

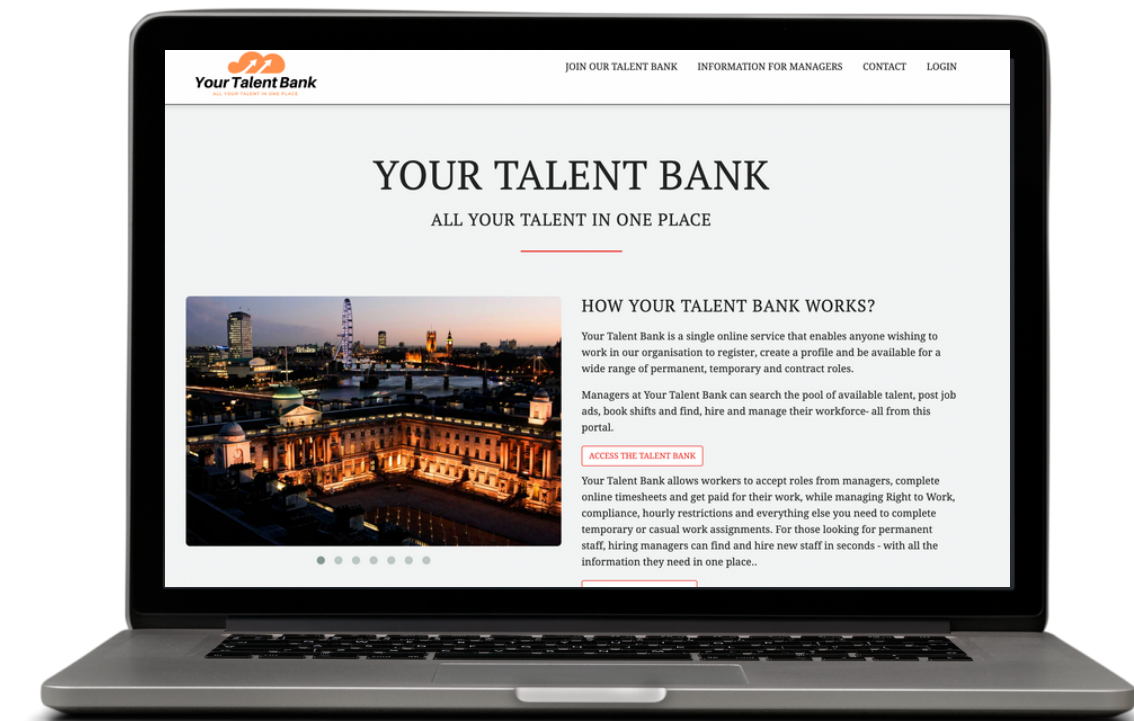
Solutions for occasional teaching staff in HEI

from Keystone Talent Bank



About Keystone Talent Bank

- Keystone Talent Bank is the leading workforce management solution in the HEI sector, processing over 3m hours of work each year for universities across the UK
- A highly configurable web-application for all workers, hiring managers & administrator-level staff - with no impact on internal IT infrastructure and available 24x7x 365 on any device, with no software to install
- Managers can find and engage workers in 3 clicks
- Full compliance management of worker's right-to-work, working hour limits, rates of pay and other business rules
- Options to outsource payroll or simply import into existing systems
- Reduces time & manual effort in hiring, managing & paying Visiting Tutors and lecturers, GTAs, HPLs and Academic Contractors
- Unrivalled management information and audit trail



Trusted by leading UK institutions



"King's College London has worked with Keystone Talent Bank for a number of years and have always found they take a highly innovative approach in developing their technical solutions, specifically for the higher education environment."



"Most recently, their solution for managing the occasional teaching workforce has enabled us to really digitise and automate what was traditionally a complex and manual process. The outcome has been truly transformative and beneficial to our internal HR team, to the faculties and also to the teachers themselves."



Frederico Maia
Director of HR Operations
King's College London



Easy access for all occasional teaching staff

Talent Bank allows GTAs, Hourly Paid Lecturers, PhD students, Visiting Tutors, Academic Contractors and other occasional teaching staff to easily register and get up and running on their teaching workplans, with Talent Bank available from any device 24x7x365, with no software to install.

University policy on pay rates, hours of work, associated activities (prep work, marking, teaching etc) and worker contracts are tailored for your institution and built-in as standard. Occasional teachers can be instantly and frictionlessly engaged with automated business rules making the whole process simple and error-free.

