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| Title: | **Understanding human resources for the enterprise**  |
| Level: | **3** |
| Credit value: | **2** |
| Unit guided learning hours | **6** |
| Learning outcomes (the learner will) | Assessment criteria (the learner can) |
| * 1. Understand how to select the right person for the enterprise
 | 1.11.21.3 | Identify the skills mix to establish and maintain the enterprise Collect information on job requirements sufficient to decide whether to outsource, sub contract or recruit Conduct a job analysis to prepare a job description and person specification for a post within the enterprise  |
| * 1. Understand the legal implications of acquiring people for the enterprise
 | 2.12.22.32.4 | Outline the legal aspects of recruitment and selection and/or of contracting/sub-contracting Explain the employment, diversity and equal opportunities legislation that could impact on the enterprise Identify sources of information, advice and guidance on employment Describe how to ensure compliance of the relevant legislation  |
| **Additional information about the unit** |  |
| Unit purpose and aim(s) | To understand the implications of acquiring human resources for the enterprise. |
| Details of the relationship between the unit and relevant national occupational standards or professional standards or curricula (if appropriate) | Links to SFEDI 2010 NOS: OP1, OP2, OP3, OP4, OP1O, OP11, BS1, BS2, LG2, Links to CfA 2009 NOS: M&LB8, M&LD3 |
| Assessment requirements or guidance specified by a sector or regulatory body (if appropriate) |  |

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| Support for the unit from a sector skills council or other appropriate body (if required) | Council for Administration (CfA) |
| Equivalencies agreed for the unit (if required) | E3.10 - Acquiring human skills for the business  |
| Location of the unit within the subject/sector classification system | 15.3 - Business Management |
| **Additional Guidance about the Unit** |
| **Indicative Content:** |
| 1 | * Human resource factors to provide appropriate skills for the business/enterprise
* Job analysis, job specification, job description, person profile for identifying requirements
* Flexible working arrangements
* Use of outsourcing, sub-contracting and volunteers, if appropriate
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| 2 | * Current employment legislation relating to recruitment, selection, minimum pay, discipline, grievance and severance
* Systems, records and procedures to facilitate compliance
* Sources of assistance, such as BIS, ACAS, solicitors, CAB, professional institutes
* Consequences of non-compliance, including Employment Tribunals
* Brief outline of legal aspects of recruitment and selection, and of contracting/sub-contracting
* Techniques for recruitment
* Selection methods as appropriate to the business/enterprise
* Current employment legislation relating to diversity and equal opportunities
* Systems, records and procedures to facilitate compliance
* Sources of assistance, such as BIS, ACAS, solicitors, CAB, RRC
* Consequences of non-compliance, including Employment Tribunals
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