



Accreditation for Inclusive Recruitment Information Pack 2020



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What is the Accreditation for Inclusive Recruitment?

The benefits of Diversity and Inclusion are well documented and many organisations now have their own internal Diversity and Inclusion agendas to support development of their internal productivity, resilience and business development.

This progress is impossible, though, without first putting measures in place to ensure the talent required to carry out these agendas is available, be that through internal or external recruitment.

For this reason, the Accreditation for Inclusive Recruitment reflects an organisation's inclusion strategy in the recruitment process by awarding the level of recognition which reflects the progress achieved: Bronze, Silver, Gold or Platinum.



The Accreditation for Inclusive Recruitment (AIR) is **the only accreditation** that recognises the **hard work and progress** of organisations who choose to **recruit inclusively** in the UK.

Through the simple application process companies can obtain their accreditation and show others their real **dedication** to actively employing Inclusive Recruitment measures.

Working through the **four levels of accreditation** with AIR gives organisations guidance, support and **a clear pathway** to follow on their way to being truly inclusive recruiters.



AIR holds an **annual Awards Ceremony** for companies engaging with the Accreditation for Inclusive Recruiters in **May**, with our first event to be held in May 2021. This is a chance for organisations engaged in Inclusive Recruitment to receive further recognition of their efforts, and for those accredited with AIR to gain access to the Platinum level of accreditation.

Entry to the Awards opens in **October 2020**.

Organisations accredited through Accreditation for Inclusive Recruitment are all able to access entry to this event. More information about the First Annual AIR Awards will be available later in the year. To register interest, please contact AIR.



D&I
Specialists

50 Years of
Experience

University
Lecturers

Experience
in the UK &
across
Europe

Who is behind AIR?

Behind the Accreditation for Inclusive Recruitment are **impartial founders** with over **half a century's** experience in working with organisations of all shapes and sizes to enhance their **diversity and inclusion policies and practices**.

Recruitment
Specialists

Impartial
Founders

This experience crosses the **UK and Europe**, covering sectors including **technology, banking, recruitment, civil services, legal, medicine, engineering, elite sports and education**.

Professional
Training
Providers

The culmination of this experience has brought to light the lack of attention given to such a crucial part of the Diversity and Inclusion agenda: **starting with the right talent**.

With true dedication to wanting organisations to excel with their agendas, AIR brings together this experience and real understanding of **the process** and the **challenges** it brings. The **personal experiences** and dedication to real inclusion are what is behind the Accreditation for Inclusive Recruitment.

This is why each accreditation comes with a **full report** and **suggestions** to improve and develop your inclusive recruitment practices to ensure **continued development** and improvement of the process for your organisation.

The Accreditation for Inclusive Recruitment is not simply a business project; it is a guided pathway for organisations to actively bring the best talent they can into their teams and to engage with recruiting inclusively to bring forward new opportunities for individuals and companies alike.

What are the benefits of AIR?

Engaging with AIR and achieving a level of accreditation for your organisation shows the world your dedication to creating a more diverse and inclusive team.

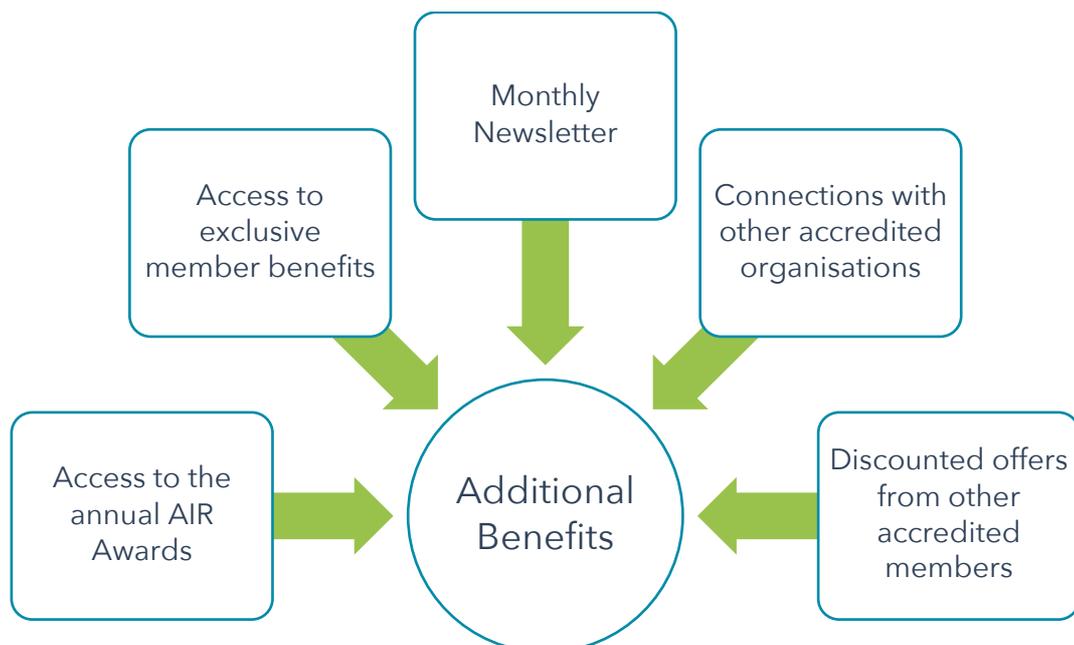
By starting with inclusive recruitment, you can ensure an excellent talent pool from which to establish a strong, resilient and innovative team ready to take on the future.

