

Ref: FOI2020/08320

8 September 2020

Email:

Dear

Following the letter from my colleague Alison Shuttleworth of 28 August in response to your e-mail of 20 July 2020 to the Ministry of Defence (MOD), I am now in a position to provide you with a response to the outstanding information requested.

The outstanding information you requested is as follows:

*“(4) Please provide a full copy of instructions (a) issued by GRS and/or JFC and/or Civil Service HR to the MOD, and (b) by the MOD to the MOD Recruiting Manager (Mr. Mike Lee; or any other person) for post of ‘System Safety Trainer’ in respect of requiring job applicants (interviewees) to give presentations during interviews; please ensure copy of instructions issued to MOD Recruiting Manager includes instructions pertaining to:*

*(4.i) Format of Presentation, Level of Knowledge Required, Topic Content, Duration of Presentations;*

*(4.ii) Method of presentation delivery (e.g. use of notes; slides; white boards; computers; etc);*

*(4.iii) Full details of provisions to be made for Disabled People (interviewees); i.e. extra time, use of computing facilities, comfort breaks, physical adjustments, etc.*

*(4.iv) Details of Competence Standards being tested by use of presentations;*

*(4.v) Standardised Scoring System/Marking Scheme;*

*(4.vi) Alternative methods of determining Competence Standards where presentations are not used.*

*(5) Full copy of the instructions issued by the MOD (and/or GRS and/or JFC and/or Civil Service HR) to the MOD Recruiting Manager (Mr. Mike Lee; or any other person) for the post of ‘System Safety Trainer’ instructing Mr. Lee (or any other person) that the use of presentations during interviews should not be used for job vacancy 1602507 and 1574523 ‘System Safety Trainer’ MOD Abbey Wood, Bristol.*

*(6) Full copy of the Instructions to Applicants for job vacancies 157423, and 1595063, and 1602507 setting out in detail the following:*

*(6.i) Notifying applicants they were required to give a presentation at interview;*

*(6.ii) Format of Presentation, Level of Knowledge Required, Topic Content, Duration of Presentations;*

*(6.iii) Method of presentation delivery (e.g. use of notes; slides; white boards; computers; etc);*

*(6.iv) Full details of provisions to be made for Disabled People (interviewees); i.e. extra time, use of computing facilities, comfort breaks, physical adjustments, etc. (6.v) Details of Competence Standards being tested by use of presentations; (6.vi) Standardised Scoring System/Marking Scheme; (6.vii) Alternative methods of determining Competence Standards where presentations are not used”.*

A search for the information has now been completed within the MOD and I can confirm no information in scope of your request is held.

Under Section 16 of the FOI Act (Advice and Assistance), I can confirm that no instructions are issued to recruiting Line Managers because it is entirely the decision of the individual business area as to whether candidates are required to give a presentation for a specific post and for establishing what competence, skill or ability they are seeking to test. . The recruiting line manager is responsible for setting the format of presentations and for ensuring that reasonable adjustments are made for disabled candidates, should they be required.

Also, under Section 16 of the FOI Act (Advice and Assistance), it may be helpful if I explain that the Departmental retention and disposal schedule requires recruitment resources and documents, including unsuccessful civilian applications, to be destroyed after a period of two years. As this time has passed since the above-mentioned job vacancies, I can confirm that no information in scope of your request is held.

If you have any queries regarding the content of this letter, please contact this office in the first instance.

If you wish to complain about the handling of your request, or the content of this response, you can request an independent internal review by contacting the Information Rights Compliance team, Ground Floor, MOD Main Building, Whitehall, SW1A 2HB (e-mail CIO-FOI-IR@mod.gov.uk). Please note that any request for an internal review should be made within 40 working days of the date of this response.

If you remain dissatisfied following an internal review, you may raise your complaint directly to the Information Commissioner under the provisions of Section 50 of the Freedom of Information Act. Please note that the Information Commissioner will not normally investigate your case until the MOD internal review process has been completed. The Information Commissioner can be contacted at: Information Commissioner’s Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF. Further details of the role and powers of the Information Commissioner can be found on the Commissioner's website at <https://ico.org.uk/>.

Yours sincerely

Defence Business Services Secretariat