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G-Cloud 14 Pricing

Civica Recruitment – Trac Software

Contact

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Document Use

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Recruitment management software – Trac

Connected Candidate Mgt software strengthens your workforce.

Automatically post adverts, track the progress of vacancies, and complete pre-employment checks all through the online recruitment system. You can target key areas and measure your performance against KPIs through data-driven insights.

Our cloud-optimised software features personalised dashboards and bespoke reports so you can be more proactive with your recruitment hiring management. Those are just some of the reasons it's trusted by over 200 NHS and local government organisations across England and Wales.

Work Smarter

Used in over 90% of NHS Trusts, Civica Trac helps recruitment teams to attract and retain staff by improving the candidate experience and effective onboarding. Our smart modules and integration with OPAS-G2 Occupational Health Software can help you find the right person, for the right role, at the right time.

Trac Start Date Ready

Improving applicant onboarding with seamless, paperless processing making the first day count towards time to productivity

- Central point to submit information.

- Pre-population of e-Forms from data known to the organisation

- Secure submission and distribution employee information without the need for email attachments

Trac & MS Team Integration

Fill vacancies using MS Teams remote interviews to reduce time to hire and identify new talent.

Trac & TrustID Integration

Streamline the employment check process through automation and interoperability. The integration will provide:

- Automated guest link generation through Trac employment checks
- Population of information from TrustID report, including PDF output
- Ability to monitor the progress of IDVT checks through new dashboard filters and time to hire reporting measures

Civica Occupational Health/Trac Integration

Delivering efficient occupational health processes using data lead insights to improve employee health, reduce absenteeism, presenteeism and delivering outstanding ROI.

- HR Governance – Health Clearence e-Form screening can be reduced to take place with 2 days of offer letters being sent.

- HR Performance – the overall time to complete OH checks to outcome may also be reduced to within 2 days.

Improve the efficiency of your health clearance process by over 25% through connected data, automated communications and streamlined processes.

Trac Recruitment Solution Description

Trac software encompasses an end-to-end recruitment applicant tracking process that provides streamlining at every stage. Understanding and reacting to your organisation's staffing needs is crucial. Trac is a fast and cost-effective way to recruit delivering automation system wide, ensuring intuitive next steps are communicated to every stakeholder in the process. Trac may also be connected with complimentary solutions to enhance interoperability that speed up vital pre-screening activities.

Organisation choosing Trac benefit from.

- Cloud software delivered via SAAS enables paperless end-to-end recruitment.

- Interoperability with ESR and eDBS.

- ESR Doctors in Training integration - allows DiT applicant records to be created in ESR via the interface with TIS, and for NHS Organisations to supplement those applicant records with employment check details carried out in Trac.

- Custom job board embedded on existing websites and automated posting to many sites but not limited to - Job.nhs.uk, Find a job, Jobs go public, Facebook, Indeed and LinkedIn.

- Indeed Apply integration enables potential applicants to both find and apply for jobs through the Indeed Apply site. Their applications are imported straight into the vacancy on Trac once they are completed and submitted.

- Dedicated Trac Training Environment on which you can run your own in-house staff training. This space mimics the live Trac system, you can use the settings to replicate your recruitment processes without fear of impacting your live vacancies or onboarding campaigns.

- Employer branding throughout the candidate experience reinforcing corporate identity. Enhance candidate experience reducing time to hire. Collaborative working with multiple employers.

300,000
Public Sector Employees Supported

200+
NHS and Local Gov customers

30 Years
Public Sector Employee Support Solutions

90%
NHS Trusts use Trac.

- Talent pooling high calibre candidates to maximise engagement removing the risk of losing great people to competing hiring campaigns.

- Dedicated comms area for applicants and vacancy communications covering all documentation including, offer letters, contracts, and candidate acceptance.

- Customisable workflow to capture the unique nuances of the hiring organisation. Prompts, Alerts and Reminders that mitigate bottle necks keeping applicants on Trac.

- Secure role-based security permissions may be configured to manage and control recruiter's workload for better distribution in periods of heavy commitments.

- Efficient, accessible software that promotes equity, diversion and inclusion.

- Standardised reporting, plus enhanced bespoke reporting capabilities

- Online Trac Superuser Forum, *your* space to converse, share and learn as a community. It is a space for you to communicate less formally with other Superusers and Trac staff. Discuss developments and subjects not directly related to Trac (e.g. recruitment best practices, news about legislation changes or other advice).

Pricing

Pricing is based on the number of employees, see table below for details.

The minimum contract length is 24 months.

Trac Recruitment System Licence Fees

Trac Recruitment System only available with SaaS licence. All prices exclude VAT.