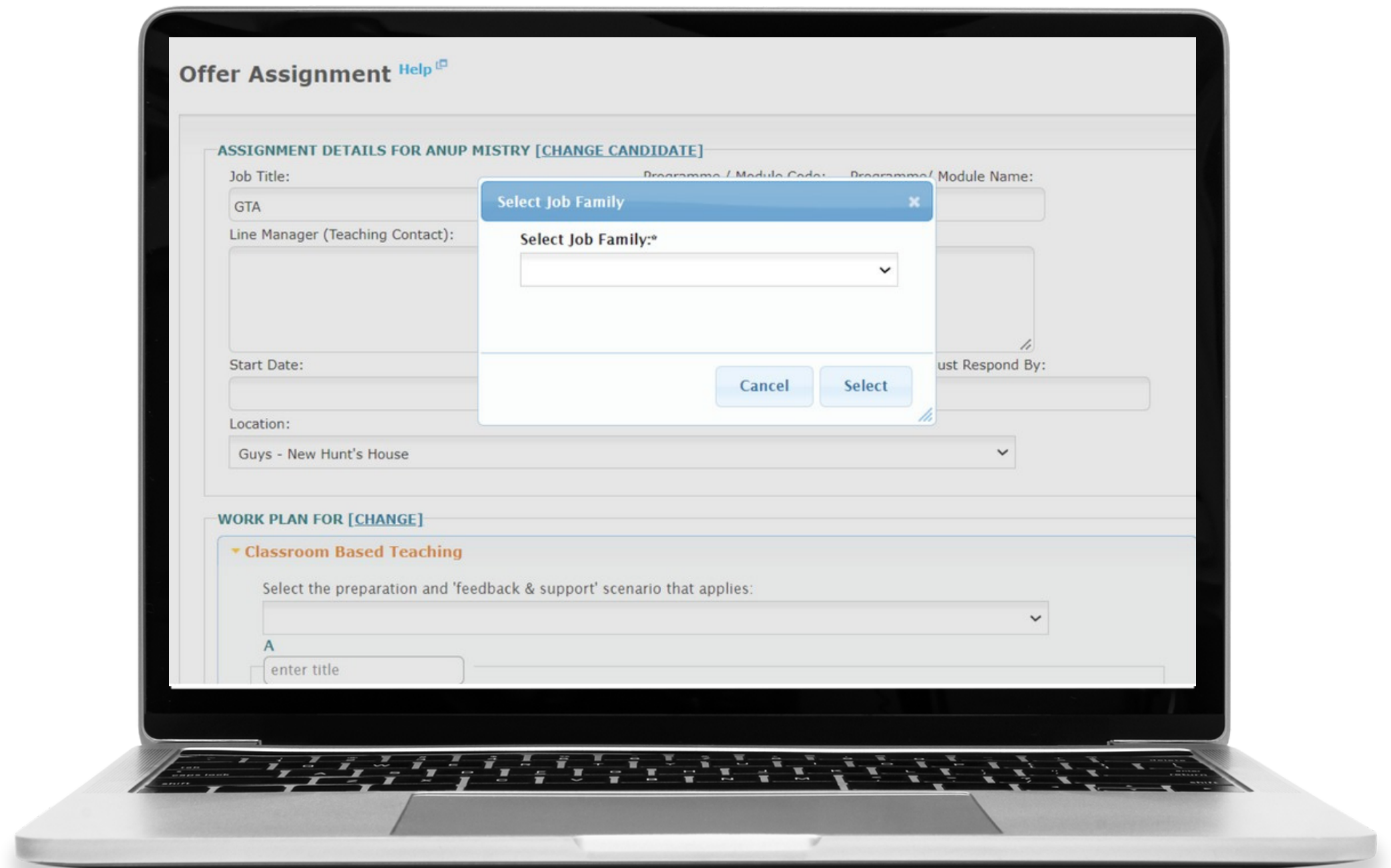




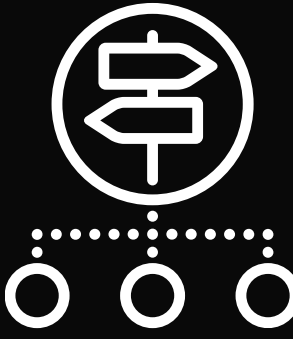
Supporting your custom Job Families

Talent Bank allows for custom Job Families, from which you can create your own workplans and customise the solution to fit your organisation's own needs.

