



## **THE NATIONAL ARCHIVES**

### **GUIDANCE AND TRAINING FOR RECRUITMENT IN THE ARCHIVE SECTOR**

#### **OPEN COMPETITION**

**DEADLINE FOR TENDER SUBMISSIONS – 12 NOON (UK TIME), 27 JANUARY 2021**

#### **CLARIFICATION QUESTIONS AND RESPONSES**

The National Archives has received one clarification question relating to this opportunity. That question, and its associated response, can be found below:

**Q:** *Could you please expand on what would be the scope of the guidance material? Will this include guidance for the recruiters - how to write the job descriptions, the language use in job advertisements, where to promote the job, etc?*

**A:** The guidance could include this, but we were also thinking of a 'desk top' manual with the info about employment law, handy hints for recruiting etc.