FES

Fusion Education
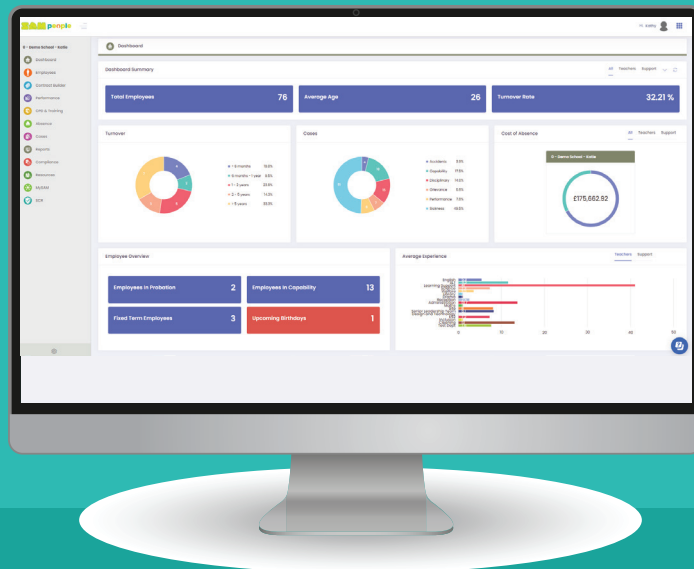People Solutions

Outstanding
HR software
for education

The complete solution for
people management

SAM people

face-ed

Our group - Fusion Education People Solutions

We fuse HR services and software products providing the full wrap around, end-to-end solution for over 1000 schools and 100 Trusts.

We are education people specialists that provide impactful products and services to help you manage your people and deliver the best outcomes for children.

FACE-Ed - ATS software to automate your Safer Recruitment processes

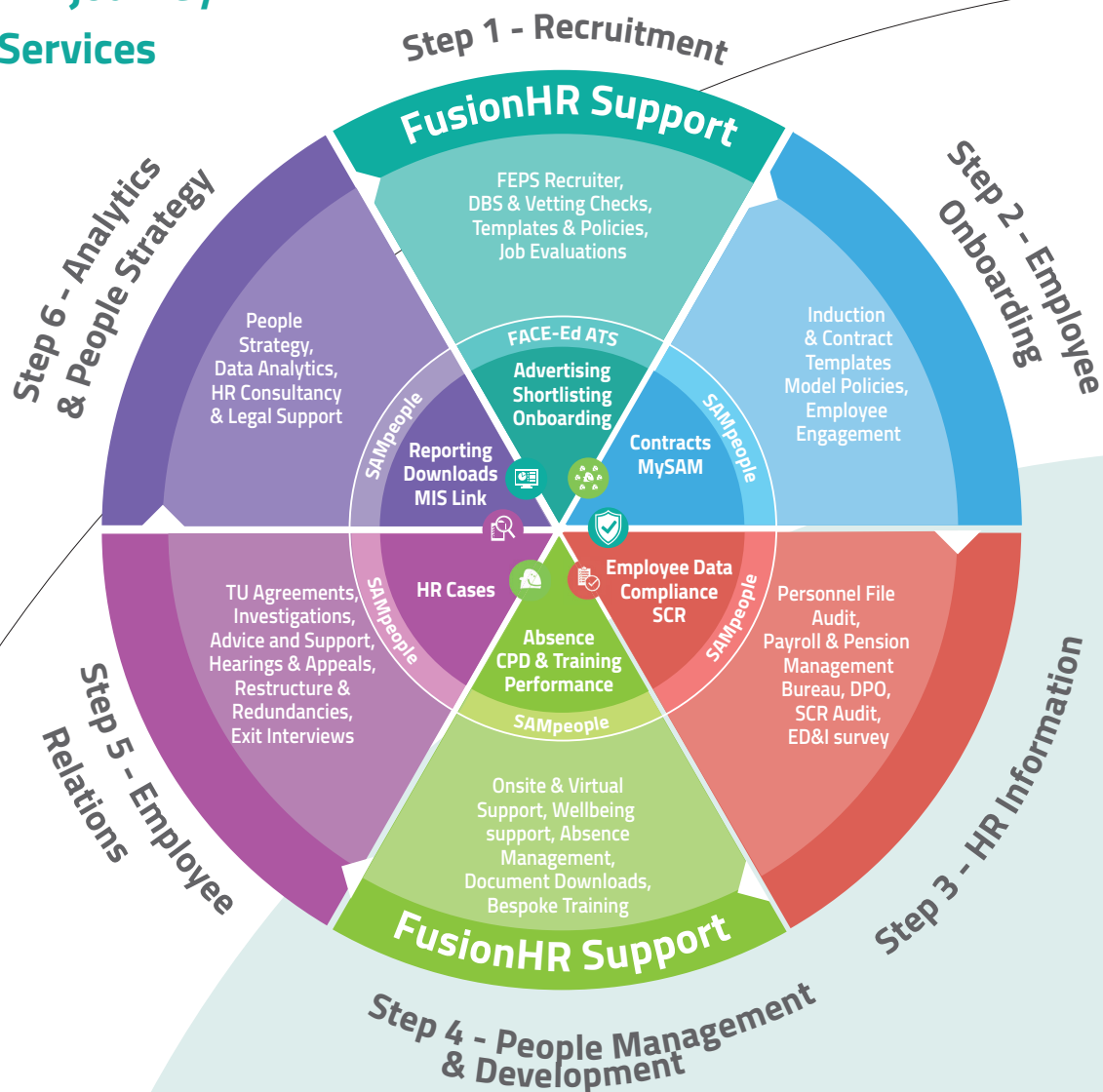SAMpeople - Full holisitic HR system to automate and streamline the management of your people

