



WM SOCIAL CARE

• International Recruitment Hub •

West Midlands International Recruitment

Part 1 – Agency Workforce Supplier Questionnaire



This questionnaire has been designed to enable Registered Adult Social Care, Independent Care Providers across the West Midlands to ask relevant questions of Agency Workforce Suppliers in respect of International Recruitment.

It has been developed in partnership with ADASS and stakeholders across the West Midlands to support a consistent and collaborative approach to Ethical and Safe Recruitment practices, working to the standards set out in the Code of practice for the international recruitment of health and social care personnel which provides guidelines for ethical recruitment in the UK.

Part 1 – Supplier Questionnaire

- **Supplier Information**
- **Services and Sourcing**
- **Training**
- **Legislation, Best Practice and**

Supplier Information

No.	Questions	Yes/No	Please provide details
1	Name of managed service provider / agency supplier		
2	Name of person completing and position in organisation		
3	Agency standards		
	Accreditations / certificates / memberships		
4	Location / offices / other branches / partners abroad		
5	Are you on the ethical recruiters list set by the NHS?		
	What process do you have in place to ensure you are maintaining expected standards?		
6	Have you been audited by the NHS framework ?		
	If so, when?		
	What was your % scoring?		
7	What date was that valid from?		
8	Have you kept all documents up to date to remain valid?		
9	Have you ever been taken of the list or removed yourself?		
	Why?		
10	Do you hold a sponsorship licence as an organisation to recruit directly for international recruits?		
	What does that licence cover? <ul style="list-style-type: none"> • Roles • Countries • Levels 		
11	Do you recruit internationally in support of other organisations?		
	Who?		

No.	Questions	Yes/No	Please provide details
	Would you agree for us to contact them?		
12	What recruitment campaigns do you run?		
	What platforms do you reach?		
	What methods of recruitment are you using?		
13	Do you support Local Authorities to recruit internationally?		
	Do you support other Adult Care providers with international recruitment?		
	Who/type?		
14	Do you support independent care providers to recruit internationally?		
15	Have you case studies/testimonials to share?		

Services and Sourcing

No.	Questions	Yes/No	Please provide details
16	Do you have a dedicated worker/team for international recruitment?		
	How do they keep in touch with candidates /recruits?		
17	How do you match candidates to roles?		
18	Do you hold face to face interviews?		
	How?		
19	How do you ensure you keep candidates interested?		
20	Do you have international partnerships in place in certain countries?		
21	What countries?		
22	Do you support student international recruits?		

No.	Questions	Yes/No	Please provide details
23	How do you support student international recruits?		
	What are your processes to ensure visas/documentations is correct for students?		
24	Are you actively recruiting NOW date >>>>October 2023?		
25	When was the last time you recruited internationally?		
26	Do you specialise in Health Care and Social Worker recruits? please list types of roles		
27	Do you recruit skilled workers?		
28	Do you recruit unskilled workers?		
29	Do you support recruits with professional registrations process?		
30	Please list compliance checks you undertake for International Recruitment.		
31	Are you actively recruiting in the West Midlands ?		
32	Can you recruit to the West Midlands ?		
33	How many candidates do you have available for international recruitment vacancies?		

Training

No.	Questions	Yes/No	Please provide details
34	Do you support recruits with English tests?		
35	What induction offer do you have for International recruits?		
36	What training /onboarding do provide specifically for International Recruits / recruitment?		

Legislation Best Practice and Safeguarding

No.	Questions	Yes/No	Please provide details
37	Do you work within the code of practice set out for international recruitment?		
38	Do you have modern day slavery Training as part of your mandatory training?		
39	Do employees attend training in respect of anti-discrimination and unconscious bias training?		
40	Do you have a modern day slavery Policy?		
41	Do you have a safeguarding lead?		
42	Do you have a safeguarding policy in place? When was it last reviewed?		
43	Have you recruited refugees / displaced workers successfully?		
44	Do you have a process in place if you suspect modern-day slavery/trafficking?		
	What is it?		
45	Do you have a complaints /concerns /compliments procedure?		
46	Do you have information in other languages for recruits available?		
	How is that shared?		
47	As an organisation do you audit your suppliers in respect of international recruitment?		
48	Are your suppliers listed within the NHS Ethical Recruiters List ?		
49	Do you check their status monthly against that list?		
	What process do you have in place to monitor this?		

50	What process do you have in place if they are removed from the NHS Ethical Recruiters list?		
51	Would you be willing to share your audit template?		
52	Does your organisation have specialist teams that support International Recruitment compliance?		
	Have you attended training in respect of fraudulent documentation in respect of international recruitment?		
53	Do you support recruits with relocation?		
	If yes, please list what you offer		
54	Do you make any charges to recruits?		
	If yes list		
55	Do you support recruits with pastoral care?		
	If yes, please list what you do		
56	Do you help recruiters with information regarding driving in UK and licences?		
	How?		
57	What data do you collect? <ul style="list-style-type: none"> • Personal data • Recruitment rates • Retention rates • Pay rates • Sector type • Role type • EDI 		
	Will you share that?		

The questionnaire and reference document can support quality assurance and enable providers to have a clear understanding of their requirements when choosing an Agency supplier, it will work alongside the following document:.

**Our Ethical Recruitment E Booklet:
Choosing an Ethical Agency Supplier:
“Making a Decision”**

**Using the:
Ethical Recruiters List | NHS Employers**



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