

Recruitment Expertise Areas:

(Specialty strength from top to bottom)

- Oil & Gas Pipelines Projects – Onshore & Offshore
- Oil & Gas Field Development EPC Projects
- Oil & Gas Processing Plants EPC, EPCCI Projects
- Commissioning, Shut-down of Oil & Gas Plants
- Operation & Maintenance of Oil & Gas Processing Plants
- Revamping works of Oil & Gas Plants
- Production Crews for Oil & Gas Refinery Plants
- FPSO, FSO, Offshore Oil & Gas Projects including Offshore Terminals
- Oceangoing Ship/Barge/Subsea Oil & Gas Marine Crews
- Oil & Gas Exploration & Drilling Crews
- Shipbuilding Industries
- Power Plant Projects EPCCI, OEM/O&M
- Infrastructure Development Projects
- Camp/Catering and Health Professionals for Oil & Gas Projects
- Hotel/Hospitality Crews
- Health/Medical Professionals

	4.2 Marketing / Recruitment internal newsletter to inform staff of recruitment and promotional activities.	Recruitment Manager / Marketing Manager	February 2018	Recruitment Committee
5. To establish and foster links with trade training schools, Engineering Colleges, and employers to promote Liberal Services and provide clear progression routes.	5.1 To continue to develop and implement progression accords and articulated progression opportunities for external and internal markets with a focus on problem trades/professionals.	Recruitment Manager / Marketing Manager / WP Officer	July 2018	Recruitment Committee
	5.2 To develop and implement the Digital December online showcase project to engage with feeder training institutions and the local professional/trade community.	Recruitment Manager / Recruitment and WP Officer		
6. To contribute to a culture in which the recruitment process is seen as the first stage in applicants' induction	6.1 To review information to applicants, particularly in relation to offer, taster and interview experiences and to ensure that these experiences are flagged as being an integral part of the recruitment process.	Recruitment Manager / Recruitment and WP Officer / Course Leaders	September 2018	Recruitment Committee
	6.2 To ensure that objective 6 is clearly promoted to academic and other University College staff through attendance at meetings and improved electronic communication.	Recruitment Manager	September 2009	Recruitment Committee

Support Strategy, the Marketing Strategy and the Recruitment process Strategy. The strategy is also informed by a number of other key policies and takes into account of the Organization Development Plan 2016-2020 and the organization's Access Agreement, which is approved by the management team.

Reference is also made to the QAA Code of Practice on Recruitment Report on 'Fair Recruitment Policy for Good Practice'.

The Widening Participation agenda, Access Agreements and socio-economic factors all impact on applicant profiles and the strategy attempts to strike a balance between providing expanded recruitment opportunities and attracting high quality applicants. The organization needs to ensure that local, regional, national and international recruitment issues are addressed and that appropriate objectives and milestones are put in place, supported by relevant and effective marketing. The organization has good long-term links with a number of sixth forms, vocational trade course training institutes and employers, and is well placed to further develop progression opportunities.

Recruitment, marketing and Widening Participation are inextricably linked and this strategy also attempts to coalesce these considerations with a consideration of the changing shape of the organization's portfolio of awards. To this end, the strategy is geared towards enhancing coordination, planning and targeting of resources to maximize effectiveness and ensure value for money in recruitment activities. The overview for this is held by the Recruitment Manager and the CEO of the organization.

The aims and objectives of the Recruitment Strategy are developmental and reviewed annually by the March meeting of the organization's Recruitment Committee.

Recruitment Strategy action plans are determined annually for the following business year by the March meeting of the Recruitment Committee and submitted for approval to the June meeting of the Management Board. The approved action plan uses the Organisation template and is appended to this strategy.

2.2. Links to the relevant Aims of the Management Plan 2011-2015

Aim 6: To grow and develop as a specialist Technical Resources for Oil & Gas.

Aim 9: To contribute to the technical professionals'/tradesmen's life of the region.

3. AIMS, OBJECTIVES AND TARGETS

3.1 Aim of the Strategy

To recruit professionals to agreed targets in accordance with the organisation's recruitment Plan

3.2 Objectives of the Strategy

Objective 1: To achieve year-on-year increases in applications, offers and acceptances for all jobs open at the employers', including internal progression.

Objective 2. To ensure fairness and equality in the application and recruitment process for all applicants.

Objective 3. To increase applications and recruitment from under-represented groups.

Objective 4. To ensure a coordinated approach to recruitment in which central recruitment services work collaboratively and effectively with marketing, recruitment staff teams and others.

Objective 5. To establish and foster links with training institutes, Engineering colleges and employers to promote the organization and provide clear progression routes.

Objective 6. To contribute to a culture in which the recruitment process is seen as the first stage in applicants' induction.

3.3 Targets of the Strategy

Recruitment Strategies

1. RECRUITMENT, MISSION, CORE VALUES AND AIMS

To be a the centre of excellence and innovation and creative practices which, through partnership and subject knowledge, contributes to the industries, and the development of recruitment teams' ability to perform, response, develop resources and increase placement success.

