i.e. it is copied or published without the consent of the author.



- Initiate or forward an E-mail which contains obscene or pornographic material.
- Initiate or forward E-mail which could be considered to constitute an act of Harassment or be discriminatory. There are many laws which prohibit discrimination on the ground of sex, race and disability.
- Disclose information which is protected by embargo or could in any way be considered confidential to the College and/or the employees.
- Make any statements via E-mail which intentionally or unintentionally create a binding contract or make negligent statements.

Failure to comply with the above policy may result in disciplinary action that may lead to dismissal.

## **Section 7: Standards**

### **7.1 Wastage**

We maintain a policy of "minimum waste" which is essential to the cost-effective and efficient running of all our operations. You can promote this policy by taking extra care during your normal duties by avoiding unnecessary or extravagant use of services, time, energy, etc., and the following points are illustrations of this:

- Handle machines, equipment and stock with care.
- Turn off any unnecessary lighting and heating. Keep doors closed whenever possible.
- Ask for other work if your job has come to a standstill.
- Start with minimum delay after arriving for work and after breaks.

### **7.2 Housekeeping**

Both from the point of view of safety and of appearance, work areas must be kept clean and tidy always.

### **7.3 Standardisation procedures and assessments**

- Meetings will be held once a term to ensure all standards of assessment and assessment marking are all equal
- Meetings will be minuted to for evidentiary purposes.



## Section 8: Safety, Welfare and Hygiene

### 8.1 Safety

You should make yourself familiar with our Health and Safety Policy and your own health and safety duties and responsibilities, as circulated separately. You must not take any action which could threaten the health or safety of yourself, other employees, customers or members of the public. You should report all accidents at work, no matter how minor in the accident book, which can be found in the Administration Office.

### 8.2 Diversity and Equal Opportunities

- Equal opportunity is the promotion of policies and practices aimed at ensuring that everyone has the same chances and prospects.
- The College will not tolerate any discrimination on the grounds of race, religious/political beliefs, colour, ethnic origin, nationality, gender, sexual orientation, marital/parental status, age, physical disabilities, learning difficulties or mental health problems and trade union membership/activities.
- **Discrimination** is the less favourable treatment of an individual or group.
- **Harassment** can include: unnecessary touching, unwanted physical contact, leering, personal remarks, verbal or written abuse, visual displays, coercion, isolation or non-cooperation. Harassment intended to frighten and intimidate is bullying.
- We value the diversity of our local community and have committed ourselves to taking every reasonable step to ensure that everyone is treated fairly and equally.
- The college will therefore pursue methods supportive of and encouraging to those in a disadvantaged situation. Students will be offered help in:
  - recognising the skills and knowledge they have developed in their own lives
  - enabling them to develop new skills and knowledge
  - providing appropriate language support
  - giving practical advice on further opportunity
- More information can be obtained from the College's Equal Opportunity Policy, available from the Office.



## **8.2a Disabilities**

- The College endeavours to support students and staff with disabilities, Dyslexia and any other needs.
- It is the individual's responsibility to make us aware if they are having difficulties or if their circumstances have changed, so that the College can assist to access any additional support they may need.

## **8.3 Smoking Policy**

Smoking is not allowed inside college premises.

## **8.4 Hygiene**

Any exposed cut or burn must be covered with a first-aid dressing. If you are suffering from an infectious or contagious disease or illness such as rubella or hepatitis you must not report for work without clearance from your own doctor. Contact with any person suffering from an infectious or contagious disease must be reported before commencing work.

## **8.5 Alcohol and Drugs Policy**

We as your employer have a duty to ensure so far as is reasonably practicable, the health and safety and welfare at work of all our employees. Similarly, you have a responsibility to yourself and your colleagues.

The use of alcohol and drugs may impair the safe and efficient running of the business and/or the health and safety of our employees, you are not permitted to partake in either during office hours and while recreational drugs are illegal and not tolerated we acknowledge that alcohol consumption out of work is down to personal choice and may be done to your own discretion.