Payroll - Stress-relieving payroll and pension management bureau

Fusion - Decisive and outcome driven people and HR consultancy services

Your complete HR journey combining HR Services & Software

Step 1 - Recruitment

FusionHR Support

FEPS Recruiter, DBS & Vetting Checks, Templates & Policies, Job Evaluations

Step 2 - Employee Onboarding

Induction & Contract Templates Model Policies, Employee Engagement

FACE-Ed ATS

Advertising Shortlisting Onboarding

Contracts MySAM

SAMpeople

Step 3 - HR Information

Personnel File Audit, Payroll & Pension Management Bureau, DPO, SCR Audit, ED&I survey

Employee Data Compliance SCR

SAMpeople

Step 4 - People Management & Development

FusionHR Support

Onsite & Virtual Support, Wellbeing support, Absence Management, Document Downloads, Bespoke Training

Absence CPD & Training Performance

SAMpeople

Step 5 - Employee Relations

TU Agreements, Investigations, Advice and Support, Hearings & Appeals, Restructure & Redundancies, Exit Interviews

HR Cases

SAMpeople

Step 6 - Analytics & People Strategy

People Strategy, Data Analytics, HR Consultancy & Legal Support

Reporting Downloads MIS Link

SAMpeople

HR information at your fingertips

- Dedicated account management & support

- Tutorials and guides to help you get the best experience

- Employee portal to increase engagement

- Filterable reports to help strategic decisions

- Complete overview of people management at school or Trust level

SAMpeople is a holistic HR system, built by education HR specialists for schools, academies, colleges, and Multi-Academy Trusts.

All your employee data is kept in one place, that can be accessed from any location, with links to existing school data systems to avoid duplication. HR casework can be easily tracked and managed with a central overview for Trusts. Reporting and analytics provide HR insights and data to empower your leaders, either focusing on single schools or combining information for a Trust overview.

With the employee portal, MySAM, staff can view their profile, working patterns, request leave of absence, TOIL, Annual Leave, Term-Time Plus Payback and log additional hours, as well as viewing, commenting and signing documents in their document vault.

SAMpeople also links to FACE-Ed, our ATS, pushing hired candidate information and documents through to their employee profile.

If you use FACE-Ed, information from SAMpeople such as payscales, salary bands and job types will pull through for ease of reference.
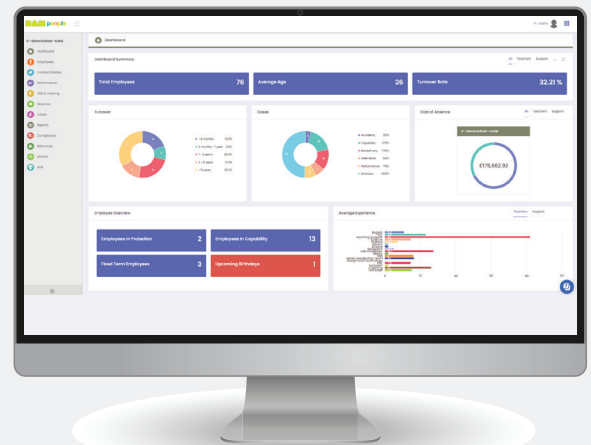
> **Do you struggle with information held in multiple systems including paper-based files?**
> **Do you find the volume of HR casework difficult to manage?**
> **Do your school leaders struggle to access information across multiple sites?**
> **Is HR reporting difficult due to multiple contracts and term-time working?**