Achieving an AIR badge of accreditation shows

staff,
potential employees, competitors,
and clients that you are:



- Dedicated to embedding diversity and inclusion
- Taking practical steps to learn about inclusion
- Really embedding D&I from the outset of the employee's time with you
- Actively seeking the best talent by engaging with a wider talent pool
- Ensuring your recruitment processes are the best they can be



Furthermore, by achieving one of our accreditations, you can access **entry to the annual Awards ceremony held in May**. This is another opportunity to demonstrate the hard work your organisation is doing as well as a time to connect with other organisations who are working to develop their own inclusive recruitment initiatives and policies, and learn together with shared best practice.



How to become accredited with AIR

AIR has four levels of accreditation:



Organisations can apply for accreditation at Bronze, Silver and Gold levels.

Platinum level accreditation is only open to those who have won an award at the annual AIR Awards.

The accreditation process takes on average 4 weeks.

The Accreditation Process

The process has four stages:

- 1. Contact AIR for Application Documents**
- 2. Complete and Return Documents**
- 3. Face-to-face Assessment**
- 4. Receive Accreditation and Report**



1. Contact AIR for Application Documents

Contact AIR for the relevant documentation. AIR will send you guidance and a first call will be scheduled to discuss the level of accreditation which best suits your organisation and current situation.

2. Complete & Return Documents

You receive the relevant paperwork for the level of accreditation you wish to apply for, which is completed and returned to AIR for assessment.

This paperwork will request information relevant to the level of accreditation you are applying for. This information needs to be collated and sent back to AIR for assessment.

Each stage of the accreditation process is guided by a strict framework of inclusive recruitment procedures. The 4 areas that assessment cover are: **diversity, inclusion, equality, core processes**. The assessment that AIR conducts includes reviewing internal and external recruitment processes, checking experiences with successful candidates, analysing the inclusivity of documentation collected, as well as wider D&I representation throughout the organisation.

Once submitted, AIR will review the necessary documentation and, if necessary, will request any missing or remaining information to process your accreditation at this stage.

3. Face-to-Face Assessment (Silver, Gold & Platinum Level Accreditations)

For Silver, Gold and Platinum level accreditations, there will also be an on-site assessment.

Please note that this stage is not necessary for Bronze level accreditations.

This will be scheduled at a time to suit the organisation and AIR. The site visit will include reviewing internal documents as well as interviews with staff at all levels. Organisations will be informed of the areas that AIR need to review in person, as well as the people they wish to interview in order to complete the accreditation process.

4. Receive Accreditation & Report

Once everything has been received and assessed, your accreditation will be sent to you and you can start wearing your badge with pride.

Organisations will receive a report detailing the areas they have succeeded in completing, areas they should be developing over the next period, and areas they need to work on to achieve the next level of accreditation. The organisation will also be added to list of accredited organisations at this stage.



Prices

The application process prices include:



- The full application process, including
 - Initial support
 - Feedback
 - A full report when the process is completed
- Accreditation for 1 year from date of certification
- Access to the annual AIR Awards
- Access to exclusive member events
- Monthly newsletter
- Connections with other accredited companies

Prices for Accreditation for Inclusive Recruitment

Bronze Application

£495

The Bronze level accreditation is an online application format.

Silver, Gold & Platinum Application

£895

Please note that the Silver, Gold and Platinum level accreditations require an on-site visit as an integral part of the application process.

Renewing the same level for an additional year

£395

Note: We have different pricing for **registered charities**. Please contact us for details.

Contact Details at AIR

General Enquiries

For initial enquiries, please contact

hello@inclusiverecruitment.co.uk

We can help with queries via email or schedule a call to discuss this in more detail.

Application Enquiries

For applications, please contact

accreditation@inclusiverecruitment.co.uk

To speed up this process, we need to know:

- The level of Accreditation you are applying for (Bronze, Silver or Gold)
- The name of your company
- The size of your company (staff numbers)

Awards Entries and Enquiries

For entry to the May 2021 Awards ceremony, please contact

awards@inclusiverecruitment.co.uk

Please note, more detailed information and full application details will be available from October 2020.