However, If your performance or attendance at work is affected because of drugs/alcohol or we believe you have been involved in any drug related action/offence, you may be subject to disciplinary action and, dependent on the circumstances, this may lead to your dismissal.



## **Section 9: General Terms of Employment, Information and Procedures**

### **9.1 Changes in personal details**

You must notify the Administration Office of any change of name, address, telephone number, etc. immediately, so that we can maintain accurate information on our records and contact you in an emergency, if necessary, outside normal working hours.

### **9.2 Other employment**

If you already have any other employment or are considering any additional employment you must notify us so that we can discuss any implications arising from the current working time legislation.

### **9.3 Time off**

Circumstances may arise where you need time off for medical/dental appointments, or for other reasons. Where possible, such appointments should be made outside normal working hours. If this is not possible, reasonable time off required for these purposes may be granted at the discretion of the Administration Office and will normally be without pay.

### **9.4 Bereavement leave**

Individuals' reactions to bereavement vary greatly and the setting of fixed rules for time off is therefore inappropriate. You should discuss your circumstances with the Administration Office and agree appropriate time off.

### **9.5 Employees' property**

We do not accept liability for any loss of, or damage to, property which you bring onto the premises. You are requested not to bring personal items of value onto the premises and do not leave any items overnight.

### **9.6 Lost property**

Articles of lost property should be handed to the Administration Office who will retain them whilst attempts are made to discover the owner.



## **9.7 Mail**

All mail received by us may be opened, not including that addressed to employees. No private mail may be posted at our expense except in those cases where a formal re-charge arrangement has been made.

## **9.8 Telephone calls**

Personal telephone calls on the college system are allowed only in the case of emergency and with the prior permission of the Administration Office.

## **Section 10: Capability**

### **10.1 Introduction**

We recognise that during your employment with us your capability to carry out your duties may deteriorate. This can be for many reasons, the most common ones being that either the job changes over a period of time and you fail to keep pace with the changes, or you change (most commonly because of health reasons) and you can no longer cope with the work.

### **10.2 Job changes**

If the nature of your job changes we will make every effort to ensure that you understand the level of performance expected of you and that you receive adequate training and supervision. If we have concerns regarding your capability, these will be discussed in an informal manner and you will be given time to improve.

If your standard of performance is still not adequate you will be warned in writing that a failure to improve and to maintain the performance required could lead to your dismissal. We will also consider the possibility of a transfer to more suitable work if possible.

If there is still no improvement after a reasonable time and we cannot transfer you to more suitable work, you will be issued with a final warning that you will be dismissed unless the required standard of performance is achieved and maintained. If such improvement is not forthcoming after an agreed period, you will be dismissed.

### **10.3 Personal circumstances**

Personal circumstances may arise which do not prevent you from attending for work but which prevent you from carrying out your normal duties (e.g. a lack of dexterity or general ill health). If such a situation arises, we will normally need to have details of your medical diagnosis and prognosis so that we have the benefit of expert advice. Under normal circumstances this can be



most easily obtained by asking your own doctor for a medical report. Your permission is needed before we can obtain such a report. When we have obtained as much information as possible regarding your condition and after consultation with you, a decision will be made about your future employment with us in your current role or, where circumstances permit, in a more suitable role.

There may also be personal circumstances which prevent you from attending work, either for a prolonged period or periods or for frequent short periods. Under these circumstances we will need to know when we can expect your attendance record to reach an acceptable level and again this can usually be most easily obtained by asking your own doctor for a medical report. When we have obtained as much information as possible regarding your condition and after consultation with you, a decision will be made about your future employment with us in your current role or, where circumstances permit, in a more suitable role.

## **Section 11: Disciplinary rules and procedures**

### **11.1 Introduction**

The rules set standards of performance and behaviour whilst the procedures are designed to help promote fairness and order in the treatment of individuals. It is our aim that the rules and procedures should emphasize and encourage improvement in the conduct of individuals, where they are failing to meet the required standards, and not be a means of punishment.

Every effort will be made to ensure that any action taken under this procedure is fair, with you being given the opportunity to state your case and appeal against any decision that you consider to be unjust.

