

CTU RECRUITS TERMS AND CONDITIONS

CTU RECRUITMENT is proud to be one of the fastest growing recruitment agencies in South Africa. We offer individual recruitment services to a diverse range of clients in the public and commercial sectors.

At CTU RECRUITMENT, we appreciate that one size does not fit all. Whether you are an international company, SME, government body or organization, we tailor our recruitment to fit you.

With our established network of specialist recruitment consultants, our bespoke recruitment services include:

- Permanent Recruiting
- Bulk recruitment
 - Learnership Recruitment
 - Project Roll-Out
- Temporary Staff
- Contracted Staff
- Interim Management & Executive search

We have a fixed recruitment fee of 10% on the annual CTC. In order for the Fixed Fee to become applicable, we require an electronic agreement of our Terms of Business returned to us at the start of the assignment.

We recruit into many niche areas with extensive knowledge in EDUCATION, FMCG, HR, FINANCE, ADMINISTRATION, MARKETING and IT. Our focus is providing support for everyone; from junior level up to director and executive level.

Our success is our people. We continually strive to go above and beyond to provide the highest quality services to our clients, candidates and stakeholders who work with us.

1. Fee Structure

1.1 CTU Alumni/ Skilled Worker or Professional:

Candidates with more than 3 months experience:

If CTU Recruits source candidates under this category, **a fee of 10% of the annual package (cost to company)** will be levied on a successful appointment.

Total cost to company include, but is not limited to:

- 1.1.1 Basic Salary
- 1.1.2 Annual Bonus
- 1.1.3 Car Allowance/Company Car
- 1.1.4 Company contributions to Medical Aid and Pension/Provident Fund
- 1.1.5 Any other quantifiable allowances

This fee includes the following Services:

- Screening of suitable candidates
- Compiling CV's
- Setting up interviews
- Reference checks
- Additional screening on request (for clients account):
 - o Credit/criminal clearance – R200
 - o Qualification verification (non-CTU) – R400

Please note that VAT will be levied on all placement fees.

1.2 **CTU Placement Fee (Graduates):**

Candidates with no or minimal experience less than 3 months – no placement fee will be charged.

FREE placement to our Workplace experience partners

Workplace experience (WPE) partners that sign up with CTU Recruits or any of our 14 Career campuses and provided workplace experience of 2 weeks' minimum will be allowed **FREE** placement/s of any of the students that participated in the WPE programme during the year of study. **WPE** partners are required to sign a new agreement yearly in order to qualify.

2 One Month Replacement Guarantee

- 2.1 The Candidate must have been determined by the Client to be technically incompetent, namely, be unable to perform the required duties or render the required services of the job for which he or she was employed. Please note that the guarantee does not extend to any other reasons for leaving employment beyond technical incompetence. While CTU Training Solutions will do its utmost to ensure that the Candidate suits his environment, there are many variables at play that may prevent an extension of the guarantee beyond technical competence.
- 2.2 The Client must have notified CTU Training Solutions in writing of its due and proper complaints and have afforded CTU Training Solutions a reasonable opportunity to rectify the situation. Further to this, the Client must have instituted formal disciplinary or performance counselling measures, in terms of applicable labour legislation, with substantive reasons for doing so.
- 2.3 The guarantee will be extended only once the Candidate has been dismissed or his services have been terminated by the Client and the dismissal or termination of employment must have been effected.
- 2.4 Once the dismissal or termination of employment has been effected, CTU Training Solutions undertakes to replace the Candidate with a Candidate who possesses similar qualifications and who is satisfactory to the Client.
- 2.5 In the event that the replacement Candidate earns more than the Candidate initially placed, the fee will be recalculated on the annual remuneration package offered to the replacement Candidate, and any discrepancy between the initial fee and the recalculated fee shall be paid by the Client to CTU Training Solutions.
- 2.6 In the event that the replacement Candidate earns less than the Candidate initially placed, the fee will be recalculated on the annual remuneration package offered to the replacement Candidate, and any discrepancy between the initial fee paid and the recalculated fee shall be returned to the Client by CTU Training Solutions in the form of a credit note to be used against future placements made. Please note that this credit must be utilised within six months of the date upon which it is granted.
- 2.7 CTU Training Solutions must be given a reasonable and exclusive opportunity to replace the Candidate and the Client is obliged to offer full assistance and co-operation in regard thereto.
- 2.8 No further guarantees will be extended by CTU Training Solutions to replacement candidates.

2.9 The guarantee will only be validated if payment is made on candidate start date, unless otherwise agreed.

2.10 Acceptance of a candidate by an employer, constitutes acceptance of our terms and conditions.

3. Terms and Conditions

3.1 The engagement of a candidate introduced by CTU Training Solutions within a period of 12 months from the date of first introduction or subsequent re-introductions shall be deemed to be an acceptance of our terms and conditions of business and the appropriate fees will be charged.

3.2 The placement fee/s fall due when the selected candidate commences employment in any capacity in the client's organisation.

3.3 The definition of organisation/employer shall include any branches, subsidiary companies, associated companies or any person or company to whom the candidate was introduced as a direct or indirect result of action by CTU Training Solutions and you will be liable for the normal fees.

3.4 In the event of CTU Training Solutions instructing attorneys to collect overdue amounts, or to take any action as a result of default legal fees including collecting charges, both as between attorneys and yourself, shall be borne by the client.

3.5 All documentation, resumes, personal records and references forwarded to you in the course of recruitment and selection shall be treated in the strictest of confidence. We will not be liable for any damages whatsoever arising out of handling, misuse or loss of such documentation.

3.6 Due care will be exercised when screening candidates. However, final selection of candidates is the client's responsibility. We do not accept responsibility or hold ourselves liable for any claim whatsoever arising out of consequent employment of the selected candidate.

3.7 Arrangements can be made for additional psychometric assessments. These services are administered by professional practitioners and all fees incurred are directly for the client's account.

3.8 Any changes to our fee structure or our standard terms and conditions of business will be confirmed in writing.

3.9 Our entire process is non-discriminatory. In the event that a legal suit is brought to bear against the client or ourselves, we cannot be held liable for the discriminatory actions on the bases of race, religion, gender or age that the client may have taken.

3.10 The Client is not allowed to recruit any CTU staff member. The client will be liable for a placement fee if any headhunting takes place.

Name of Company	
Full Name	
Surname	
Title	
Business Address	
Work Telephone Number	
Fax Number	
Cellular Number	
Company Registration No.	
VAT Number	

On Behalf of the Client

Name & Surname: _____

Designation: _____

 Signature

Signed at _____ on the _____ day of 20____

On Behalf of CTU Training Solutions

Name & Surname: _____

Designation: _____

 Signature

Signed at _____ on the _____ day of 20____