

Tribunal Advisory Committee, 5 September 2018

HCPC Guidance Notes for External applicants

Executive summary and recommendations

Introduction

The Committee has asked for a separate document for candidate after the approval of the Selection and Appointment Policy. The below document has been updated to reflect the new policy.

Decision

The Committee is requested to note the document.

Date of paper

04 July 2018

Guidance notes for external applicants

Your application is important. Our decision about whether to call you in for an interview or assessment event is based solely on the information in your application. It allows the shortlisting panel to assess how closely your knowledge, skills and experience match the criteria set out in the 'Information for Applicants' document. Please read these guidance notes and the 'Information for Applicants' carefully. They are intended to help you make the most of your application for a partner role at the HCPC.

An overview of our application process

In almost all cases, we ask that you complete your application using the [HCPC Recruitment site](#). The information you provide through the [HCPC Recruitment site](#) is the only information that will be considered when reviewing your application. Do not attach / send a CV or any other documents – these will not be passed to the shortlisters.

Our shortlisting process is anonymous and shortlisters will only see the information about your education, qualifications, previous employment, why you are applying for the post, and how you meet the key skill requirements.

As soon as you have submitted your application, you will be sent an acknowledgment email. If you are shortlisted for an interview and/or assessment centre we will be in touch by phone or email. If you didn't get to the next stage this time we will email you to let you know.

Competency-based selection process

The HCPC uses a competency based selection process to recruit HCPC partners. The information that you provide in your application form includes information relating to your qualifications, previous employment, why you are applying for the post, and how you meet the key skill requirements. You will be scored on the information you provide in the 'Reason for Application' and any other section containing competency headings only.

The shortlisters will not be given your name and other personal details, nor any of the information from the diversity monitoring section, nor details of any criminal convictions. We ask candidates to provide specific examples and evidence to address the required competencies.

For each criteria (including why you are applying for the post) the shortlisting panel will consider how well the evidence provided meets the standard required for the role. You

should use actual examples, rather than describing how you think you would do something.

Completing the online application

Our partner roles are advertised on our [website](#). If you wish to apply for a particular role, click on the appropriate link. You can then set up your account or login into your existing account and begin your application. If you already have an account, you can use the same login details as before.

References

We need

- at least two satisfactory references, and
- a satisfactory references (receipt of a minimum of two references that are entirely satisfactory covering all their employers during the last three years issued by line manager or supervisor)

There is only space for three referees in the system. If you have had more than three employers in the past three years, use the most recent referees. We may ask for details of any others needed if you are offered the role.

Please note that employer references must come directly from that company or organisation. We may contact their HR department if your manager no longer works there. If you haven't worked before, or have been self-employed, please provide details of tutors, business contacts, or character references who can cover the past three years.

We won't take up references until we have offered you the role. Your appointment (or continued appointment) is subject to satisfactory references. You can find our reference policy on our [website](#).

Employment details

Complete the employment section as fully as you can, starting with the most recent jobs and qualifications. You can add further employment or education details.

Supporting statement

This is a very important part of your application which will help us assess your motivation for applying for the role and your reasons for wanting to work at the HCPC. You are limited to 300 words (no more than 2,000 characters).

Please don't include your name or personal details here. This section will be seen by the shortlisters and your application is anonymous in the initial stages.

Demonstrate skills

We use this section to assess whether you have the relevant skills, experience and abilities for the role. Any additional document attached to the vacancy sets out the key skills headings, with an indication of what we are looking for under each key skill heading.

You should complete one box for each key skill heading, covering all the points listed underneath it. Do not attempt to complete a separate box for each individual item listed in the document. Remember – one box for each key skill heading, including all the points listed underneath it.

Give concise and specific examples to show how you meet each key skill. You can include relevant skills, knowledge and experience from paid work, study, community or voluntary work, or other experience. Avoid generic statements such as 'I am good at working as part of a team'. We need specific evidence to show how you demonstrate this.

Please note there is a character limit for your response to each key skill heading.

