



Comprehensive HR Support from UKQCS-HR

UK Quality Client Solutions Ltd in conjunction with Towergate/DAS offers you a comprehensive professional HR support service which represents fantastic value for money.

Uniquely, UKQCS-HR is able to offer you a sector specific system which is customised to your organisation and available to you both on your own dedicated website and in loose-leaf manual format.

UKQCS-HR offers sector specific expertise and unlike other packages, we provide you with your own personally assigned HR advisor to ensure your on-line/telephone support is consistent and knowledgeable of your circumstances, and ensures your system is constantly up-to-date.

Installation of the UKQCS system will ensure compliance with employment law and provides all the necessary documentation covering all aspects from recruitment through to termination.

Indemnity insurance scheme which protects against employment tribunal compensation awards and legal expenses.

**The only professional HR support package
you need!**

**Quality Client Solutions from
www.ukqcs.com**

Personally assigned HR advisor to provide your HR policy advice and support.

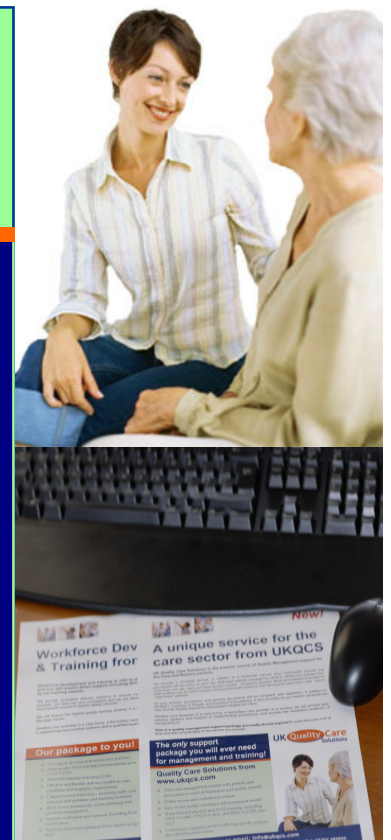
Tailored and constantly updated HR policies and procedures.

Sector specific expertise.

Review of correspondence before issue to staff.

Indemnity insurance scheme.

UKQCS is a subscription service offering incredible value for money: only £5 per day (£1750 per annum) plus vat.



Visit: www.ukqcs.info or email: info@ukqcs.info

UK Quality Client Solutions Ltd, PO Box 2129, Wrexham, LL12 9ZD, UK. Tel: 08707 489899

HR Support Package

The Package:

The HR System (HRS) is maintained up to date and is available both in loose-leaf manual and on-line on your own dedicated website provided for you by UKQCS-HR.

The system is customised to your business with the on-line access providing:

A live system for managers and staff to access key documents required in the performance of their duties.

Facility to control access by selected staff to ensure documents are read and understood if necessary.

Notification of changes in key procedures or systems communicated to you and relevant staff to ensure you are always up-to-date.

All documents are fully in line with legislation and best practice. HR advice and guidance is provided by sector HR specialists, with both online and telephone support services available. Unlike other packages, UKQCS-HR will provide you with your own personally assigned HR advisor.

In excess of 60 policy and procedures are included in the standard system to meet all operational needs such as:

- Recruitment pack
- Job Descriptions
- Staff induction/appraisal/training
- Discipline/grievance/performance/redundancy
- Attendance and absenteeism/leave/medical records etc



Employment dispute protection insurance and legal defence (including prosecutions from the Health and Safety Executive) is arranged on your behalf with Towergate/ DAS. The policy will cover legal costs and expenses of up to £100k. The provision of this insurance will be subject to the usual insurance terms for this type of cover.

Fees:

Annual Subscription - £1750

(Single organisation annual wage roll less than £1m. Minimum contract 12 months)

Larger clients subject to individual review - individual quotation and terms.

HRS Manual £45 each

Additional Support Package incl. on-site Support @ £400 per day.

(All Prices Subject to VAT)

Other Support:

Are you interested in having your own personal Personnel Manager? Find out more about our flexible, cost effective outsourced service. We can provide support to reduce absence levels and staff turnover, support staff appraisal and review, manage recruitment and selection, pay review & negotiation, discipline and grievance, contract negotiation.

Our team consists of fully qualified HR professionals with senior level management experience.

UKQCS also provide workforce development training with professional advice and guidance provided by our vocational training experts on a wide range of issues including access to government funding sources.

Call us today or email your requirements

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