Employee Personnel File

Single Central Record

Contract Builder

HR Cases

Performance Management

MySAM Employee Portal

Absence Management

Compliance Tracker

CPD and Training

Payroll

HR Reporting

FACE-Ed ATS

"SAMpeople is innovative because it integrates with SIMS and has full service for a member of staff through their portal. The portal improves communications and is an essential tool to demonstrate how we value staff. The team have been amazing in supporting our start up. They get the issues within education so we are already discussing any issues with someone who understands our needs. We are never made to feel like just another customer as with our previous experience. They care about getting it right for us. "

Chris Wiseman
Deputy Chief Executive Officer
Chief Operating Officer, E-ACT

MySAM - Employee portal accessible online anytime, anywhere, making paper forms a thing of the past

MySAM enables you to further engage with staff, providing feedback and setting tasks. Sending policies for signatures and recording leave, simply and online, reducing administration.

Empower your employees.......

✓ with the ability to see their profile information, absence record, leave entitlements and personal pay details as well as alerting leadership to any change in personal details

✓ to monitor the progress of objectives, manage TOIL and Term-Time Plus, read, comment and sign documents, log additional hours and request leave and cover

✓ to manage tasks to complete and view documents stored within their vault.
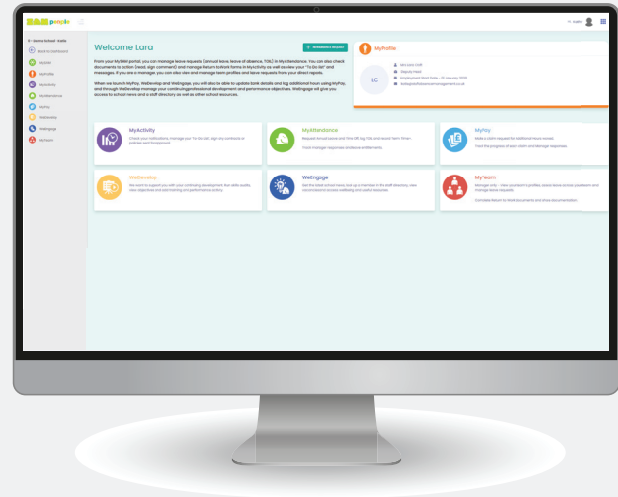
Line managers and department heads can see an overview of their team members in MyTeam, seeing in an instant working patterns and planned absence within the calendar and performance progression, as well as monitoring outstanding tasks and documents that need actioning.

Administrators can send documents, contracts, policies and return to work documents to be read, commented on or signed all within the portal.

SCR - Dynamic Single Central Record to manage compliance with Safer Recruitment requirements

Our dynamic SCR module, in line with KCSiE and Safer Recruitment requirements, helps you to track required actions in order to be compliant with the regulations.

Vetting checks recorded on the employee profile will automatically sync through to your Single Central Record (SCR) saving an immense amount of administration time and ensuring your SCR is always up-to-date.
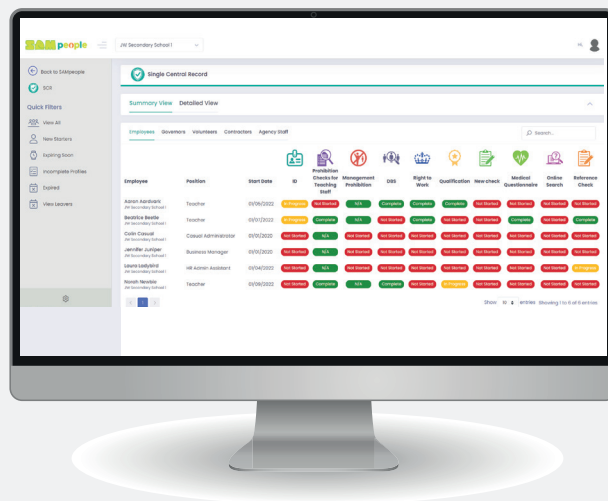
✓ Synchronise vetting check data from SAMpeople's employee records to your SCR