The following rules and procedures should ensure that:

- you are fully aware of the standards of performance, action and behaviour required of you
- disciplinary action, where necessary, is taken speedily and in a fair, uniform and consistent manner
- you will only be disciplined after careful investigation of the facts and the opportunity to present your side of the case. On some occasions, temporary suspension on full pay may be necessary in order that an uninterrupted investigation can take place. This must not be regarded as disciplinary action or a penalty of any kind
- you have the right to be accompanied by a fellow employee, or a Staff Association representative or a trade union official who may act as a witness or speak on your behalf, at all stages of the formal disciplinary process



- you will not normally be dismissed for a first breach of discipline, except in the case of gross misconduct
- if you are disciplined, you will receive an explanation of the penalty imposed and you will have the right to appeal against the finding and the penalty.

## **11.2 Disciplinary rules**

It is not practicable to specify all disciplinary rules or offences which may result in disciplinary action, as they may vary depending on the nature of the work. In addition to the specific examples of unsatisfactory conduct, misconduct and gross misconduct shown in this handbook, a breach of other conditions, procedures, rules etc. within this handbook will also result in the disciplinary procedure being used to deal with such matters.

## **11.3 Minor Acts of Misconduct**

Misconduct offences broadly fall within two categories – those that justify instant dismissal without notice or payment in lieu (often referred to as gross misconduct) and less serious offences which may ultimately lead to dismissal with notice if repeated more than once. Examples of the latter category include bad time-keeping, unreasonable or unexplained absence, persistent or irregular absenteeism, minor damage to an employer's property, smoking in no-smoking areas, use of obscene or offensive language, etc.

## **11.4 Serious Misconduct**

Where one of the unsatisfactory conduct or misconduct rules has been broken and if, upon investigation, it is shown to be due to your extreme carelessness or has a serious or substantial effect upon our operation or reputation; you may be issued with a final written warning in the first instance. You may receive a final written warning as the first course of action if in an alleged gross misconduct disciplinary matter, upon investigation, it is shown to have some level of mitigation and is treated as an offence just short of dismissal.

## **11.5 Gross Misconduct**

You will be liable to summary dismissal if you are found to have acted in any of the following ways: examples of gross misconduct include theft, physical assault, breach of duty of confidentiality, sexual or racial harassment, fighting, wilful damage to College property, sale and/or consumption of alcohol or drugs at work or being under the influence of alcohol or drugs at work, and failure to comply with lawful and reasonable instructions, etc.



## **11.6 Procedure**

Disciplinary action taken against you will be based on the following procedure

1. Oral Warning
2. First Written Warning
3. Final Written Warning
4. Dismissal

In relation to the above, the College reserves the right in the disciplinary procedure to instigate the procedure at any stage if appropriate and/or, if necessary, to omit any particular stage depending on the severity of the misconduct. This would, for example, permit the College to issue a final written warning for a first offence if the offence is serious but falls just short of gross misconduct.

## **11.7 Investigation**

In serious cases of misconduct, no action should be taken by the College before a proper investigation has been carried out relating to the circumstances of the matter complained of. If appropriate, the College may consider suspending an employee from work for a specified period whilst the investigation is undertaken. However, if the employee is suspended their contract of employment must continue together with all rights which the employee has under the contract including payment of salary/wages.

## **11.8 Disciplinary Hearing**

If because of the investigation it appears that an act of misconduct has been committed the College would proceed with a disciplinary hearing. The employee should be given details in writing of the complaint sufficiently in advance of the hearing to permit them to prepare themselves. At the hearing, the employee should be given the opportunity to state their case and the employee should also be permitted to be accompanied by a fellow employee of their choice.

## **11.9 Disciplinary authority**

The operation of the disciplinary procedure contained in the previous section is based on the following authority at the various levels of disciplinary action.

- Formal verbal warning – Administration Officer
- Written warning – Administration Officer
- Final written warning - Principal
- Dismissal - Principal



## **11.10 Period of warnings**

- Formal verbal warning

A formal verbal warning will normally be disregarded after a six-month period.

- Written warning

A written warning will normally be disregarded after a 12 month period.

