

OUR SERVICE PROPOSITION TO YOU

Strategically located just north of London we are based 5 minutes from the M25 and can serve a wide client base reaching from Hertfordshire, Essex, Kent and the whole of London area to the rest of the Southeast of England and as far up as the Midlands.

Established for over 20 years, our mission is simple, we aspire to be the recruitment partner of choice for any company seeking reliable and efficient staffing services.

This means that we pride ourselves in developing long-term strategic relationships with our clients and have a history of delivering fully compliant staffing solutions which often exceed client requirements and expectations, where we become an integral component of their success.

Our portfolio of blue-chip clients is a testimony of our ability to deliver what we promise.



AFE Recruitment possesses an expert understanding of how the transport & logistics, and warehousing industry operates. We safeguard our business by ensuring we are at the forefront of the most up to date industry changes.

We understand the importance of both UK & European Labour Legislation and have an established training infrastructure in place to ensure we provide well trained high calibre staff to our vast and diverse range of clients. On top of this we can offer you several benefits including:

1. A Professional Hands-on approach and dedicated team 24/7

Our team can guarantee a prompt response to client requirements in line with quality management standards.

All our consultants come from either a transport or recruitment background. They are provided with regular training to ensure that they have the relevant experience needed to meet your requirements.

All our clients are provided with a dedicated 24/7 support team which includes an Account Manager, Account Support and Payroll Manager plus access to the Operations Management and Company Directors.

Your Account Manager will be your main point of contact and will be responsible for providing you with day-to-day communication including:

- Coverage of weekly pre-plan and any daily extras
- Staff Availability
- Weekly KPI Reporting

2. Compliance and Rigorous Worker Vetting

Before engaging any driver or worker to represent our organisation on a client site

we undertake the following:

- Face to Face interviews
- Document checking including eligibility to work in the UK
- Driver Tacho & Highway code test (can be provided on request)
- DVLA Check (this is carried out every 3 months)
- Industrial Staff – All warehouse workers / industrial staff are selected based on a numeracy and literacy test to ensure they meet your expectations
- Reference from past employers and other checks you may require (can be provided on request)

3. Infringement Management – Drivers

We have a specialist compliance team supported by RTTB and RHA trained assessors in place to monitor and manage our drivers' infringements. We also generate reports to examine our drivers' working and driving hours on a weekly basis.

We understand that our drivers must operate within the law and in a safe and professional manner. However, on the occasions that an infringement is received, our compliance team and assessors will monitor and discuss it with the driver and provide training to ensure they understand the infringement and how to improve their understanding of the relevant Tacho and WTD driving laws.

4. Access to a large pool of quality drivers and Staff

AFE Recruitment is experienced in supplying temporary and permanent staff within the Driving, Transport & Logistics and Warehousing sectors.

We are also set up to take on large scale staffing projects in other Industrial and public sectors too.

Our recruitment team is skilled at identifying and sourcing quality people through a variety of sources including Job Boards, digital CV searches and our own websites and social media channels. They also maintain and regularly engage with our in-house database of 25,000 plus fully compliant, registered drivers and warehouse staff.

Call: 01707 655 194

**'AT PEAK, AFE PAYROLLS
8,000 PER WEEK, WITH
THE CAPACITY IN PLACE
TO INCREASE THIS TO
15,000 PLUS PER WEEK'**

If you have specific labour needs, we can provide them on an ad hoc basis, pre-book weekly workers on a preplan basis, provide emergency cover through the day and night, as well as workers on either a temporary to permanent basis or permanent for an agreed fee.

5. Pre-calling

When engaging with new starters, as part of our service, we call every driver prior to every shift.

6. Candidate payroll and assessment

At peak, AFE payrolls 8,000 per week, with the capacity in place to increase this to 15,000 plus per week. In addition, we have a database of over 15,000 individuals that we engage with on a regular basis.

7. Onsite Management Team

For several of our clients, we also offer an onsite service, whereby we are happy to locate members of your assigned account team onto your premises. This service enables us to provide you with the following benefits,

- Real time management and a better understanding of your staff requirements for pre-planning purposes.
- Staff assessments, staff training, sickness, accidents, compliance all done on your premises.
- We can liaise with your team daily and react to any change immediately.

8. Rapid Response time

Our predominant aim is to provide clients with the correctly qualified temporary staff on-site within 90 minutes of receiving the request.

'WE PROVIDE A GENUINE
24/7 SERVICE TO ENSURE
THAT WE ARE ALWAYS
ON CALL'



9. 24/7 Client Support

AFE Recruitment operates a 24-hour, 7 day a week shift pattern.

We provide a genuine 24/7 service to ensure that we are always on call to deliver the needs of our customers and keep things moving. We have a night team that operates the office night shift and then hands over to the day team in the morning.