✓ Provide an overview summary of all checks, with flags on actions needed

✓ Set checks bespoke to the role type so you know what is required

✓ Focus your attention with prioritised actions

✓ Allow you to create different employee categories

✓ Make importing non-employee information easy including Governors, Trustees, Volunteers and Contractors

✓ Flag upcoming expiring checks

✓ Provide the flexibility for different levels of user access
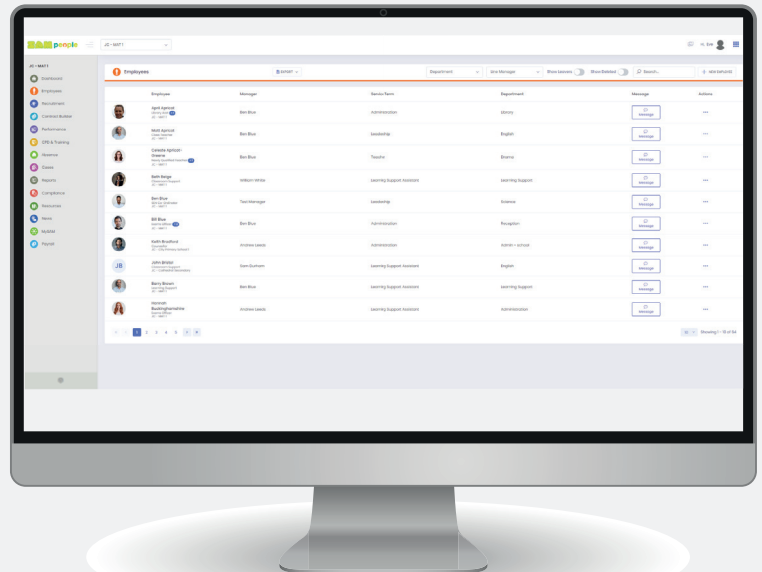
SAMpeople

Employee data - All employee details in one secure online personnel file

Set up multiple contracts, bespoke working patterns, record key dates including end of fixed-term contracts and end of probation.

Track all vetting checks and store all employee documentation in one place, both compliance information and non-compliance information.

SAMpeople will auto detect changes to payroll information (e.g. new starters, leavers, change variations, absences) and feed these into the payroll report.

Set task reminders for line managers and employees to ensure expiry dates are acted upon and see key reporting information broken down to employee level.

Contracts - Create & distribute contracts

With SAMpeople you also have the ability to capture term-time and term-time plus contracts. Use the contract builder to breeze through templates. Multiple contracts can be recorded and employees can sign contracts and policies online. You can even track those that are outstanding and send reminders.

Case management - Manage and track HR cases and print bundles for hearings

Make tracking HR cases easy by recording actions, documents and evidence securely online. Let SAMpeople do the hard work by setting reminders for actions, linking cases and providing a report on progress of discipline, grievance complaints, absence and capability cases in seconds. Seamlessly prepare page numbered case bundles and hearing packs in seconds and mail merge template letters to send, all within the system.

" Let SAMpeople do the hard work by setting reminders for actions. "

Absence Management - Monitor, manage and reduce staff absence

With a dashboard from our leading absence module SAM, you can see comparisons across the school or across the Trust. Our absence module drills down into the full impact of absence with costs by department and employee.

Unlike many other systems, we can allocate absences to more than one contract, set up absence categories and triggers that are bespoke to you. Employees can request leave, TOIL and TT+ online via MySAM.

Our absence module can be purchased seperately and has already saved schools thousands in absence costs.
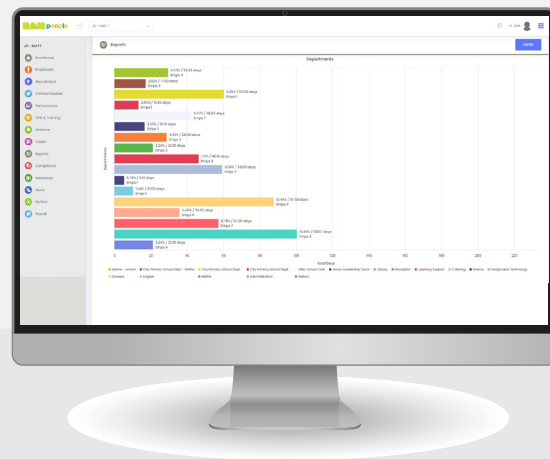
Performance Management - Set performance management objectives and complete appraisals

You can use the performance management module to set up all performance activities (e.g. appraisals, 1:1s, learning walks, lesson observations). You can also set up and monitor performance objectives and record the outcomes of your mid and final year discussions, using a simple traffic light system to show progress. Once completed you can send documents to the employee to read, comment and sign, through the MyActivity section of MySAM.

