

## CASE STUDY

Burton and  
South Derbyshire  
College

# Burton and South Derbyshire College

## Background

Burton and South Derbyshire College (BSDC) serves the East Staffordshire, South Derbyshire and Uttoxeter communities across 3 campuses. Like all colleges in the further education sector, they cater for a range of students from 16 upwards, providing full and part time courses.

## Challenge

Sarah Trowse, HR Officer has been with The College since November 2012. Most of the recruitment effort is focussed on replacing leavers, but 20% is for new roles. She comments "Staff acquisition is important. The overall process focuses on competency and work behaviours as well as experience and is not simply based on the candidate's qualifications as was previously the case."

BSDC had a paper based process where they had to download forms from the system, print them off and manually shortlist. This was not cost effective. Neither did they use job boards, only placing adverts locally, on the FE careers site FE Jobs and on their website.

## Solution

Vacancy Filler now enables BSDC to manage the process from start to finish. Line Managers raise a request to hire and the HR team then draft an ad that is auto posted to the careers page and on the college website as well as general Job Boards. Applicants are asked to complete an online form that is managed by the HR team and passed to hiring managers who logs onto the Vacancy Filler platform to review and shortlist.

BSDC use the Confidentiality function within Vacancy Filler, that strips out personal information from the application form so that Hiring Manager's get an impartial view based on the candidates competencies, qualifications and experience.

“

*"This means that the hiring manager no longer prints off and carries around candidates' details, but rather they login to the system to shortlist. This is timelier, more secure and saves paper too!"*

SARAH TROUSE | HR OFFICER | BURTON AND SOUTH DERBYSHIRE COLLEGE

”





Vacancy Filler links automatically to both BSDC's careers page, FE Jobs, and now to the mainstream job sites such as CV-Library, Reed, Monster, etc. Sarah says "We are now broadcasting the vacancy to a much wider target audience and as a result we are seeing staff travel a bit further." She adds, "Also, because we are forcing applicants to go through a formal application process rather than sending blanket CVs, we are seeing an improved quantity and quality of candidate."

The team also use the Equality and Diversity reporting feature of the system. Sarah comments, "We used to do this manually and having this provided by the system has saved us a fair bit of time. It not only provides us with an audit but also allows us to review how E&D had changed throughout the year".

The College has periodic recruitment open evenings to attract future candidates and uses the platform to advertise the event. At the moment not all of their details are put on the system but there is a process to capture and start to build a Talent Pool which they'll be able to search against a pre-qualified database should a vacancy arise thus reducing the time and cost-to-hire.

Finally we asked Sarah what life would be like if she went back to her old process. "I don't think we'd get anything else done. The process would be a lot, lot slower."

In total there are 5 staff in The College's HR department. All of the team use the system regularly as well as a number of hiring managers who log in from various locations.



“

*We now use agencies occasionally for emergency cover only - sickness for example - not permanent roles. Before the system, we used agencies for long term interim roles but not anymore”*

SARAH TROUSE | HR OFFICER | BURTON AND SOUTH DERBYSHIRE COLLEGE

”