Liberal Services, will achieve its Mission and Vision through the following Core Values and Aims:

Core Values of Liberal Services has a commitment to:

- i. Constant, effective, friendly, truthful relationship and treatment with its resources/assets/applicants
- ii. Practicing Happy Candidates Policy. Happy candidates bring in more candidates.
- iii. Finding/Sourcing/Adding constant value to its resources Database with new assets/candidates
- iv. Improving the Recruitment Team operators with more technical and interpersonal skills
- v. learning to practice right approaches to candidates to make them agree to accept job offers
- vi. Market and keep in touch with motivation with MPCs (Most Place-able Candidates)
- vii. Recognize the contribution of all members of recruitment team to its success
- viii. Provide Services to its clients as proximately and instantly as possible
- ix. Chasing new fields and constantly targeting new professionals in new fields within the industries

Liberal Services Aims to:

1. Provide recruitment services, which are current, relevant, challenging and enhance Employability;
2. Achieve regional, national and international recognition for organization through knowledge and innovation in creative practice and theory of recruitment;
3. Ensure the effective business operation of the organization through attracting and retaining quality staff;
4. Respond to and support the quality of the resources/applicants experience;
5. Provide physical resources in an accessible, safe and healthy environment for learning and work;
6. Grow and develop as a specialist Recruitment Organization;
7. Work in collaboration with the technically creative and cultural industries, business, educational institutions and the professional community;
8. Ensure a learning and working environment which celebrates diversity and eliminates discrimination;
9. Contribute to the creative and cultural life of the region.

2. INTRODUCTION

2.1. Background

The purpose of the Recruitment Strategy is to provide a coherent focus for objectives and actions in relation to Liberal Services's planned growth and development. The strategy outlines aims, and objectives for the medium term, whilst actions are revised annually. The Recruitment Strategy aims to support the relevant aims of the Management Plan and to provide a platform for the resources and financial stability of the Organization based on resources numbers and related income. The Recruitment Strategy is also an essential tool for raising organizational awareness at all levels, of the issues, challenges and benefits relating to the recruitment and to the retention of resources/assets. The reputation of the organization, the quality of its practices, and the value of qualifications achieved at Oil & Gas Industries play an important role in the recruitment process. This strategy is by necessity related to other strategies and policies such as the Professional

Are identified as actions in the template appended to this document.

4. KEY RISKS AND MITIGATION

1. Failure to increase regional participation in impacts on recruitment. Mitigated by Recruitment Strategy action planning, Marketing Strategy and Knowledge and Innovation Strategy.
2. Failure to meet recruitment targets. Mitigated by proactive engagement in recruitment activity by Recruitment Manager (in collaboration with Heads of Logistics); to include recruitment fairs, open days, internal and external progression arrangements, and review and approval of existing and new awards.
3. Employer links and work-based learning opportunities diminish. Mitigated by recruitment Strategy, Knowledge and Innovation Strategy for the annual monitoring process.

LIBERAL SERVICES RECRUITMENT STRATEGY ACTION PLAN 2017-2018

Objective from Strategy	Action	For Whom	Within	Action Monitored By
1. To achieve year-on-year Increases in applications, offers and acceptances for all courses, including Internal progression.	1.1 Continue to improve conversion rates for all trades to better reflect increases in applications and offers.	Recruitment Manager / Marketing Manager	June 2017	Recruitment Committee
	1.2 Introduce a revised format for offer information with a greater focus on trade's specific information.	Recruitment Manager / Marketing Manager / Trade Leaders	June 2017	Recruitment Committee
	1.3 Introduce local construction project site Tour events to offer a wider range of visit Opportunities.	Recruitment Manager	December 2017	Recruitment Committee
2. To ensure fairness and equality in the application and recruitment process for all applicants.	2.1 To ensure that high standards of selection and recruitment are maintained and that equality, diversity and Widening participation are addressed through recruitment activities.	Recruitment Manager / Trade Leaders / Welfare Officer	April 2018	Recruitment Committee
3. To increase applications and recruitment from under-represented groups.	3.1 Generic visits by Staffs and Trade specific visits by Trade teams in conjunction with Liberal/Aim Higher led initiatives. Greater focus on individual Trades has comparatively shortfall reserves.	Recruitment Manager / Trade Leaders / Welfare Officer	December 2017	Recruitment Committee
	3.2 To review strategies to attract a greater number of international applicants within the context of the Employers' foreseeable recruitment Plan.	Recruitment Manager / Marketing Manager	June 2017	Recruitment Committee
4. To ensure a coordinated approach to recruitment in which, central recruitment services work collaboratively and effectively with marketing, academic staff teams and others.	4.1 Twice yearly meetings to be convened in September and March of each academic year in order for all staff involved in external activities.	Recruitment Manager	September 2018	Recruitment Committee