You can have unlimited custom Job Families and then simply select from a drop down menu to create a customised workplan.



Smart Workplans and Business Rules



Based on the selected Job Family, the Workplan will then carry the relevant work activity multipliers and business rules related to rates and cost centres.

WORK PLAN FOR ACADEMIC - GTA [CHANGE]

▼ Classroom Based Teaching

Select the preparation and 'feedback & support' scenario that applies:

A

enter title

Session Duration (hours) No. of Sessions per group (No. of weeks) No Of Groups

	Total session hours	Total prep hours	Total feedback/support hours	Total hours per session	Pay per session	TOTAL HOURS	GROSS PAY
A	0	0	0	0	£0.00	0	£0.00
B	0	0	0	0	£0.00	0	£0.00
C	0	0	0	0	£0.00	0	£0.00
D	0	0	0	0	£0.00	0	£0.00
E	0	0	0	0	£0.00	0	£0.00



Marking (SAQ is Short Answer Questionnaire)

Course work marking (No. of Students)

SAQ* marking without Crib Sheet/ Rubric (No. of Students)

Exam marking (No. of Students)

SAQ* marking with Crib Sheet/ Rubric (No. of Students)

	Students Marked	TOTAL HOURS	GROSS PAY
Course work marking		0	£0.00
Exam marking		0	£0.00
SAQ* marking without Crib Sheet/ Rubric		0	£0.00
SAQ* marking with Crib Sheet/ Rubric		0	£0.00

Simplify contract management

All too often managing multiple contracts for different teaching roles (and rates of pay) is complex, manual and labour intensive - falling on the HR team to manage. This can then introduce errors and audit trail concerns.

Talent Bank can accommodate multiple contract types and automatically generates the right contract for the right worker with the correct rates of pay built in - automatically generated as part of offering the job to the candidate.

With the contract embedded in the role within Talent Bank, and acceptance mandatory for the worker, the risk and manual effort typically involved with such contracts is eradicated, with the audit trail improved considerably. Candidates can have multiple roles with multiple corresponding contracts, pay rates and terms.



Simple data exports for HESA submissions

Take the pain and manual effort out of your annual Higher Education Statistics Agency (HESA) data submissions with customised data exports direct from Talent Bank.

Fully formatted to enable direct upload via the HESA data submission portal, you can rest assured that all your key data has been properly aggregated and assembled without manual intervention or risk of error.



Other reporting questions

We would like you to answer some further questions so that we can make statutory reports to the Higher Education Statistics Agency (HESA)

ACADEMIC TEACHING QUALIFICATION

What is your highest academic teaching qualification?

CURRENT ACADEMIC DISCIPLINE

What is your current academic discipline?

HIGHEST QUALIFICATION HELD

What is your highest qualification held?

PREVIOUS EMPLOYMENT

What was the nature of employment before entering employment with the reporting higher education provider?