Compliance - Track and set compliance reminders

Ensure you are meeting HR compliance needs. Use the document compliance tracker to check that employee files have all the correct mandatory compliance documentation (e.g. right to work evidence, qualifications, ID, references, contract of employment etc.). Set reminders for the expiring documents and send documents for signature and acceptance to the employee portal MySAM.
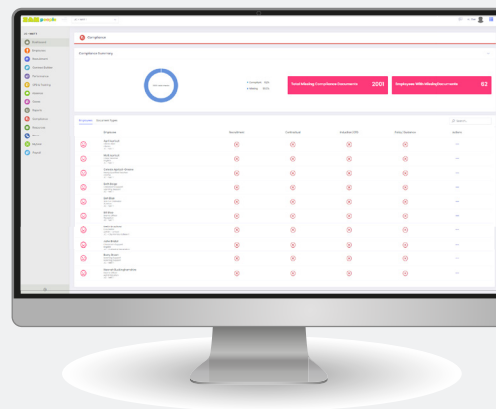
HR Reporting - Impactful analysis at the touch of a button

Extensive reporting is available with interactive filtering by school, date, type, line manager and department. Export reports to share with leaders, trustees and governors including contractual records and pay data. Easily report on employee turnover, absence, performance, Workforce Census, SCR, case management, contract types and many more.

CPD and Training - Track and set objectives

Track and encourage continuous professional development. Using SAMpeople you can set up bespoke CPD learning types and then record employee attendance of mandatory and non-mandatory learning.

> **MySAM enables you to further engage with staff, providing feedback, news and setting tasks.**

Payroll - Quickly export an all-in-one payroll report or streamline processes with our Bureau Management Service

Export payroll reports or utilise our Payroll and Pension Management Bureau service and keep everything in one place for a seamless integrated HR experience.

Our Payroll and Pension Management Bureau for the education sector provides a one-stop shop for schools, colleges and Trusts who are looking for a seamless managed service linked to a HR system. It provides:

- ✓ Project-managed implementation to ensure a smooth transition with parallel runs
- ✓ Provision of statutory documentation and returns in relation to HMRC and Pension Schemes
- ✓ Pre-payroll report and correction window facility in advance of pay day
- ✓ Easy access to a payroll export report within SAMpeople showing all variations in month

You will have peace of mind knowing that your payroll is being proactively managed by a team of professionals, with extensive experience in the Education Sector. Parallel runs will test processes to ensure that your staff will be paid accurately, on time and your payroll will be fully compliant.

Find the face that fits with our ATS

- Vacancy approval process

- Advert creation and vacancy distribution

- Campaign management and shortlisting

- Screeening against Safer Recruitment processes

- Candidate messaging and online portal

- Vetting, reference and onboarding tracking

FACE-Ed, our applicant tracking and vetting software, can be purchased alongside SAMpeople or as a separate system. It provides you with the ability to build and manage streamlined recruitment campaigns from advert to onboarding.

FACE-Ed guides you through the necessary checks and documentation you need to be Safer Recruitment and Section 1 compliant. It records all necessary information you need for your Single Central Record, as well as integrating the onboarding process.