Our office teams complete daily hand-overs to ensure that data information is accurate and up to date. If someone lets you down or a job suddenly needs doing, we always have someone at the office to support you.

10. Reporting & Analytics

At AFE we have invested heavily in information technology and training to ensure that we can provide our customers with all the insight they need to be assured their staff requirements and KPIs are being professionally monitored and met.

The following reports are provided as a minimum:

- Number of shifts requested
- Percentage of shifts filled
- No shows and cancelations
- Reported lateness
- Average duration of shifts

11. Peace of mind

We provide full insurance to ensure our clients, candidates and the public are protected. This includes:

- Drivers negligence insurance – £10,000 per claim
- Employers liability – £10,000,000 per claim
- Public liability – £1,000,000 per claim
- Products liability – £1,000,000 per claim
- Professional indemnity – £2,000,000 per claim

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12. Regulated Ethical Staff Supply

As of 2019, we are proud to have become an affiliated member of the non-profit making organisation Sedex, who effectively manage ethical and responsible practices. As the largest collaborative platform for sharing ethical supply chain data, Sedex is an innovative and effective supply chain management solution, helping to reduce risk, protect our company reputation and improve our supply chain practices.

This is predominantly done through their secure, online database which allows us and other members to store, share and report information on four key areas:

- Labour Standards
- Health & Safety
- The Environment
- Business Ethics

This membership demonstrates our commitment to responsible procurement to businesses and a growing recognition that a collaborative approach is an effective way of driving ethical and sustainable improvements in global supply chains.



AFERECREUITMENT

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HGV DRIVER ASSESSMENT SERVICE

At AFE Recruitment we pride ourselves on our ability to provide quality HGV Driver Training for any client who may require it.

Our team of Driver Trainers and Instructors can provide you with several services to guarantee that any driver representing you is fully compliant and able to undertake the job he or she has been assigned to.

All our instructors are former HGV drivers, RHA and RTITB qualified and can offer several services including:

- Assessments
- Infringements
- Driver education/training
- Post-accident assessments
- Investigations
- Compliance
- Refresher Training at our Driving School

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AFERECREUITMENT



ONSITE MANAGEMENT TEAM

For several of our clients, we also offer an onsite service, where we are happy to locate members of your assigned account team onto your premises.

'WE ARE HAPPY TO LOCATE MEMBERS OF YOUR ASSIGNED ACCOUNT TEAM ONTO YOUR PREMISES'

This service enables us to provide you with the following benefits:

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- We can liaise with your team daily and react to any change immediately.

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AFERECREUITMENT



CPC – PERIODIC DRIVER TRAINING

To ensure that your drivers keep their CPC cards up to date, we offer Driver CPC Periodic training courses.

The courses are delivered by our own RHA and JAUPT approved trainers. These courses are designed to extend driver knowledge and legally keep them on the road.

Our CPC Periodic courses are available to be booked as single 7-hour day courses or you can book all five as a 5-day, 35-hour week training course.

Courses available include:

- HGV Essentials
- Fuel Efficient Driving
- Health & Safety Awareness
- Safe Loading
- Accidents & Fitness to Drive

**'THESE COURSES ARE
DESIGNED TO EXTEND DRIVER
KNOWLEDGE AND LEGALLY
KEEP THEM ON THE ROAD'**

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All our courses are taught online from our CPC centre in Potters Bar, however if you are looking to offer training to your drivers, then we also run courses anywhere in the UK including your own premises. The school's trainers are approved to carry out training anywhere in the UK.

On completion of each day course, or 5-day training course, your drivers will receive a certificate confirming the course hours they have attended.

Your drivers will need to have accumulated a minimum of 35 hours attendance to obtain their new CPC card.



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LGV DRIVER TRAINING SCHOOL

We offer competitive and high-quality DVSA approved HGV Driver Training from our training centre located in Stevenage.

For anyone wishing to obtain their HGV License for the first time or upgrade from a Cat C to Cat C+E we offer the complete training process from Medical - Theory - CPC & Practical tests and training. Our specialists will guide students through the whole course and get the paperwork done for them once they have passed their test.

All they need to do is focus on their driving so that they can pass as soon as possible and take advantage of the lucrative opportunities currently available to HGV drivers.

'OUR SPECIALISTS WILL GUIDE STUDENTS THROUGH THE WHOLE COURSE'

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AFERECREUITMENT



WAREHOUSE SOLUTIONS

We can provide you with 100% of your agency supply requirements.