- Final written warning

A final written warning will normally be disregarded after a 2 year period.

## **11.11 General notes**

If you are in a supervisory or managerial position then demotion to a lower status at the appropriate rate may be considered as an alternative to dismissal except in cases of gross misconduct. Gross misconduct offences will result in dismissal without notice. You have the right to appeal against any disciplinary action.

## **Section 12: Grievance and appeals procedure**

### **12.1 Handling grievances informally**

It is important that if you feel dissatisfied with any matter relating to your work you should have an immediate means by which such a grievance can be aired and resolved. The first priority should be to speak with the individual and informally resolve the problem, making sure they understand that the formal procedure is available if they wish to use it. Make a note of the date when the issue was discussed and what action was agreed. Confirm this in writing to the employee. Informal discussion can frequently solve problems without the need for a written record but if you wish your grievance to be formally recorded and investigated, please make this clear at the outset.

### **12.2 Formal standard of procedure**

Below are the steps, which must be complied with when handling employee grievances and which must, as a minimum, be set out in the company grievance procedure:

- **Step one: statement of grievance**

The employee must set out the grievance in writing and send it to the employer.

- **Step two: meeting**

The employer must invite the employee to attend a meeting to discuss the grievance. Employee must state their case, commenting on all the evidence, calling any witnesses and challenging



any evidence provided by the employer. The employer must inform the employee of their response to the grievance and notify them of the right to appeal against the decision if they are not satisfied with it.

- **Step three: appeal**

The employee must notify the employer, in writing of their wish to appeal and provide the basis of the appeal. The employer must then invite them to attend a further meeting. The employee must take all reasonable steps to attend the meeting. The appeal must be heard by a director of the company not involved in the earlier investigation and grievance proceedings. After the appeal meeting, the employer must inform the employee of their final decision.

### **12.3 Appeals**

An employee would always be given the chance to appeal against any disciplinary decision taken against them. The appeal would be chaired, if possible, by someone who was not party to the investigation into the offence or the subsequent disciplinary hearing, so that an independent decision into the severity and appropriateness of the disciplinary action can be made. At the appeal, the employee should be entitled to attend to state their case and to be accompanied by a fellow employee of their choice.

An appeal against a formal warning or dismissal should give details of why the penalty imposed is either too severe, inappropriate or unfair in the circumstances. If you are appealing because you have not committed the offence then your appeal may take the form of a complete re-hearing and reappraisal of all matters so that the appeal panel who are hearing the appeal can make an independent decision before deciding to grant or refuse the appeal. The result of the appeal will be made known to you in writing within five working days after the hearing.

### **12.4 Checklist**

- All relevant facts should be gathered promptly before memories fade. If necessary statements should be taken and documents collected. In serious cases suspension should be considered with pay while an investigation is conducted
- The complaint must be clear and the question should be asked is action needed at this stage
- If action is needed it is necessary to decide if that action should be advice and counselling, or, formal disciplinary action
- Finally, the employee's performance should be monitored. The disciplinary action should be followed up with the object of encouraging improvement and progress should be regularly discussed with the individual.



## **Section 13: Termination of employment**

### **13.1 Fair Dismissal**

Dismissal is only fair if the employer can show that it is for one of the following reasons:

- a reason related to the employee's misconduct
- result after final written warning
- a reason related to the employee's capability or qualifications for the job
- because the employee was redundant
- because a statutory duty or restriction prohibited the employment being continued

### **13.2 Unfair Dismissal**

Dismissals are classed as 'automatically unfair' - regardless of the reasonableness of an employer's action - if an employee is exercising specific rights to do with:

- pregnancy - including all reasons relating to maternity
- family reasons - including parental leave, paternity leave (birth and adoption), adoption leave or time off for dependants
- representation - including acting as an employee representative and trade union membership grounds and union recognition
- part-time and fixed-term employees
- discrimination - including protection against discrimination on the grounds of age, sex, race, disability, sexual orientation and religion or belief
- pay and working hours - including the Working Time Regulations, annual leave and the National Minimum Wage

### **13.3 Notice of termination**

Both the College and employee are normally entitled to a minimum period of notice of termination of employment. After one month's employment, an employee must give at least one week's notice; this minimum is unaffected by longer service. An employer must give an employee:

- at least one week's notice after one month's employment
- two weeks after two years
- three weeks after three years and so on up to 12 weeks after 12 years or more.



