



# risual

Experts in Transformation

## External Referral Scheme

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### External Referral Scheme - Terms and Conditions

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## Version Control

Version	Date	Author	Reviewer	Changes
0.1	29/03/2021	Eleanor Proud	Richard Proud	Initial Draft

## Approvers

Version Approved	Name	Position	Date
0.1	Richard Proud	Director	29/03/2021



## 1 External Referral Scheme

risual are a fast-paced and exciting IT company focusing on digital, business and cloud transformation. If you know anyone in your network that would be a great fit for one of our open vacancies, please send an email to [Careers@risual.com](mailto:Careers@risual.com) with your referred candidate's details as stated in the process below.



## 2 Terms and Conditions

### 2.1 The External Referrer

- You must be an individual, at least 18 years of age and a UK resident to participate in the scheme.
- You cannot be currently employed by risual Limited.
- You cannot be associated with recruitment agencies, consultants, or any employee or consultant of a third-party that risual Limited are contractually obliged to pay fees for the hiring of an individual.
- You cannot refer yourself.

### 2.2 Your referred candidate

- Cannot be a previous employee of risual Limited.
- Cannot be a candidate that risual Limited are actively in conversation with regarding our open vacancies.
- If hired, the referred candidate must complete twelve weeks of successful, continuous employment in order for the referral e-gift card to be issued.
- Must have provided written or verbal consent to refer them to this scheme.

### 2.3 Payment terms

The referred employee must:

- Acknowledge that they were referred by you
- Completes twelve weeks of continuous, active employment with risual Limited.
- Be employed by risual Limited at the time the external referral bonus is to be issued.
- Be hired against an open vacancy.

If the referred candidate is in successful, continuous employment for twelve weeks, careers@risual.com will email you to issue you with your choice of either a £250/£500 Amazon or £250/£500 Marks & Spencers e-gift card. The value of the e-gift card will depend on the current campaign being ran for the role and will be at the discretion of risual Limited. The e-gift card will be issued to your provided email address.

### 2.4 Process to refer candidates

To be successfully eligible for payment, you must follow the process below and provide all information to careers@risual.com:

- Your name and contact information (phone number and email address)
- The referred candidate's full name



- The referred candidate's contact information (phone number and email address)
- Your relationship to the referred candidate (e.g., work colleague, friend etc.)
- The vacancy that you are referring them for, as listed on the risual Career's website
- The referred candidates CV

If the referred candidate is deemed suitable for the vacancy, risual Careers will contact the candidate directly. The referred candidate must acknowledge and confirm that they have been referred by you.

## 2.5 Tax Liability

External referral bonuses are issued pre-tax from risual Limited.

- As the external referrer and beneficiary of payment, you are solely responsible for declaring the benefit to HMRC

## 2.6 Additional Information

- Referral voucher payments are at the sole discretion of risual Limited  
If more than one external referrer refers a candidate for a vacancy for risual Limited, the referral voucher shall be issued to the first to make the referral.
- If risual Limited (for whatever reason) is unable to procure the indicated gift, then you will receive a substitute gift of commensurate value subject to these same terms and conditions.
- For the avoidance of doubt, no referral gift amount is payable if a referred person works in a temporary position outside the UK or is placed in permanent employment outside the UK.
- The referee will not be eligible to receive the referral gift under this scheme if the referred person is already on risual Limited database at the date of referral or if risual Limited have already received their details but have not yet entered them on the database.
- The referred person must be notified and have consented to their details being passed to risual Limited for this scheme before the date of the referral. This is the responsibility of the referee and is subject to the Data Protection Act 2018. The referee will indemnify risual Limited for any loss or claim arising out of the referee's failure to procure such consent.
- It is the referee's responsibility to contact risual Limited to claim their referral gift.
- The referee agrees that risual Limited will not be held liable for any loss or claim arising out of the exercise of any of the gifts in this scheme, and that the referee exercises such gifts or experiences wholly at their own risk.
- risual is committed to the highest standards of ethical conduct and integrity in its business activities. risual will not tolerate any form of bribery by, or of, its employees, agents or consultants or any person or body acting on its behalf. Senior management is committed to implementing effective



measures to prevent, monitor and eliminate bribery. risual Anti-Bribery and corruption policy outlines the Company's position on preventing and prohibiting bribery, in accordance with the Bribery Act 2010. If you would like to see a copy of risual's Ant-Bribery and Corruption Policy please request a copy in your referral request to [careers@risual.com](mailto:careers@risual.com)

