



## Recruitment and Development Policies

Recruitment of employees and associates follow the same approach to ensure a consistent methodology is applied to the engagement and understanding of consultants and their approach to business.

Potential consultants can apply by emailing [info@aba-procurement.com](mailto:info@aba-procurement.com) or are identified through recommendation or advertisement.

We hold consultant accreditation days where prospective and existing consultants meet. At these days potential consultants are assessed and introduced to ABA Procurement and our methodologies.

These sessions include interviews, assessments of capability, CV validation and reference checking via follow up to previous projects / employers. The session establishes skill sets and suitability for different types of role, plus it enables the identification of specialist areas of knowledge and experience. The details of each associate is then regularly updated and maintained on our database.

This approach is repeated on a regular basis for existing consultants to update skills and areas of specialism as well as the learning acquired and fresh challenges that have been addressed on current assignments.

Consultants have significant experience when they join the consultancy team and are encouraged to maintain and improve their knowledge by participating in seminars, workshops, user groups and other learning activities. CIPS members are encouraged to engage in the institute's continuous professional development (CPD) scheme to maintain their professional knowledge.

All consultants are familiarised in advance of commencing work on a client's project with our standard tools and methodologies, ensuring that there is a consistent delivery of service.

Regular consultant meetings are held where specialists from the consultant group and or external sources maintain our leading edge knowledge and provide skills development and training to raise skill sets and develop understanding.

This approach to professional development enables team members to share their experience and discuss in an open forum issues that arose during assignments, the learning obtained and the solutions provided.

Information is provided direct to consultants keeping them updated of changes in procurement and public sector information through ABA Procurement newsletters. In addition all consultants are encouraged to regularly produce items for publication on websites and in journals, requiring research and up to date knowledge.

A handwritten signature in black ink, appearing to read 'David Pratt', is enclosed in a light blue rectangular box.

David Pratt,

Director

Policy Reviewed and Updated December 2018