

BIOR Recruiter Certification Assessment for Companies

Question	Answer	Grade	Comments
Q1: Which of these describes an employment business?	A business that finds permanent roles where the work-seeker is employed by the hirer either short or long term		
Q2: Which of these describes an employment agency?			
Q3: The Employment Agency Standards Inspectorate (EAS) has a mission to work with recruitment agencies, hirers and work-seekers to ensure compliance with employment rights, particularly for vulnerable agency workers, and that everyone who uses the services of a private recruitment agency to find work is treated fairly. Which of the following statements is true?			
Q4: Please confirm that you will fully co-operate with any investigation or inspections made by the EAS. This will include you providing them with documentation including (but not limited to): <ul style="list-style-type: none"> • Terms and conditions to work-seekers and terms of business with hirers • Details of several placements (temporary assignments or introductions to employers) • Details of any additional services provided to work-seekers • Payments of fees or wages to work-seekers including where necessary timesheets, invoices, remittances, bank statements etc. • Advertising of vacancies 			
Q5: BIOR Code of Professional & Ethical Conduct ("the Code") Please read through the Code and confirm that you are happy to comply with the contents.			
Q6: BIOR Code If the Institute receives a complaint about a member's conduct, the complaint will be investigated under the complaints procedure and may result in the matter being referred to the disciplinary body. Please confirm that you will co-operate fully in any investigation we carry out and will provide any information we may reasonably request in order to aid any investigation carried out by us or the disciplinary body.			
Q7: BIOR Code In section 5 of the Code (Equality, Inclusivity, Respect and Fairness) the Code refers to Protected Characteristics and it lists some of them. In total, how many Protected Characteristics are there listed in the Equality Act 2010?			
Q8: Work-seeker's identity Do you confirm the identity of each work seeker before introducing or supplying them to your client?.			
Q9: No detriment Do you complete all reasonably practicable enquiries before introduction or supply to ensure it would not be detrimental to either the work-seeker or the hirer for the work-seeker to fill the position the hirer seeks to fill.			
Q10: Job Advertisements All job advertisements must state whether the services being advertised are those of an agency or an employment business:			

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<p>Q11: National Minimum Wage Please confirm that you are aware of the current rates of National Minimum Wage and that you will ensure all potential vacancies are paid in line with the NMW.</p>			
<p>Q12: National Living Wage The National Living Wage only applies to workers who are over 23</p>			
<p>Q13: Apprentices and National Minimum Wage You do not need to pay Apprentices the National Minimum Wage.</p>			
<p>Q14: Health and Safety If any health and safety risks are identified you must ensure that you confirm with the hirer what steps are being taken to control and mitigate the risks:</p>			
<p>Q15: Job Advertisements Regulation 27 of The Conduct of Employment Agencies and Employment Business Regulations 2003 relates to adverts. If you opt to state a rate of pay in a job advert, you must also state which of the following:</p>			
<p>Q16: Charges Do you provide notice of the particulars of all goods or services before charging any fees to work-seekers? (guidance on Regulation 13 can be found here)</p>			
<p>Q17: Records Do you keep records to ensure compliance with the Conduct regulations for at least one year?</p>			
<p>Q18: Records Do you ensure that you do not retain records for longer than necessary?</p>			
<p>Q19: What not to do Can you agree to the following? We do not: 1. Charge fees to work-seekers for providing work-finding services 2. Force work-seekers to purchase any additional goods or services from us or third parties 3. Stop work-seekers from working elsewhere 4. Tell work-seeker's current employers they are looking for new work 5. Force work-seekers to tell us the identity of their future employers</p>			
<p>Q20: Training The BIOR is committed to good practice. Please provide details of the training opportunities you offer to your employees.</p>			
<p>Q21: Employee performance The BIOR is committed to good practice. Please outline how you ensure employee's performance is reviewed on a regular basis</p>			
<p>Q22: Diversity The BIOR is committed to good practice. Please confirm that your organisation has a Diversity / Equal Opportunities policy and that it has been reviewed within the last 12 months.</p>			
<p>Q23: Employee Contracts The BIOR is committed to good practice. Please confirm that your organisation issues a standard employment contract and that it has been reviewed within the last 12 months.</p>			
<p>Q24: Employee Handbook The BIOR is committed to good practice. Please confirm that your organisation has a standard Employee Handbook and that it has been reviewed within the last 12 months.</p>			

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<p>Q25: Role details Do you obtain sufficient information from the hirer regarding the details of the role before introducing or supplying the work-seeker to them?</p>			
<p>Q26: Experience, training and qualifications Do you confirm that the work-seeker has the adequate experience, training, qualifications and any authorisation deemed necessary by the hirer, or required by law or a professional body, to fill a position, before introducing or supplying to the hirer?</p>			
<p>Q27: Vulnerable persons If the position to be filled involves working with vulnerable people, do you obtain and offer to provide to the hirer copies of the work-seeker's relevant qualifications/authorisations, and two written references from non-relatives of the work-seeker who have agreed they may be disclosed to the hirer? Or if you have been unable to gather the references, authorisations, or qualifications do you explain this to the hirer?</p>			
<p>Q28: Working in a role You have an exciting new role with a client. Which of the following is true:</p>			
<p>Q29: Assignment details Do you provide to the agency worker the assignment details obtained and confirm an actual rate of pay (if not already specified in the work-seeker's contract) when offering an assignment? If you relay these details verbally, do you provide them in writing no later than the end of third business day following our offer of the position.</p>			
<p>Q30: Job Advertisements If we issue a job advert, we obtain and record the authority of the hirer to find workers for the specific role advertised.</p>			
<p>Q31: Job Advertisements All job advertisements must include the full name of your agency or employment business:</p>			
<p>Q32: GDPR Do you provide applicants with a privacy notice which explains how you will collect and process their personal data?</p>			
<p>Q33: GDPR Do you provide suitable data protection training to employees as part of their induction and at suitable intervals thereafter?</p>			
<p>Q34: GDPR Do you have suitable systems in place to identify when somebody has made a data subject access request, and to deal with that request in accordance with GDPR?</p>			
<p>Q35: Protect your business The BIOR is committed to good practice. It is important to protect your business relationships, how do you do this?</p>			