|  |  |
| --- | --- |
| Title: | **Managing recruitment** |
| Level: | 5 |
| Credit value: | 5 |
| Learning outcomes (the learner will) | Assessment criteria (the learner can) |
| 1. Understand human resource planning in an organisation
 | 1.11.21.3 | Explain the role and relevance of human resource planning in own organisation Assess the impact of legal requirements on human resource planning in the organisationAssess the impact of organisational policies and procedures on human resource planning in the organisation |
| 1. Be able to plan and implement recruitment in line with legal and organisational requirements
 | 2.12.22.3 | Describe the recruitment process in own organisation from the identification of a vacancy through to the appointment of the successful candidateJustify a need for recruitment in own area of responsibilityImplement the recruitment process in own area of responsibility, ensuring all procedures are followed and necessary records are kept in line with legal and organisational requirements |
| **Additional information about the unit** |  |
| Unit purpose and aim(s) | To develop understanding and ability to manage recruitment as required by a practising or potential middle manager. |
| Details of the relationship between the unit and relevant national occupational standards or professional standards or curricula (if appropriate) | Links to MSC 2004 NOS: A2, D2, D3 |
| Assessment requirements or guidance specified by a sector or regulatory body (if appropriate) |  |
| Support for the unit from a sector skills council or other appropriate body (if required) | Management Standards Centre (MSC) |
| Location of the unit within the subject/sector classification system | Business Management |
| Unit guided learning hours | 24 |
| **Additional Guidance about the Unit** |
| **Indicative Content:** |
| 1 | * Human resource planning techniques
* Reward systems
* Ways to redeploy human resources to achieve individual and organisational objectives
* Techniques for succession planning
* Causes of poor attendance and retention and strategies for improvement
* Techniques for monitoring and evaluating attendance and retention
* Use of outsourcing, subcontracting, outworkers
* Legal and organisational aspects of redundancy and redeployment
* Human aspects of redundancy and redeployment
 |
| 2 | * Organisational recruitment policies and procedures
* Legal aspects of recruitment and selection
* Relevant methods of advertising vacancies, internally and externally
* Internal and external applications
* Techniques for job analysis
* Job specifications and job descriptions
* Person specifications
* Use of job descriptions and person specifications to shortlist applicants
* Selection techniques including interviewing, testing, assessment centres, references etc
* Alternative methods of advising applicants of outcomes
* The need to maintain comprehensive records to support and justify decisions
* Interview types – formal and informal, including selection, exit, grievance, disciplinary, counselling, appraisal, supervision and information gathering/investigation
* Appropriate climate for conduct of an interview
* Structure and format of interviews according to purpose
* Legal and ethical considerations in relation to interviewing
* Questioning and listening techniques
* Impact of non-verbal communication
* Ways to analyse and interpret information gained (facts, evidence, opinion, meaning)
* Recording information and interview outcomes
* Importance of feeding back during and after interviews to interviewee and authorised people, and methods of doing so
* Appropriate checks following appointment such as CRB and references
 |