Licence fee for organisations with:	2024 Price per month	2025 Price per month	2026 Price per month	2027 Price per month	2028 Price per month	2029 Price per month
10,000 employees or more	£1,481 + £150 for every additional 1,000 staff, or part thereof	£1,555 + £158 for every additional 1,000 staff, or part thereof	£1,635 + £165 for every additional 1,000 staff, or part thereof	£1,715 + £175 for every additional 1,000 staff, or part thereof	£1,801 + £184 for every additional 1,000 staff, or part thereof	£1,892 + £194 for every additional 1,000 staff, or part thereof
6001 - 10,000 employees	£1,419	£1,490	£1,565	£1,645	£1,728	£1,815
4001 - 6,000 employees	£1,382	£1,450	£1,525	£1,600	£1,680	£1,764
2001 - 4000 employees	£1,333	£1,400	£1,470	£1,550	£1,628	£1,710
< 2,000 employees	£865	£910	£955	£1,000	£1,050	£1,111

Note: A separate licence fee must be paid for each separate entity using Trac. Individual and separate entities will not be able to purchase one licence between them.

The below table is the additional fee for additional subsidiary organisation licences only and can only be added to a complete system licence as shown above. The minimum fee is equivalent to the <2000 employees' rate.

Licence fee for organisations with:	2024 Price per month	2025 Price per month	2026 Price per month	2027 Price per month	2028 Price per month	2029 Price per month
fewer than 800 staff	£738	£775	£815	£855	£898	£943
fewer than 600 staff	£593	£625	£655	£686	£721	£758
fewer than 500 staff	£517	£545	£570	£600	£630	£662
fewer than 400 staff	£290	£305	£320	£335	£352	£370
fewer than 300 staff	£221	£232	£245	£255	£268	£282
fewer than 200 staff	£145	£155	£160	£170	£179	£188
fewer than 100 staff	£76	£80	£85	£90	£95	£100

Note: the figure used for "Employees" for calculating costs will be the higher of either "Head Count", "Whole Time Equivalent (WTE)" or "Establishment".

Additional Services

Important Note - All of the following options are only available when provided in conjunction with a Trac Recruitment System Licence and are not available as standalone services.

eDBS

Electronic DBS handling fee:	2024	2025	2026	2027	2028	2029
Per application	£5.15	£5.40	£5.70	£5.95	£6.25	£6.57

Electronic DBS handling fee per application, plus the DBS application fees in force at the time. Checks to be requested, through the recruitment system, as required by Buyer's recruitment staff.

Note: For the avoidance of doubt, digital identity verification check scanning is not included.

Start-up fees

New client set-up implementation fees dependent on customer specific requirements subject to a minimum fee of £10,254.

Ad hoc implementation, support and developments

Available based on the Civica SFIA rate card.

Note relating to ad-hoc developments.

Some ad-hoc developments will also incur additional ongoing monthly support fees. Examples of additional monthly fees include:

- Bespoke application form = £21 per month
- Bespoke reference form = £21 per month

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Integrations and additional modules

- Link to third party advertisers = 5% of the monthly licence fee, per job board

- Link with third-party tool, for instance a Values Screening system = 10% of monthly licence fee

- Link to third party tool, MS Teams = 20% of monthly licence fee

- Link to third party tool, Identity Document Validation Technology (IDVT) provided by TrustID = 15% of monthly licence fee

- Link to Civica Occupational Health software (OPAS-G2). Fees dependent on customer requirements.

- Start date ready (onboarding) module = 50% of the monthly licence fee

Training

Courses run for up to 6 people at the Buyer's premises = £1,155 per day plus travel and accommodation. If more than 6 people on a course an additional trainer is needed for every 6 people, or part thereof, at a cost of £840 per trainer plus travel and accommodation.

Courses run for up to 8 people online = £1,008 per day.

Text messages cost for usage above monthly allowance

SMS text messages sent after going over the monthly allowance = £0.10 per additional message.

The monthly allowance for a buyer paying a licence fee of £1,481 per month is a maximum of 1,481 SMS text messages per month. The monthly allowance for other buyers and secondary employers is pro-rata to this. For example, an organisation paying £593 per month licence fee will have an allowance of 593 SMS text messages per month.