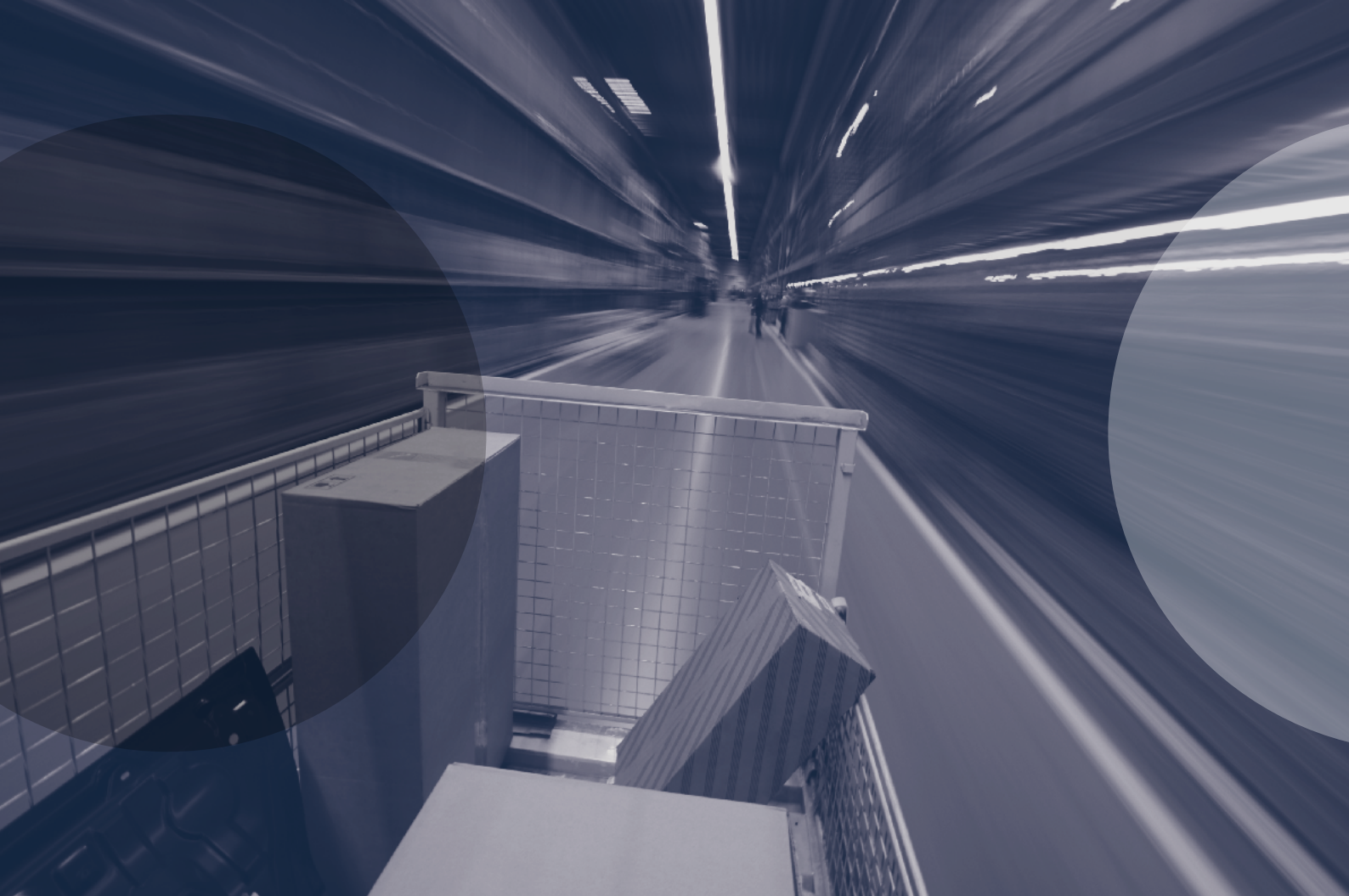
Service provided

- Complete on-site management
- Off-site management for smaller requirements
- Provide full office setup and equipment
- Able to scale onsite staff to your requirements
- Daily liaising with onsite management and our workers
- Manage daily attendance and KPIs
- Daily, weekly, monthly and annual reporting which is 100% auditable
- Weekly management meetings with your onsite management team
- Manage all processes to your requirements, including inductions and health and safety
- Management of all staff PAYE weekly pay processing
- Problem resolution and forward planning for annual peak periods
- Full 24/7 support including wake-up calls to ensure the maximum attendance, with 'extras' provisions for purpose of client cover
- Provision of PPE for all our staff as per client's requirements

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AFERECRUITMENT



Candidate attraction and advertising

- Extensive national advertising campaigns on more than 15 job boards, including, but not limited to:
 - Indeed
 - Total Jobs
 - CV Library
- Daily advertising response management.
- In excess of 5000 compliant available warehouse staff daily during peak periods.

Compliance

- Background vetting, right to work compliance checks and registrations.
- Scheduling of inductions (Daily and weekly).

Technological backing

- Facial recognition and hand scanner functionality available.
- State of the art candidate management system and centralised control interface and CRM system, with client login and access
- Integrated booking system, and online availability sheets.

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