- Data Protection Legislation: In circumstances where risual obtains, uses or is required to disclose Personal Data, risual agrees to comply with the requirements of the Data Protection Legislation in its entirety.



### 3 About risual

We are recognised by Microsoft as one of the only partners who deliver a range of services across all three Microsoft clouds; Azure, Dynamics 365, and Microsoft 365. Whilst we have hybrid cloud capabilities and skills with AWS and Oracle, our deep relationship with Microsoft has had a strategic influence on our organisation and the services we deliver since the day we were founded. We are experts in transformation and see transformation in three ways; Cloud, Business and Digital.



Cloud Transformation is about tools and technology, often IT-led it focuses on the platform with Azure, and Modern Workplace through Microsoft 365 services. Cloud Transformation is an enabler and in order to deliver real value, business transformation is required.

- Business Transformation is about re-engineering internal services to better serve the business, focusing on business applications, processes, and productivity, through Dynamics 365 and the Power Platform.
- Digital Transformation relates to external interfaces with clients/citizens/students and enters the domain of disruptive innovation focusing on replacing or complimenting existing services through digital product development.
- All three service portfolios span: business and technical consulting, managed services, training & adoption, apprenticeships, and data & AI.

We live by our values of honesty, openness and trust, and we embed these values into everything we do, from delivering new and exciting business and technology services/solutions, through to the charity work we regularly undertake within our communities.

				
<b>advisory</b>	<b>consulting</b>	<b>services</b>	<b>skills</b>	<b>solutions</b>
assessment   strategy	plan   implement	optimise   support	develop   adopt	sector   software

All risual employees are permanent, UK-based staff, with Non-Police Personnel (NPPV-3) vetting and SC clearance as a condition of employment. We have experience working across central government departments where additional SC clearance is required, such as the Department for Work & Pensions, Home Office, Ministry of Housing, Communities and Local Government and the Ministry of Defence.

Achieving such high standards across multiple disciplines requires an approach to personal development of our staff that is second to none. Our commitment to personal growth and development, embedded in all areas of our business allows us to structure our entire organisation on the Skills Framework for the Information Age (SFIA) for responsibility and skills, driving a learning culture across the business to ensure all our people, both business and technical have the right skill sets and qualifications to help our clients achieve value from their investments in both Microsoft and risual.



### 3.1 risual Digital Apprenticeship Scheme

risual education was formed to address the digital skills shortage, through the development of an apprenticeship scheme that focuses on the technology industry. Our scheme helps young people into employment through substantial training, the development of transferable skills and long-term career prospects. By working with risual education to hire apprentices, employers will grow their own talent by developing a motivated, skilled, and qualified workforce. We offer a way for people of all ages to earn while they learn, gaining real skills, Microsoft relevant qualifications, knowledge, and a real future.

Hiring an apprentice is a productive and effective way for any organisation to grow talent and develop a motivated, skilled, and qualified workforce. 86% of employers said apprenticeships developed skills relevant to their organisation and 78% reported improved productivity. Other benefits that apprenticeships contribute to your organisation include:

Over 700 apprentices have been trained by risual Education in the digital sector

- 90% of apprentices stay on in their place of work after completing an apprenticeship.
- There is a wide selection of apprenticeships available, covering lots of different job roles.
- You can adapt the training your apprentice receives according to the needs of your organisation.
- An apprenticeship allows you to diversify and freshen up your workforce.
- You can employ an apprentice who is aged 16 up to any age and from any background.