You don't have to complete the form in one go. You can review and change your form up to the point you submit it. Once you have submitted your application form, you can't amend it any longer. Please print your form before you submit it, or save it on your computer. It is also useful to download and save any additional document attached to the vacancy in case you need it for interview preparation – you won't have access to this document once the closing date has passed.

Additional information

It is essential that those appointed as HCPC Partners have a certain standard of conduct and probity. Applicants are therefore asked to provide information about cautions, criminal convictions, disciplinary, financial proceedings, disqualifications and other matters in Part 1. When completing the declarations including previous conduct and other information, including possible conflicts of interest, you may find it helpful to refer to the [HCPC's conflicts of interest policy](#).

Submitting the form

The submit button will appear only when all sections have been saved and confirmed as completed.

When you have submitted your application, you will no longer have access to it. If you wish to withdraw your application, please contact the [HCPC Partner Team](#). Our vacancies close on the day/time specified. As soon as the closing time has passed, no further applications can be considered.

We will try to help if you have any problems. Our offices are staffed Monday to Friday, 9am – 5pm. We are not available outside of these times.

Adjustments for candidates with a disability

We are fully committed to making our recruitment process accessible. If you have specific requirements, please let us know. You can contact us on 020 7840 1722 or at partners@hcpc-uk.org. We can make adjustments such as an application form in an alternative format, someone with you at the interview, or additional time for tests if required.

Equality and diversity monitoring

The HCPC has a longstanding commitment to making meaningful progress on equality and diversity, both as regulator and as an employer. As part of this work we monitor candidates' equality and diversity data across all stages of the recruitment process. The data you provide will only be used anonymously for this monitoring and it is not shared with the shortlisting panel.

Criminal convictions and the Rehabilitation of Offenders Act 1974

We ask you to tell us in your application whether you have any criminal convictions. We wish to make informed decisions about how relevant any convictions are to the role you have applied for and to ensure a safe working environment for our staff and those we provide services to.

A conviction will not necessarily stop you from being appointed by the HCPC. Senior staff at the HCPC will consider how relevant the conviction is to the role you have applied for and whether we can proceed with your application and confirm any offer of appointment.

We keep information about criminal records strictly confidential. It will not be passed to the shortlisting panel and it will only be seen by those who need to see it in order to make a decision on your application.

The Rehabilitation of Offenders Act 1974 sets out that certain criminal convictions are 'spent' after a certain period of time. Spent convictions do not have to be disclosed when applying for a role.

For more information, please email partners@hcpc-uk.org

Declarations and data protection

The application process asks you to confirm other declarations and that the information you have given is truthful and accurate, and that you have not withheld relevant information. If we become aware of any inaccurate information, your application or any offer made might be withdrawn. If you have already started work with us you might be dismissed.

We take our data protection responsibilities very seriously. The information you provide will be held securely and access restricted to those dealing with your application. Your personal data and the data used for equality and diversity monitoring will be anonymised.

Any questions?

If you have any questions, or if you need the application form in a different format because of a disability, please contact the Partner Team on 020 7840 1722 or partners@hcpc-uk.org

Applying for more than one role

You may apply for more than one role at the same time, but you will have to complete a new application for each role. This is to make sure that we have a record of each application in the system, and also because different applications may have different key skills and may be assessed by different shortlisting panels.

If you use the same login details for each application, you will find that some sections, for example your personal details, will automatically be carried over into the new application.

Top tips and reminders

- Print out – or download and save on your computer – these guidance notes, any additional document attached to the vacancy and your own application. These will not be available to view in later stages of the process.

- Save regularly – the system may time-out if you haven't saved, even if you have been entering data. You may lose any unsaved work.
- The submit application button won't appear until **all sections** have been saved and completed.
- Your response in each key skill box should address the main key skill heading including all the points listed under it.
- Give clear, specific examples of how you meet our key skills requirements, setting out your contribution.
- Do complete your application in good time. We won't be around in the evenings or at the weekend if you have any questions or have a technical problem.
- We do not accept late applications.