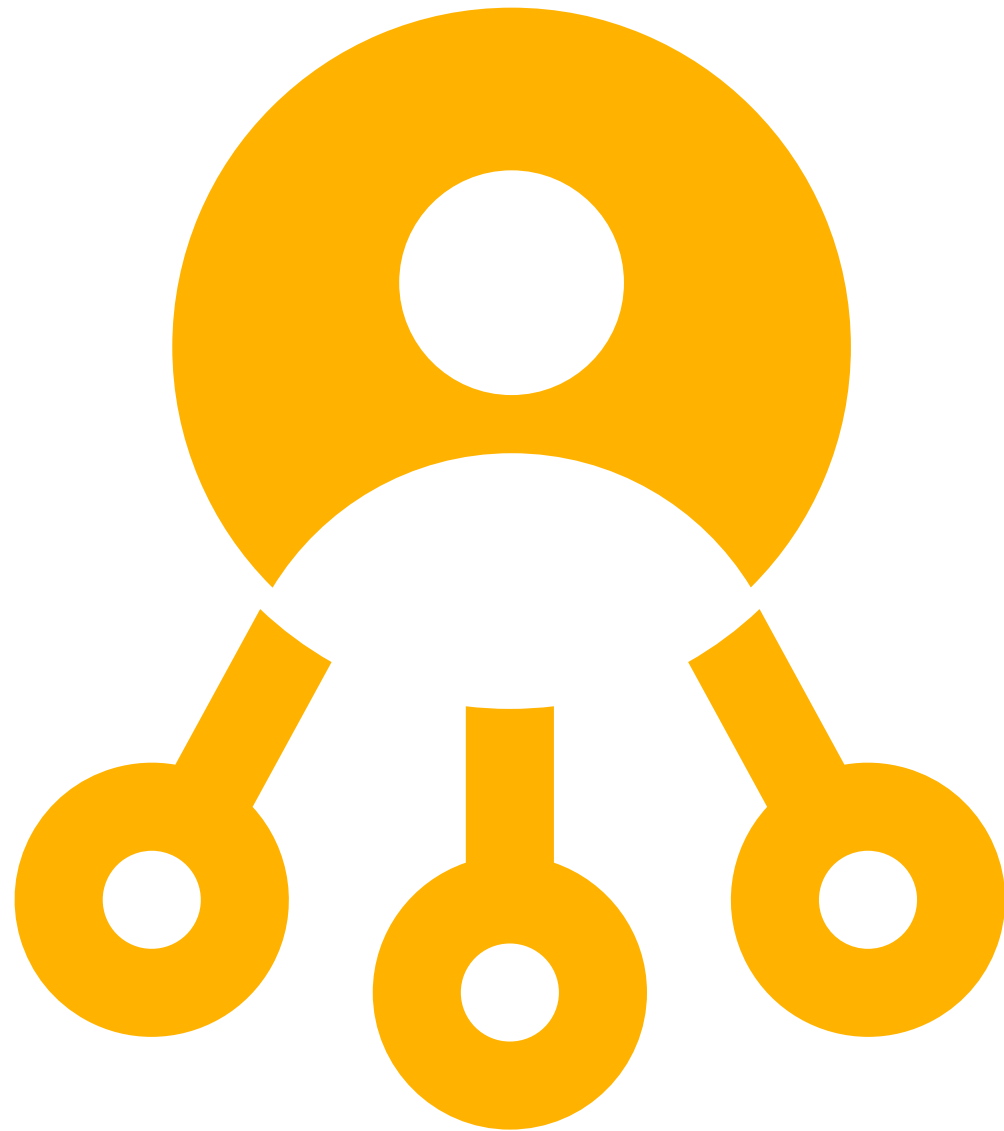
	Teaching only	Research only	Both teaching and research	Neither teaching nor research	Total
All starters					
Inflow to UK HE academic staff population					
Other UK higher education provider	3,805	2,340	3,140	90	9,375
UK					
Other education provider	1,980	300	645	25	2,955
Student	4,370	2,940	345	60	7,715
Research institute	100	360	60	0	520
NHS/General medical or dental practice	1,755	640	885	15	3,295
Public sector	775	170	230	15	1,190
Private sector	5,525	1,390	920	80	7,910
Total UK	14,505	5,800	3,095	195	23,590
Overseas					
Other higher education provider	480	1,100	645	10	2,235
Other education provider	305	345	240	10	900
Student	190	540	55	15	805
Research institute	70	580	80	5	735
Health service	35	70	15	0	120
Other employment	325	405	115	5	850
Total overseas	1,405	3,040	1,150	40	5,645

Automate affiliate accounts

Creating, managing and commissioning affiliate accounts is often time consuming and manual - impacting the affiliate worker, requesting manager, HR and IT departments.

The Keystone Talent Bank platform can automate the creation of new affiliate accounts, categorising a worker, allocating to the correct faculty and other rules-based actions. It also eases affiliate decommissioning, based on your own business rules. This is especially helpful in linking the end of an affiliate's time (for example when the P45 is generated) and their account and associated access permissions need to be closed.

Automating the affiliate process also prevents duplicate accounts being created and reduces opportunity for 'ghost' accounts.