Recruitment support

2024 Fees	Short term (minimum 1 month)	Long term (minimum 3 months)
Level 1	£43.58 per vacancy	£35.18 per vacancy
Level 2	£56.70 per external applicant or £37.28 per internal applicant	£44.10 per external applicant or £28.88 per internal applicant

2025 Fees	Short term (minimum 1 month)	Long term (minimum 3 months)
Level 1	£45.75 per vacancy	£37.00 per vacancy
Level 2	£59.50 per external applicant or £39.25 per internal applicant	£46.25 per external applicant or £30.50 per internal applicant

2026 Fees	Short term (minimum 1 month)	Long term (minimum 3 months)
Level 1	£48.00 per vacancy	£38.85 per vacancy
Level 2	£62.50 per external applicant or £41.25 per internal applicant	£48.50 per external applicant or £31.85 per internal applicant

2027 Fees	Short term (minimum 1 month)	Long term (minimum 3 months)
Level 1	£50.45 per vacancy	£40.75 per vacancy
Level 2	£65.65 per external applicant or £43.20 per internal applicant	£51.00 per external applicant or £33.45 per internal applicant

2028 Fees	Short term (minimum 1 month)	Long term (minimum 3 months)
Level 1	£52.98 per vacancy	£42.79 per vacancy
Level 2	£68.94 per external applicant or £45.36 per internal applicant	£53.55 per external applicant or £35.13 per internal applicant

2029 Fees	Short term (minimum 1 month)	Long term (minimum 3 months)
Level 1	£55.63 per vacancy	£44.93 per vacancy
Level 2	£72.40 per external applicant or £47.63 per internal applicant	£56.23 per external applicant or £36.89 per internal applicant

Notes relating to recruitment support:

- Level 1 support is measured by counting the number of vacancies that complete shortlisting in the measurement period.

- Level 2 support measured by conditional offers made in the measurement period.

- Measurement period is a calendar month unless otherwise stated.

- Recruitment Support is subject to a minimum monthly fee of £1,575 for Level 1 and £1,575 for Level 2. For the avoidance of doubt, the minimum monthly fee for Level 1 and Level 2 is £3,150.

- The notice period for Short Term Support is two weeks, the notice period for Long Term is three months.

Third party costs are not included.
Please contact us to discuss your detailed requirements.
All prices exclude VAT.

Complementary Solutions

Expanding the People Journey

Civica's ecosystem offers a range of complementary solutions in addition to **Trac**, in particular broadening the landscape with AI Skills Profiling and enhanced On Boarding, in addition can bring additional valuable return.

Civica Assess		Civica OnDemand	
Civica Learning		Social Media Checks	
On Boarding Butler		Skillsminer AI. Talent Mobility	

- **Civica Assess**

Civica Assess platform provides everything you need to deliver easy-to-use digital assessments that empower your candidates to achieve success. Whether paper-based or digital, Civica Assess provides simple, accessible, and reliable assessments that perform, even on slow internet connections. And with our best-in-class implementation team, you can rest assured that your setup process will be pain-free too.

- **Civica On Demand**

Using a digital mail service supports your digital transformation agenda and transition to paperless working; making your organisation greener, saving money and improving process efficiencies. This can be achieved via the scanning of paper-based records into a digital indexed format or the processing of physical inbound and outbound mail that comes in and out of your organisation, helping to increase efficiency and reduce costs. Our mailroom services save you money and reduce workload for your staff.

- **Civica Learning**

Civica's Learning Management System (LMS) supports people with knowledge, skills and CPD. Civica Learning (formerly Agylia) encourages learners with easy access to a wide range of digital and blended learning content promoting self-discovery and self-learning through personalised experiences combined with tailored, role-based learning programmes. Enhanced learning is achieved by creating digital learning content, including eLearning and microlearning courses, videos, podcasts, eBooks, PDF and Office documents, weblinks and other online resources.

Social Media Check

The risk presented by social media continues to grow and the opportunity to identify inappropriate content quickly and easily has become more evident in recent years. A team of experts have been carefully selected to create, build and deliver a market-leading, cost-effective and easy-to-use social media screening solution suitable for everyone as part of your recruitment process. Our primary objective is to protect your company, your brand and yourself with the overarching aim to provide the information needed to make an informed decision, to reduce risk and to avoid potential embarrassment within minutes.

OnBoardingButler

28% of onboardings fail resulting in diminished productivity talent attrition. OnBoardingButler empowers Hiring Managers to exercise excellence during employee onboarding and reboarding. Providing a built-for-purpose SaaS communication platform for HR and hiring line managers, featuring customizable templates for consistency, efficiency, clarity, and scalability in onboarding management at every stage of the employee lifecycle.

Skillsminer AI. Talent Mobility

The AI. Skills ecosystem for Recruitment, Talent, Workforce Agility, Career Growth and Employability and Skills. Revolutionising the skills landscape across government, health, education, utilities, and finance revealing hidden talent enhancing internal & external mobility and elevating career opportunities. Consisting of four distinct products which are designed for recruiters, human resources, learning and development, career advisors, job coaches and individuals.