## **13.4 Terminating employment without giving notice**

If you terminate your employment without giving or working the required period of notice, as indicated in your individual statement of main terms of employment, you will have an amount equal to any additional cost of covering your duties during the notice period not worked deducted from any termination pay due to you.

## **13.5 Retirement**

The normal age for retirement is 65, and it is our policy for employees to retire at the end of the week in which their 65th birthday falls. In certain circumstances consideration may be given to fresh employment being offered to you after retirement. Such offers will be totally at the discretion of the College.

## **Section 14: General Information**

### **14.1 Professional Ethics**

Professional standards of integrity are expected of all the members of the teaching faculty, administration and support staff. Integrity is the basis of ethics.

### **14.2 Personal Appearance**

Members of the Staff should bear in mind that from their very first day they are representatives of the College and that their personal appearance and actions, and the impressions they make, are important to their advancement and to the continuing development of the reputation of the College. Anglo Skills College has not established rigid rules and regulations to govern the behaviour of its staff. The employment objective of the College is to employ individuals who meet high standards of character and occupational qualifications. Employees are expected to use good judgment and conduct themselves in a mature and responsible manner always.

## **Section 15: Code of conduct**

### **15.1: Behaviour between staff**

- Treat everyone with courtesy and respect.
- Avoid arguing
- To make the atmosphere of the college pleasant and calm, it is strict policy that all staff members are not allowed to argue with the senior management team. However, they can arrange a meeting to privately to discuss his/ her concern.



## **15.2: Following instruction**

- All trainee staff should report to the Principal at the end of the day about their day to day tasks and work progress
- Any employee cannot challenge the rules and is not allowed to dispute these. If the employee has any concerns regarding this, he/she must arrange a meeting to discuss it.
- Staff are not allowed to dispute this set rules of employment or the policy and procedures.
- Do what you have been asked to do.

## **15.3: Attendance and punctuality**

- Be punctual to demonstrate respect for others and to make the best use of your time
- Strictly follow the hours on the staff Rota. Attendance on time is obligatory. (more than 5 minutes late without informing us in advance would be counted as unpaid)
- We have a very strict attendance policy. More than 5 minutes late will be counted and noted, which will affect staff performance.

## **15.4: Training**

- Please cooperate and work as a team: share your knowledge and skills for college development
- All new staff is provided training on regular basis, Senior staff should provide extra support and help for new staff members when needed.
- The newly appointed staff are supervised appropriately, provided training on a regular basis and closely monitored by the management to check their performance and progress (which is part of their further job progression and promotion)

## **15.5: education and students**

- For the standards of education please cooperate and allow the principal to sit in the class for an observation for at least 10-15 min for quality assurance once a month.
- Lead by example and act as a positive role model for the College
- Insist on high standards of behaviour in students always, and apply disciplinary procedures when appropriate.
- Please inform the principal in case of any misbehavior and disruptions in class



## **15.6: administration; holidays, salaries and assessments**

- For one-week holidays, please book at least 3 weeks in advance or at the start of each term
- Please inform the administrator about the assessment procedures and progress of all students at least once a month.
- All the recruitment, human resources and salary related matters are dealt with by the Director

## **15.7: General office rules**

- Refrain from any activity which reduces your ability to carry out your duties such as the use of drugs/alcohol.
- Take sensible precautions to protect people, facilities and property
- Wear your identity badge openly
- No mobiles are allowed during working hours. All full-time staff are advised to keep their mobile away from their desk and these should be locked at the allocated cabinets.

Breaching the above code will impact on staff performance and staff will be informed by verbal notice twice. The third warning will be a written leading to disciplinary action. If the staff behaviour does not change according to the above policy, written notice will be served and the information will be attached with their personal file.

Senior Management Team  
Anglo skills college