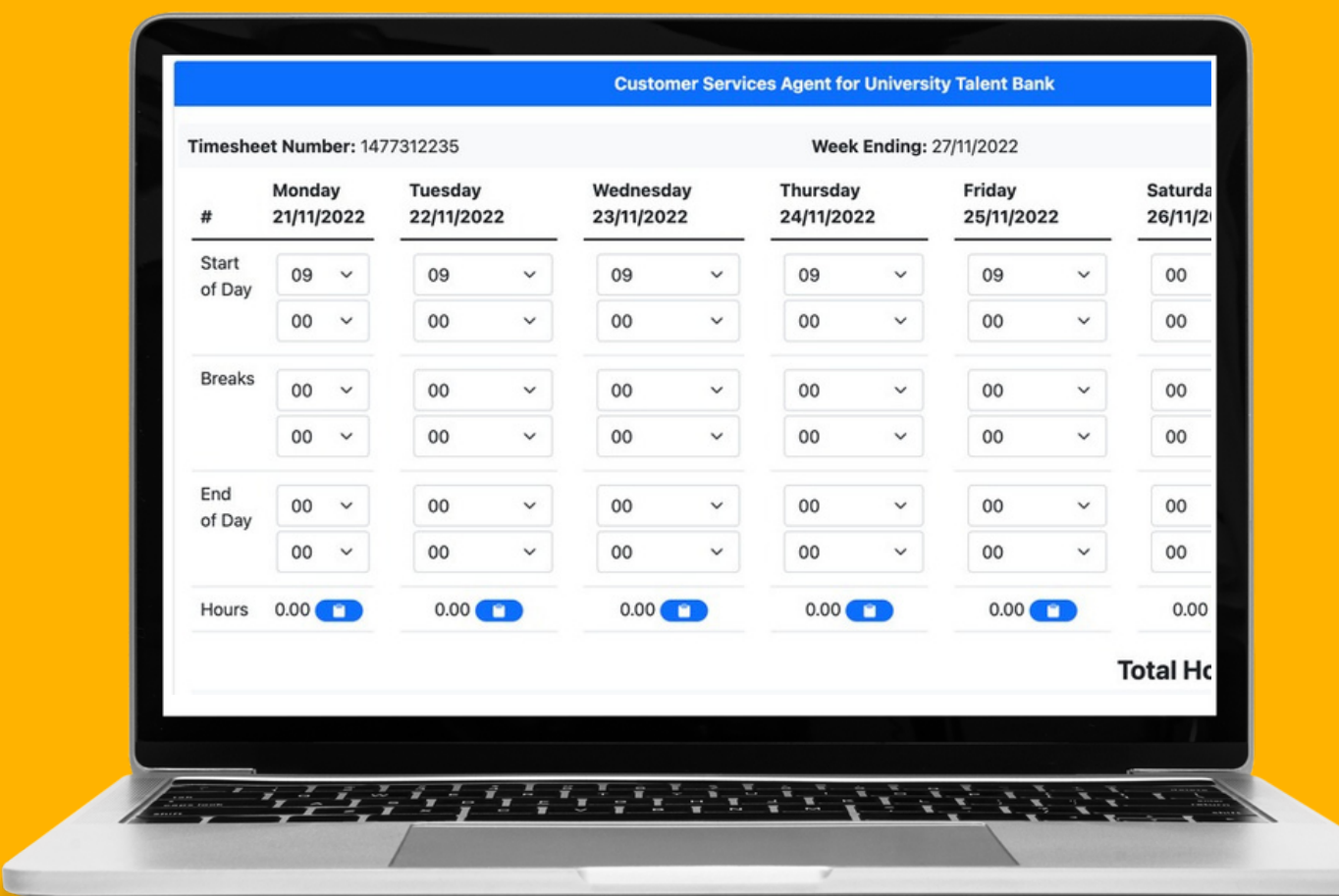
Choose Automated or Manual Timesheets

Talent Bank supports auto-timesheets directly from the application, sparing the workers from the need to complete and submit timesheets for regular work at fixed rates of pay. These can be applied at Job Family level.

Auto-approval, based on set business rules, means hiring managers do not need to authorise individual timesheets.

Alternatively, some work (ie off-workplan) can still enable workers to enter specific hours which can then be approved by a manager, if required.

Full audit-trail and automated reporting provide full insight into all activities.



