



The CCS Handbook Part 5:

Temp-to-Perm

Throughout the CCS Handbook, we've been looking at the specific benefits offered to schools who opt to use the newly implemented, DfE-sponsored CCS framework when hiring temporary staff.

As part of the ongoing CCS Handbook series, today we'll be explaining how you can use the framework to add value when your school decides to take these temporary workers permanent.

We'll be covering:

1. Zero temp-to-perm fees after 12 weeks
2. How to make a temporary worker a permanent member of staff
3. Deciding when to make a temporary worker permanent

Free temp-to-perm after 12 weeks

One of the key aspects of hiring temporary workers through the CCS framework is the ability to make temporary workers permanent for no extra cost after 12 weeks.

In order to take advantage of this benefit of the framework, the temporary worker must have worked 12 weeks or more, and you will also need to give the agency at least 4 weeks' notice.

Tip: You can give a longer notice period in order to better prepare the legislative and financial requirements of moving the staff member onto your school's payroll.

How to make a temporary worker permanent

Long term supply teachers and other school-based temporary workers (as described in [Part 3 of the handbook](#)) are frequently offered permanent positions at the end of their contract. When a temporary worker has been hired on CCS terms, it becomes easier than ever to make the transition from temporary to permanent.

Temp-to-perm calculator

You can use the [agency selection tool](#) we told you about in [Part 3 of the handbook](#) to calculate how much you will be charged to make your temporary worker permanent at any given time. This fee is calculated based on the minimum contract, the notice period given, and the agency's daily fee.

As part of the CCS framework's commitment to transparency, you can use the temp-to-perm calculator to view the fee that your agency will charge you before you make any decisions.

Speak to your agency

If you would prefer not to use the CCS' temp-to-perm calculator, your Engage consultant will be happy to work with you to let you know how much it will cost to take your worker permanent at any given time.

When you should make a temporary worker permanent

Once your school has made the decision to take a temporary worker who was hired on CCS terms permanent, there will be a period of adjustment while your administrative team sets the worker up on your school's payroll and arranges to take responsibility for the worker's national insurance contributions and pension payments.

You can, of course, decide to keep a worker on the agency's payroll on CCS terms while you prepare to move the staff member onto your school's system. This will give you time to prepare all the legislative and administrative requirements, and you can continue to benefit from the support we offer at Engage until you are ready to make the switch.

Do schools have to offer workers a permanent contract after 12 weeks?

It's worth remembering that although you can take your temporary worker permanent after 12 weeks for no extra cost, this is not always the best option for your school, and there is no requirement for you to take temporary workers permanent when the 12 weeks is up.

If you choose to keep the member of staff on through Engage, they will continue to benefit from our various employee benefits and professional support programme, and your school will not have the administrative and employer-related costs of a permanent worker.

Tip: Although you can take your temporary worker permanent after 12 weeks for no extra cost, this is not obligatory and may not be the best route for your school at that point in time. You can always choose to transfer the candidate for free at a later date.

What next?

The next chapter of the CCS Handbook will cover some of the frequent questions we have received about the CCS framework, and go about answering them for you. So if you still have questions about how to get the ideal balance of value and quality for your school through the framework, we will hopefully have an answer in the next chapter. However, if you do have any questions that are left unanswered, you can get in touch with us at any time at CCS@engage-education.com.

If you know someone who would benefit from learning more about the CCS framework and how it can impact in their school, you are welcome to forward this email, or share [this link to our CCS page](#).