72% of all risual apprentices achieve high grades for their apprenticeship standard (Merit and Distinction)

In collaboration with Microsoft and our industry expertise, we have created a centre of excellence for IT in each LEP area in England and in each Regional Learning Partnership in Wales. Additionally, we also offer full apprenticeships with remote learning to reach areas of the UK that need to retain local talent to enhance economic activity. These centres are formed in partnership with a further education College to develop the route from education into employment. After developing

our own apprenticeship scheme to create our own skilled workforce, we identified a need for a comprehensive IT apprenticeship scheme across the UK for other employers.

risual understand what the IT sector needs from an apprentice, so our own experts deliver Microsoft certified qualifications as part of the course. With the added benefits of academic experts at our partner colleges in our regional risual Academies and Microsoft Showcase classrooms we can offer the unique scheme we deliver to our own apprentices to employers across the UK.

risual education apprenticeships are designed to support employers to improve the skills within their workforce and reduce the impact on their business from the growing shortage of digital skills. This is particularly relevant to more rural areas across the UK, where keeping talent with the skills needed to support and deliver modern cloud technology is an issue. Working in partnership with Microsoft, risual Apprenticeships give learners the opportunity to achieve industry recognised Microsoft qualifications supported by outstanding, industry qualified assessors and Microsoft Certified Educators. The key priority of the risual Apprenticeship scheme is to support young people to develop modern, digital skills and enter an exciting career path. Our Apprenticeship Scheme also helps the IT Industry with skills and meeting strategic priorities by creating an aspirational and innovative enterprise culture.





## 3.2 Social Value

We are an organisation that is passionate about giving back to our community in Stafford. We have the same vision and values, and fight for the same cause we did when we were founded: To introduce sustainable change, driving positive social impact and increasing the opportunities available to young and disadvantaged people within the community.

To celebrate our 15<sup>th</sup> birthday, we launched the risual Foundation, an initiative that extends the work we do locally to a national level, to reflect the diverse and geographically dispersed nature of our business. The risual Foundation aims to give back to people, communities, and businesses in any way we possibly can with a mission to:

“Work to enhance the quality of life for all individuals. Providing opportunities and inspiring learning, to strengthen our communities”.

The risual Foundation has been established with one core focus: giving back to people, communities, and businesses wherever we possibly can. We aim to lend a helping hand by raising money, providing technology, opening up learning opportunities, supporting the growth of young people’s careers, bettering local communities, and much more. We do not focus on one area; we are a small group with big minds looking to make a big impact across the UK.

risual are an ethically guided business with an appetite for ensuring that our people come first as recognised by our many people awards. Our values are truly reflected in our ethical business approach. Diversity and inclusion, social responsibility and community support is of paramount importance to risual. We understand our responsibilities to employees, suppliers and the community & strive to ensure its sustainability demonstrating core ethics that add value, ensuring risual have a positive impact on society, the environment, and the economy.



Since inception, risual has been committed to good environmental practice, behaving responsibly, and limiting any waste produced by the organisation, enforced through our Environmental Policy. As the business has grown, these principles have improved.

All risual Consulting and Sales staff have non-office-based contracts, interacting with the business daily through our internal Microsoft collaboration systems. With no car leasing scheme in place at risual, employees regularly opt to use public transport and is actively encouraged by the business. In addition to reducing carbon emissions through changing work practices, risual have been heavily aligned with the government’s ‘cloud first’ strategy and helped many organisations lower their carbon footprint and costs by transitioning on premises servers to more environmentally friendly cloud storage, priding ourselves on being a genuine ‘paperless’ office, with documents shared and worked on electronically through Office365 and SharePoint. Further cutting out the need for printing, documents that require signatures are signed using DocuSign instead of being printed prior to signing.

risual actively monitor our electricity consumption at our head offices in Stafford, using motion activated lighting, ensuring all computers are shut down and configuring air con units to automatically turn off at the end of the day.





## 4 Terms and Conditions

All orders received by risual are covered by our terms (<http://www.risual.com/Pages/Terms-of-Business.aspx>) unless alternative Terms and Conditions have been agreed by both parties.