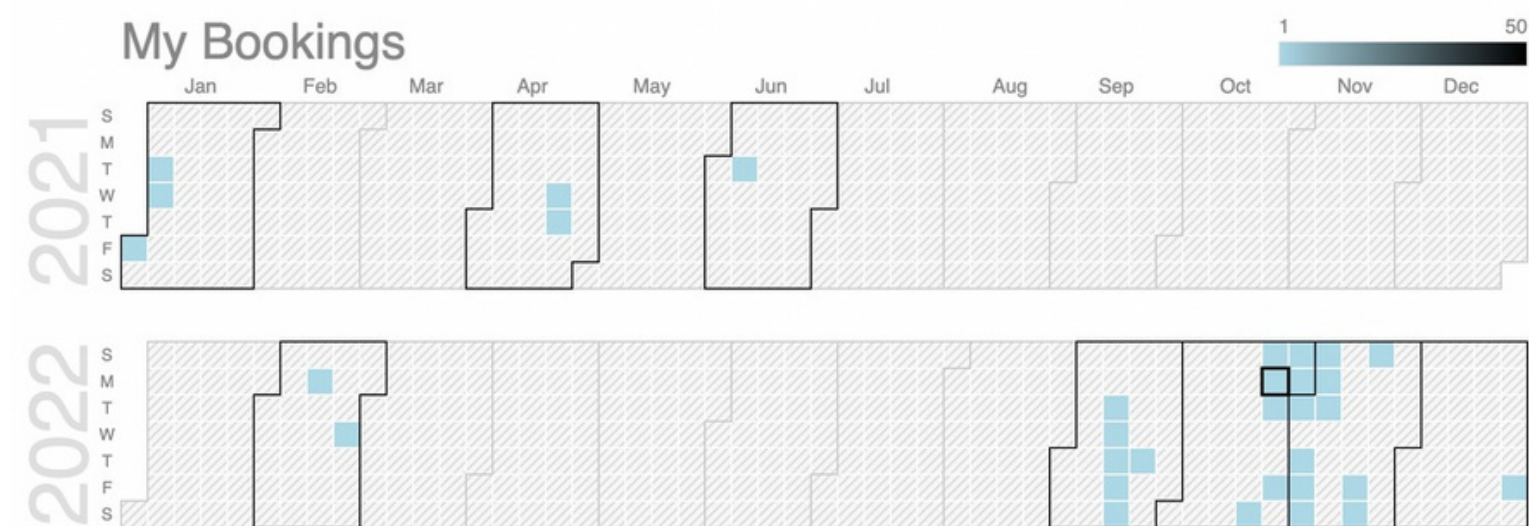
Inform and assist your timetabling of teaching staff

With Teaching Framework and Workplan tools, your teams have enhanced visibility of teaching staff utilisation across multiple faculties, helping with the timetabling and scheduling of the workforce.



Filled Not filled <2 days to go Partly filled <2 days to go Not Filled >2 days to go Applications Closed
Oct 24 – 30, 2022

	Mon 24th Oct	Tue 25th Oct	Wed 26th Oct	Thu 27th Oct	Fri 28th Oct
all-day					
7am					
8am		8:00 - 10:00 Havering College			
9am		9:00 - 12:00 Welcome Week Open Day 3	9:30 - 12:00 KCL Open Day		
10am	10:00 - 1:00 Welcome Week Open Day 2				
11am					
12pm					
1pm					
2pm					2:00 - 4:00 Open Day for Sixth Formers
3pm					





Make light work of ID checks

Talent Bank is integrated with iDPal for frictionless identity checking and verification direct from the Talent Bank application. A single link enables candidates to capture document information, live selfie matching and generation of a verification document to upload directly to the worker's Talent Bank profile. All compliant with IDSP, DCMS and IDVT requirements.



Award winning Customer Support from our UK team



Our UK based team provide award-winning support via email, phone, live chat and on-site presence.

Our Account Managers are supported by our Customer Services team members who can handle your worker and hiring manager queries, review your system requirements and changes and customisation requests.

Training sessions, FAQs and User Support are all included as part of implementation.



Certified. Assured. Award- Winning.

Talent Bank is fully certified to ISO27001
Information Security Standard, ISO9001
Quality management Standard, ISO14001
Environmental Management Standard and
Cyber Essentials.

Our multi-award winning platform is used by
some of the most respected institutions in the
UK, processing over 3m hours of work every
year.



Certificate No:116182005



Certificate No:320692019



Certificate No:209252020



Proven as the leading online workforce management application for the HEI sector.

Now available to procure at guaranteed best value rates from **Crown Commercial Service (G-Cloud)** and **PfH** frameworks with direct call-off and no need to enter a lengthy tender process.



info@keystonetalentbank.com

keystonetalentbank.com