The direct link with SAMpeople reduces administration, hassle and duplication, pushing information for the successful candidate into the HR system.
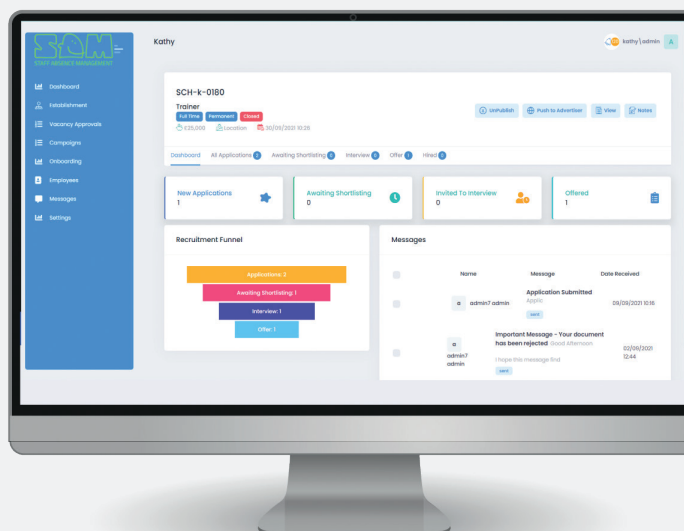
Why automate your recruitment processes?

- MAT overview dashboard & school statistics

- Customisable Vacancy Approval Forms and Flows

- Quick publishing of jobs directly to your website, LinkedIn, Twitter, the DfE Vacancies Portal and Indeed

- Quick application from all devices including CV upload

- Saved profile to apply for multiple positions for internal and external recruitment

- Customisable application forms

- Compliance flags for shortlisting and bulk notifications

- Preparation of Interview and Offer Packs with Safer Recruitment Checklist

- Digital referencing with auto reminders

- Preloaded email templates and automated responses

- Onboarding tracking ready to transfer to HR system

- Follows Safer Recruitment and KCSiE regulations

- Adverts refreshed every 3 days for maximum viewing

- **Already handled 10,000 applications**

" Before FACE-Ed we were handling paper copies and spending a lot of time on shortlisting, chasing references and going back and forth between schools within the Trust setting up interviews. As Safer Recruitment Accredited Trainers, FEPS have thought of everything. FACE-Ed provides a systematic approach, as you cannot move on until a check is complete. It has saved time and money. It is very methodical, easy to manage and follow, guiding staff through the process. I would absolutely recommend it without a shadow of a doubt. **"**

Sally Boaden, CFO, Raleigh Education Trust

Outcome driven HR support

- Education specialists

- Accredited Safer Recruitment Trainers

- CIPD training providers

- Impartial HR and Legal Support when needed

- Commercial approach

- 2-Hour response for urgent enquiries

- Additional wellbeing support services

Our 'Total HR approach' means you can speak to the same team, whether you are implementing a new approach to your people strategy and recruitment or managing a tribunal claim, looking for payroll support or considering a new HRIS.

Our software utilises the experience of our HR team, responding to challenges the team experience every day. That knowledge is invaluable and that is why we really do provide a one-stop shop for education.

Operational, Strategic, Ongoing or Adhoc HR - we can help

We can provide that second opinion for your team on a daily basis or be there for adhoc projects such as Investigations, Job Evaluations, Employee Engagement Surveys, Policy Development, Restructures and People Strategy.

We believe that outstanding schools and successful organisations are built on the quality of their people. Our people become your people. We work as a team helping to support your organisation and achieve your objectives.

HR and Legal

Select your level of HR and Legal commercial support, by telephone, virtual or onsite, school or Trust-led

Contracts and Policies

Bespoke 48-hour turnaround Contracts Administration Service, Document Downloads and bespoke policies

Data Protection

Support from accredited GDPR practitioners, with education and commercial sector experience

HR Training

Bespoke HR, Legal and Leadership Training on or off-site

HR Projects

Independent, experienced specialists to provide bespoke project support

Recruitment and Vetting

Tailored school recruitment, headhunting, DBS, vetting and reference checks

Health and Wellbeing

Occupational Health and Counselling support with quick turnaround from referral to report

Health & Safety

Unlimited Health & Safety advice, training and assessments

> We have used Fusion for nearly 10 years and I couldn't recommend them strongly enough. The advice, support and quality of their service is excellent. Fusion ensure you have trusted and professional communication and always respond rapidly to any queries. I would recommend Fusion without reservation. You won't be disappointed!
>
> **Joanne Cartmell, Headteacher, Holy Spirit Catholic & Church of England Primary**

"To find out how Fusion Education People Solutions can help you, book a demo on our website www.feps.co.uk or call our team on 01924 907319"

First Floor, Unit A
Cedar Court Office Park
Denby Dale Road
Wakefield, WF4 3FU

T 01924 907319
W feps.co.uk
E enquiries@feps.co.uk

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