

# FAQ Recruitment

Q: I would like to become a Short Courses tutor, who should I contact?

A: If you wish to explore teaching opportunities with Short Courses and remain in our tutor pool, please fill the short course tutor expression of interest form – Registration form

Your details will be added to a prospective tutor pool. Should your experience match with areas we have identified for future teaching opportunities, a member of the team will be in contact to arrange an interview. If you have any further questions or queries, please feel free to contact us at [ualsctutorrecruitment@arts.ac.uk](mailto:ualsctutorrecruitment@arts.ac.uk)

Q: Can I teach a course for under 18s?

A: If you are interested in teaching courses for individuals under the age of 18, please complete the SCTutor Registration Form and submit your CV at [ualsctutorrecruitment@arts.ac.uk](mailto:ualsctutorrecruitment@arts.ac.uk), if shortlisted, you would be invited to provide a scheme of work and undergo a DBS check.

Employers can check the criminal record of someone applying for a role. This is known as getting a Disclosure and Barring Service (DBS) check.

The primary role of the DBS is to help employers make safer recruitment decisions and prevent unsuitable people from working with vulnerable groups including children.

Note: DBS check carried out by UAL through Capita is valid for 3 years only, if you wish to check your DBS expiry date, please contact [ualsctutorrecruitment@arts.ac.uk](mailto:ualsctutorrecruitment@arts.ac.uk)

Q: I have a new proposal for a short course, who can I contact?

A: If you wish to propose a short course, please reach out to Mauro Di Pasquale, who is the Short Courses Product Development Manager, [m.dipasquale@arts.ac.uk](mailto:m.dipasquale@arts.ac.uk)

Q: What documents are required to set new tutors on payroll?

A: For the onboarding of new starters or re-starters, the following documents are needed to set them up on payroll:

- 1) AT2 form, which captures your account details
- 2) HMRC online Starter Checklist [here](#)
- 3) A current and valid passport, and proof of your right to work if your passport is non -UK
- 4) Proof of your National Insurance number - this can be an NI card, a P60, a document from a Government agency, such as HMRC or similar, showing your NI number
- 5) Photograph for ID document
- 6) Biography for our website

Q: How long it takes for the new starters to be set up on all UAL systems and get a contract?

A: It takes approximately 1-2 weeks for the contract to appear on HPS after you are set up on payroll.



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Q: What happens when I do not teach for UALSC for a while?

A: Please note that if you have not taught for 14 months and more your payroll record might become inactive, and as a result, your employment gets terminated. Following this, you shall receive a P45. This also means that your ID card and Arts account will stop working unless you have another position within UAL.

Q: How can I get my UALSC ID card?

A: To get your ID card, please reach out to the following teams with your passport size photograph.

For CSM courses, email [csmosite@arts.ac.uk](mailto:csmosite@arts.ac.uk)

For CCW, LCC, LCF courses, email [ccw-lcc-lcf@arts.ac.uk](mailto:ccw-lcc-lcf@arts.ac.uk)

For Online courses, email [ualsctutorrecruitment@arts.ac.uk](mailto:ualsctutorrecruitment@arts.ac.uk)

Q: How can I get a letter of reference after teaching with UAL Short Courses.

A: Please reach out to the [askhr@arts.ac.uk](mailto:askhr@arts.ac.uk) team to get a letter of reference.

